

Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 30 October 2018 commencing at 7.30pm.

Agenda

Carl Cowie
Chief Executive Officer

Friday 26 October 2018

Distribution: Public

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Domin je ka

Ordinary Meeting of Council seating plan

Cr John Dumaesq
Edendale Ward

Cr Karen Egan
Bunjil Ward

Cr Grant Brooker
Blue Lake Ward

Cr Peter Perkins
Ellis Ward

Cr Jane Ashton
Sugarloaf Ward

Cr Bruce Ranken
Swipers Gully Ward

Katia Croce
Governance Lead

Blaga Naumoski
Executive Manager
Governance

Cr Peter Clarke
(Mayor)
Wingrove Ward

Carl Cowie
Chief Executive
Officer

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 30 October 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

Acknowledgement of an award presented to Council from Banyule Nillumbik Local Learning and Employment Network (BNLLEN) for Council's support and involvement in the 'Stories of My Life Program 2018'.

Jayden Grey (Swipers Gully Ward) receives \$200 as a contribution for being selected to represent Australia at the World University Championships in China.

Kate Nayler (Edendale Ward) receives \$150 as a contribution for being selected to represent Victoria at the Australian Aeroschools Championships in Queensland.

Nillumbik Shire Council wishes Jayden and Kate every success with their future sporting pursuits.

6. Confirmation of minutes

Confirmation of minutes of the Council Meeting held on Tuesday 25 September 2018 and the Special Council Meeting held on Tuesday 16 October 2018.

Recommendation

That the minutes of the Council Meeting held on Tuesday 25 September 2018 and the Special Council Meeting held on Tuesday 16 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. 2018-07

A petition containing 103 signatures from residents objecting to Planning Application Number 159/2018/06P 109-115A Yan Yean Road, Plenty regarding development and use of the land as an Emergency Services Facility (CFA Fire Station) and associated vegetation removal.

Recommendation

That Council:

1. Receives and notes the petition objecting to Planning Application Number 159/2018/06P 109-115A Yan Yean Road, Plenty regarding development and use of the land as an Emergency Services Facility (CFA Fire Station) and associated vegetation removal.
2. Refers this matter to Director Services and Planning for investigation and response.
3. Advises the petition organiser accordingly.

Petition No. 2018-08

A petition containing 1,604 signatures from residents against the inappropriate development and proposed EOI of 895 and 903-907 Main Road Eltham.

Recommendation

That Council:

1. Receives and notes the petition against the inappropriate development and proposed EOI of 895 and 903-907 Main Road Eltham.
2. Refers this matter to Director Business and Strategy.
3. Advises the petition organiser accordingly.

Petition No. 2018-09

A petition containing 40 signatures from residents requesting Council make Reynold Road between numbers 26 to 58 in Wattle Glen less dangerous and noisy, and more liveable.

Recommendation

That Council:

1. Receives and notes the petition requesting Council make Reynold Road between numbers 26 to 58 in Wattle Glen less dangerous and noisy, and more liveable.
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.009/18 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:

- Urban Design Review Project Reference Group – 8 August 2018
- Recreation Trails Advisory Committee – 13 September 2018

Attachments

1. Urban Design Project Reference Group Minutes - 8 Aug 2018
2. Recreation Trails Advisory Committee Minutes - 13 September 2018

Recommendation

That Council notes the:

- Urban Design Review Project Reference Group meeting minutes held on 8 August 2018; and
- Recreation Trails Advisory Committee minutes held on 13 September 2018.



Activity Centres Urban Design Review – Project Reference Group – Draft Minutes

Date: Wednesday 8 August 2018
Time: 6:30 - 8:30pm
Venue: Candlebark Rooms 1 and 2, Nillumbik Shire Offices, Civic Drive, Greensborough

Attendees:

- **Councillors:** Peter Perkins (Chair)
- **Community Members:** Lynnsay Prunotto, Frank Lynch, Stefano Scalzo and Gill Di Pasquale
- **Council Officers:** Fae Ballingall, Paul Fyffe
- **David Lock Associates:** Julia Bell

Apologies:

Heidi Crundwell, Cr. Peter Clarke, Naomi Paton and Anthony Calthorpe

Item	Topic	Responsible
1	<p>Welcome</p> <ul style="list-style-type: none"> • Apologies • Assembly of Councillors <ul style="list-style-type: none"> ○ Heidi Crundwell, Cr. Peter Clarke, Naomi Paton and Anthony Calthorpe were apologies. ○ An Assembly of Councillors form was completed with no conflict of interest being noted. 	Chair
2	<p>Adoption of the Minutes of the Previous Meeting (30 May)</p> <ul style="list-style-type: none"> • The group considered the draft minutes (circulated earlier) and did not request any changes. • The minutes were adopted (Moved: Stefano, Seconded: Lynnsay) 	Chair
3	<p>Presentation of Design Elements for Eltham and Diamond Creek (with discussion)</p> <p>David Lock Associates (DLA) presented the draft documents that they have prepared which identify the key design elements for each centre. There being one document for each centre.</p> <p>Feedback and discussion occurred during Julia's presentation of each</p>	David Lock and Associates

	<p>document. A summary of key points coming from the group's discussion is as follows:</p> <p><u>Diamond Creek</u></p> <ul style="list-style-type: none">• Diamond Creek's history is significant to defining its character, particularly the character of the Chute Street area, and this historical context needs to be better recognised in the document.• The study area should perhaps be extended, particularly in vicinity of Chute Street, to capture more of the historical features (buildings etc.) which contribute to the character of Diamond Creek.• The Gateway significance of Chute Street to the Diamond Creek Activity Centre needs to be better recognised in the document.• The Elizabeth Street area, currently light industrial, should perhaps provide more mixed-use land use and development.• Existing development in the Elizabeth Street area should not be considered to support or articulate the preferred design character.• A comment should be provided in the document recognising that the Elizabeth Street area may experience significant change if the railway crossing is removed. Further, the document should provide some indication as to how this change should be responded to.• The location and significance of the trail connections needs to be acknowledged in the document.• The Milthorpe Store is very important to the character of Diamond Creek.• Consideration should be given to expanding Precinct 4 (south of George Street) to include the basketball stadium.• Better connections should be provided between Diamond Valley College and the Diamond Creek East Primary School <p>In addition to the above, the group reviewed proposed examples of preferred development, which were presented by Julia, and the group appeared to give notable support to these examples. Comment was made from the group that the particular examples need to be matched with particular parts of the activity centre. Further, comment was made that there needs to be an emphasis on providing variation across large sites.</p> <p><u>Eltham</u></p> <ul style="list-style-type: none">• On considering examples proposed by Julia of preferred development, the group provided, as with the earlier discussion of Diamond Creek, notable support for the examples presented.• One of the examples shown makes significant use of weatherboards with a natural finish as an external material. Regarding this example, there was discussion amongst the group about whether such a finish can be a maintenance issue and more particularly, the concern was raised that, if there is not sufficient maintenance, that the finish can look very poor.• A community member voiced strong support for timber as an external	
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	<p>finish and stated that, if used and designed properly, it will still look good even if not regularly treated.</p> <ul style="list-style-type: none"> • A comment was made that the Eltham design should emphasise sustainability. • The contribution of depth, shadows, landscaping, quality and innovation were identified as being important to the preferred Eltham design. • Comment was made from a group member that the document should better provide examples of preferred office development. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Officers advised that the next intended step is to provide written feedback to DLA about the documents, who will then produce a final version of the documents. Members of the group were asked to provide any comments to Council officers, who will then collate these comments and pass them onto DLA (members have been asked to provide comments to Paul and Fae by 31 August). 	
4	<p>Update - Consultation on the Activity Centre Review</p> <ul style="list-style-type: none"> • Paul and Fae advised that the planned consultation for the review of the activity centre structure plans had commenced on 23 July and that: <ul style="list-style-type: none"> ○ Council had directly notified many stakeholder groups about the consultation and had placed notification in the Diamond Valley Leader and on social media ○ To date, two of the six planned pop-ups (information stalls) had been held, including one at the Eltham Town Square and one at the Eltham library, with the first Diamond Creek pop-up to be held the following day (9 August). ○ The response, to date, from the community had been good. In particular, people seemed highly appreciative of being consulted in planning for the activity centres. ○ The PRG was advised that at its next meeting the group would receive a summary of the results of the consultation. 	Paul Fyffe and Fae Ballingall
5	<p>Other Matters</p> <ul style="list-style-type: none"> • It was confirmed for the group that the next meeting would be on Wednesday 12 September (6.30-8.30pm) at the Nillumbik Shire Offices. <p>(The meeting closed at 8.35pm)</p>	All

Recreation Trails Advisory Committee (RTAC) Minutes



Date: Thursday 13 September 2018
Time 6.30pm – 8.00pm
Venue: Manna Gum 1 & 2, Civic Centre – Greensborough
Chair: Cr John Dumaresq
Minute taker: Jo Massoud

Accronyms:

DCT – Diamond Creek Trail
DELWP – Department of Environment, Land, Water and Planning
GSF – Growing Suburbs Fund
HSAT – Heidelberg School Artists Trail
MW – Melbourne Water
NRT – Northern Regional Trails
PV – Parks Victoria
PHBRS - Panton Hill Bushland Reserve System
RTAC – Recreation Trails Advisory Committee
TAC – Transport Accident Commission
VCAT – Victorian Cival and Administrative Tribunal

Order of business

1. Welcome

Attendance – Cr John Dumaresq (chair), Andrew Bakos, Cath Giles, Kay Cruse, Jamie Sharp, Vince Bagusauskas, Jo Massoud and Nathan Roberts

Apologies – Cr Karen Egan, Cr Peter Perkins, Neil Hordern, Stephanie Langton, Stephen Hadley, Damien Barber, Jan Davies and Rex Niven

2. Conflict of interest and Assembly of Councillor form

Completed following meeting by Jo Massoud.

3. Minutes of previous meeting

- These minutes were presented at the July Council meeting for ratification. All Committee meeting minutes need to be ratified at Ordinary Council meeting before they are circulated to the Committee.
- Moved: Andrew Bakos
- Seconded: Kay Cruse

4. Business arising

- Committee positions – Mathew Turnley resigned from the committee in June so additional position (walking community) is also available. Applications are via Councils website - www.nillumbik.vic.gov.au/rtac, closing Thursday 27 September at 5pm. Advertising organised for local magazine (Nillumbik News), newspaper (Warrandyte Diary and Whittlesea Town Crier), social media and through service providers. Dates of advertisement are:
- Stephanie Langton has also resigned from her position as representative for the General Community – Rural, as of September 13. This position will either be filled by a suitable applicant (if any) from the current recruitment process or the position will be readvertised

ACTION: Officers to confirm dates should the position need to be advertised

- Heidelberg School Artists Trail (HSAT) signs – Council previously gave funds to an association (Melbourne Valley of the Arts) which looked after the HSAT but that association was wound up a couple of years ago. Prior to this the association was funded by Banyule, Manningham, Nillumbik and others. There was a recent push (led by Banyule and Manningham) last year to have the trail transferred to an online platform.

ACTION: Officers to investigate status with Banyule and Manningham. Also touch base with Yarra Ranges Council as they were also involved.

- Rodger Road Sealing – the scheme was declared at Council meeting on 28 August. The 30 day Victorian Civil and Administrative Tribunal (VCAT) appeals period has commenced, once this concluded further information on construction will be known. In relation to the trail, advertising for the planning permit (for clearing and pruning of vegetation) has commenced.
- Diamond Creek Trail (DCT) to Main Yarra Trail change in surface – Parks Victoria (PV) Regional Officer has advised that this section will not be sealed as there are other parts that are unsealed. PV will do further investigation in relation to any injuries sustained and also look to increase maintenance as opposed to sealing this section.

5. Regional Trails update

a) Northern Regional Trails Strategy (NRT)

- In advocacy phase to secure as much funding for the region
- \$4.5m funding was received for DCT as part of this advocacy work.

- A further \$1m has been allocated to the NRT and part of this will be used by Darebin to connect a vital link in the network near Bundoora Park

b) Diamond Creek Trail (DCT)

- Landowner information sessions held in July 2018 and formal acquisition process commenced in August 2018.
- Survey work to commence in Sept to prepare plan of subdivision for private land Council will acquire, targeted completion late October 2018.
- Project team met with VicRoads to present and agree scope and deliverables of \$4M Active Transport Vic funding. Expenditure profile is 18/19 and 19/20.
- Lodged Growing Suburbs Fund (GSF) application in July 2018 with announcements anticipated later this month - seeking additional funding to meet \$3M shortfall. Awaiting release of Federal Building Better Regions Fund and Council/project's eligibility should GSF be unsuccessful.
- Ongoing advocacy in partnership with community for additional funding from Government.
- A map showing the end point of the Trail at Graysharps Rd which connects to Council's Hurstbridge Open Spaces Precinct project was circulated to members for review.
- Barak Bushlands – trail is quite narrow and should be widened to 3m where possible

ACTION: Officers to investigate the cost of widening and how this can be staged to fit within existing budget allocations.

c) Aqueduct Trail

- Anticipated site visit was cancelled due to lack of attendance and poor weather. Presentation was given to the committee showing the trail alignment from Research through to Christmas Hills – there are sections that are currently not accessible.
- Committee expressed the need for the trail alignment to be reconsidered for safety and experience related reasons rather than just commuter. For example cross Donaldson Road straight to Kangaroo Ground-Warrandyte Road and follow the Aqueduct.

ACTION: Officers to discuss the process for Trail Strategy review including financial and personnel resources required.

- Northern alignment, as per the Recreation Trails Strategy, along Ridge Road is being discussed with Parks Victoria and Melbourne Water (MW) through the master planning process for Christmas Hills.
- Meeting with Yarra Ranges on 4 October to discuss further planning work on the Aqueduct Trail to begin expending the \$8,000 allocated towards planning

ACTION: Officers to seek further information and confirmation of boundaries through Department of Environment, Land, Water and Planning (DELWP), MW and titles office. Investigate tenancy arrangements for any land that may become available.

d) Green Wedge Trail

- At this stage there is no further planning work being completed for this Trail.

6. Local Links – Cherry Tree Road

- Project has now been completed and acquitted with Transport Accident Commission (TAC).
- Road safety audit results are due to officers by 14 September 2018 where further actions may be required.
- The fence along property 290 has been adjusted to show correct land ownership and providing a wider section in the trail

7. Panton Hill Bushland Reserve System (PHBRS)

- Officers have met with Brad Tadday to discuss collaboration between PHBRS and RTAC. As PHBRS are looking in to signage at the moment, officers decided that signage would be the first place to start with keeping trails consistent. Trail classification and grading will also be kept consistent using the Australian Walking Track Grading System.
- Rocks placed on road side Long Gully Road by PV to prevent rubbish dumping and parking has created an issue for local community with regards to access to trails in Bunjil Reserve. The rocks have been moved to allow for garbage trucks to get through. Letter written by Neil to PV, not yet sent as it a wider issue about access to trails on PV Land.
- LookEar have been selected as the successful tenderer for the design and installation of the PHBRS Interpretive Map Sign at the reserve gateway locations.
- Pick My Project "Caring for and enhancing Bunjil Panton Hill Bushland Reserve" has got through the next stages and out for voting. (this would fund some Indigenous interpretive artwork and help make trails more accessible at Bunjil Reserve).

8. Working group – report back

- Following our two working groups meeting early this year to discuss trail alignments and classifications we have now been able to produce an external GIS resource of our trails including regional trails, proposed regional trails, local trails, proposed local trails and proposed cycling routes.

ACTION: Committee members to review the GIS mapping to confirm the correct alignments are shown

- The intended steps from here are:

- All RTAC members will be invited to a working group meeting to discuss and review the content of the external GIS resource – 4.30-6.30pm on Thursday 4th October at Candlebark 1 & 2.
- External GIS resource updated as per working group feedback
- Council to apply classifications model to agreed network alignment
- Final network and classification to be presented to RTAC at November meeting.

ACTION: Trail network and classifications to be brought to the next RTAC meeting for consideration by the entire group before a Council resolution

9. Local links priority 2018-19

- RTAC members are required to assess the local links priorities as outlined in the Trails Strategy to determine the highest priority for future budget allocations.
- 3 out of 11 committee members completed the assessment, but due to the low number the assessments cannot be used until at least 6 people complete.

ACTION: Officers to circulate current list of priorities for members to consider and score to enable officers to commence design and cost investigations for the top 3 priorities.

10. Any other business

- Volunteer Induction – Recent staff secondment has meant that training will need to be delayed. We anticipate that it will occur in February 2019 once the three new members are appointed. Committee members will still need to complete their pre reading. The following committee members are outstanding; Stephen Hadley and Damian Barber.
- Trail Maintenance - for maintenance or safety issues along trails please lodge via Snap Send and Solve app (<https://www.snapsendsolve.com/>) this will then be added directly into our customer request system for action by relevant department. Noting there is currently no operating budget for maintenance.

ACTION: Officers to work with IT to develop system for RTAC members to log in to lodge service request similar to current system which allows clubs to lodge service requests.

- Pick My Project voting closes 17 September 2018 and announcements expected 20 September 2018. The following projects have been submitted related to trails in our region –
 - Plenty Gorge Park mountain bike trail program
 - Upgrade and improvement to Diamond Creek Trail
 - Connecting Community, Connecting Nature - Watery Gully Bridge, Wattle Glen

- Caring for and enhancing Bunjil Panton Hill Bushland Reserve
- Plenty Gorge Masterplan – Concerns were raised over the non-existence of east west connections from the Plenty Gorge trail across the Nillumbik

ACTION: Officers to discuss this further with Parks Victoria and the users of Yarrambat Park

- Dogs on trails – all members were reminded that all dogs must be on a leash whilst they are on trails.

ACTION: Officers will prepare a post for social media to reemphasise trail etiquette for all users

11. Next Meeting

- 22 November 2018 - Council offices, Manna Gum 1 & 2
 - Jamie indicated he would be an apology

12. Officers' reports

OCM.161/18 Camelot Close Special Charge Scheme, Research - Intention to declare

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Matthew Theuma, Engineer

Summary

On 20 January 2016, Council received a petition signed by property owners in Camelot Close, Research requesting that Council investigate road sealing.

After conducting a survey and determining that more than 60 percent of property owners support road sealing, Council resolved on 26 July 2016 to proceed with the consultation process for the Camelot Close Special Charge Scheme, Research (Item OCM.121/16). This has now been completed.

At the Ordinary Meetings of Council on 31 October 2017, 28 November 2017 and 1 May 2018, Council deferred its decision on giving notice of its intention to declare a Special Charge Scheme until the completion of the Special Charge Scheme Policy review. This review has now been completed and a new Special Charge Scheme Policy was adopted by Council.

The new policy does not impact the outcomes proposed for the Camelot Close scheme.

This report commences the statutory process to levy the special charge. Council must first give notice of its intention to declare a special charge and then hear any submissions and/or objections to the scheme. Following this, Council may resolve to declare, vary or abandon the scheme.

Recommendation

That Council:

1. Gives notice of its intention to declare a Special Charge Scheme in accordance with Part 8 of the *Local Government Act 1989*, for the construction of Camelot Close, Research subject to the following conditions:
 - a) The Special Charge Scheme shall apply to the properties in the Camelot Close, Research and to the section of road as shown in **Attachment 1**.
 - b) The apportionment cost to each property is based on the method shown in the report and **Attachment 2**.
 - c) The total estimated cost to each property is shown in **Attachment 3** and may be paid as a lump sum or by quarterly instalments over a 10 year period with interest as provided by section 163(1)(b) of the *Local Government Act 1989*.
 - d) The interest rate applicable to instalments paid by each due date is to be one percent higher than the rate applying to Council in relation to funds borrowed for this project.
2. Notes the Special Charge Scheme for Camelot Close shall remain in force for 10 years.

12. Officers' reports

OCM.161/18 Camelot Close Special Charge Scheme, Research - Intention to declare

3. Notes within 12 months of the completion of works, a final cost statement will be issued to all properties in Camelot Close and any adjustment to liabilities will be made at the time.
4. Notes the estimated total project cost is \$149,298 with a benefit ratio of 0.7828 (78.28 percent). The total amount to be levied under this special charge is \$116,873. Council will be contributing \$23,667 for a Council property at Allotment 9 (plan of subdivision 056150) and \$8,757 for culvert upgrade and associated drainage works at the Research-Warrandyte intersection. This amount will be referred to the 2018-2019 Capital Works Program.

Attachments

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

Background

1. On 20 January 2016, Council received a petition signed by property owners in Camelot Close, Research requesting that Council investigate road sealing.
2. After conducting a survey and determining that more than 60 percent of property owners support road sealing, Council resolved on 26 July 2016 to proceed with the consultation process for the Camelot Close Special Charge Scheme, Research (Item OCM.121/16).

Policy context

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

Budget implications

4. Council has incorporated costs for administering the scheme in the current services budget. The survey costs incurred will be recovered if the scheme proceeds and the charge is levied.
5. Council will have a liability of \$23,667 for the Council property Allotment 9 (plan of subdivision 056150) that is included as part of the scheme. This cost will be sought from the 2018-2019 Capital Works Program, if a scheme is to proceed.
6. Council will have a liability of \$8,757 for the culvert upgrade and associated drainage works at the Research-Warrandyte intersection that is included as part of the scheme as shown in **Attachment 1**. This cost will be sought from the 2018-2019 Capital Works Program, if a scheme is to proceed.

12. Officers' reports

OCM.161/18 Camelot Close Special Charge Scheme, Research - Intention to declare

Consultation/communication

7. Consultation has been carried out in line with Council's previous Special Rates and Charges Policy and Procedure:
- Questionnaires were sent to property owners included in the scheme on 20 May 2016. Three out of five properties (60 percent) were in support.
 - An information session was held for the property owners involved in the scheme on 15 September 2016 to discuss the proposed design as well as the remainder of the Special Charge Scheme and consultation procedure.
 - Task group meetings were held on 1 March 2017 and 15 June 2017 to develop the design.
 - A final information session for all property owners participating in the scheme was held on 18 September 2017 and was attended by property owners and representatives of four properties.

Issues/options

8. The proposal for Camelot Close is a rural construction standard with open table drains and a sprayed seal surface. This standard is considered appropriate as property sizes are greater than 0.4ha and are considered able to absorb storm water on site.
9. As part of the consultation process the proposed liabilities to the scheme were reviewed and two changes from the initial apportionment have been made:
- 6-7 Camelot Close has a reduced benefit unit from 1.5 benefit units to 1 benefit unit and has had 17 metres of the frontage removed.
 - Allotment 9 (plan of subdivision 056150) has been included in the scheme and apportioned 1 benefit unit and frontage of 112 metres to the scheme as per **Attachment 3**.
10. The special benefit of the road construction is considered to be improved access and amenity to property owners and the residents in the scheme. There is also a Council property Allotment 9 (plan of subdivision 056150) within the scheme for which Council is required to contribute \$23,667. Council is also contributing a further \$8,757 for the culvert upgrade and associated drainage works at the Research-Warrandyte intersection. Therefore, the benefit ratio is 0.7828 (78.28 percent).
11. At the Ordinary Meetings of Council on 31 October 2017, 28 November 2017 and 1 May 2018, Council deferred its decision on giving notice of its intention to declare a Special Charge Scheme until the completion of the Special Charge Scheme Policy review. This review has now been completed and a new Special Charge Scheme Policy was adopted by Council. The new policy does not impact the outcomes proposed Camelot Close scheme.
12. During this policy review period, Council has also reviewed its estimated project costs based on similar construction projects. Therefore, the final estimated property liabilities has increased from the original intention to declare figures reported to Council on 31 October 2017.

12. Officers' reports

OCM.161/18 Camelot Close Special Charge Scheme, Research - Intention to declare

Appeal rights

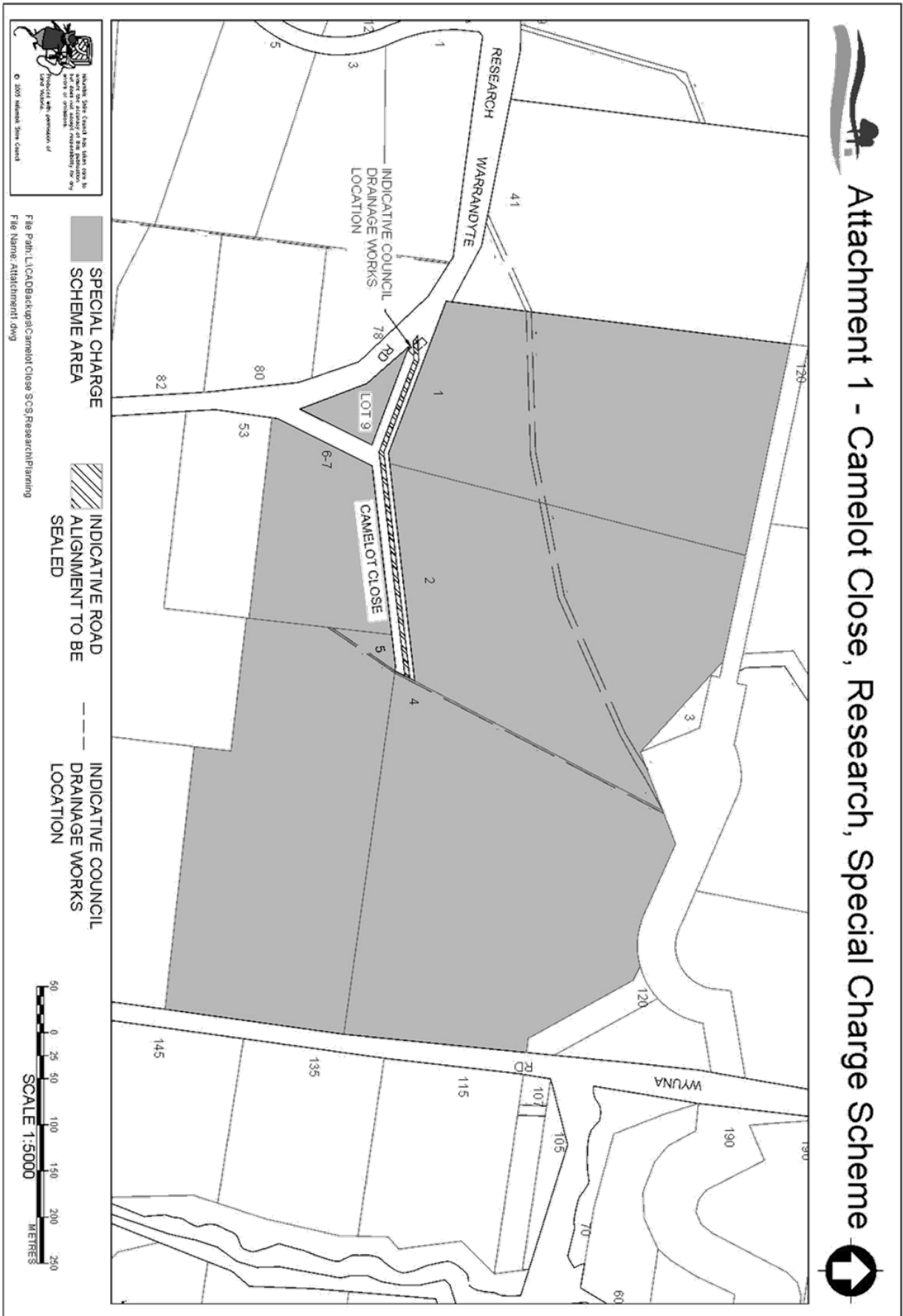
13. Property owners have two further avenues for input during the statutory process.
14. The first is when Council serves notice of its intention to declare a Special Charge Scheme for Camelot Close. At this time:
 - Any person may make a submission in accordance with section 223 of the *Local Government Act 1989* in relation to Council's proposal to declare a scheme.
 - Any person required to pay the special charge may object to the proposed declaration. If objections are received from more than 50 percent of affected properties, Council will not be able to proceed with the scheme.
15. The second opportunity is when Council formally declares a Special Charge Scheme for Camelot Close, at which time property owners will have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT).

Apportionment method

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

Conclusion

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



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ATTACHMENT 2



Guidelines for Apportionment of Costs for Road Construction

Apportionment of 75% of the Road Construction Cost on the Basis of Benefit Unit

A property derives 'special benefit' through having its road constructed. This benefit may be made up of issues including reduction in dust, better/smooth access, reduced vehicle operating costs, environmental benefits and control of storm water runoff from the road. This 'benefit' is not necessarily related to a properties dimensions, so the concept of Benefit Unit is used, as follows:

- All properties whether developed or otherwise, to which direct access may reasonably be obtained by means of the streets to be constructed shall be apportioned one (1) Benefit Unit.
- All properties that have a sideage or rearage to the scheme shall be apportioned one half (0.5) of a Benefit Unit.
- Units or dual occupancies that have a frontage to the scheme shall be apportioned 0.6 of a Benefit Unit.
- Units or dual occupancies that have a sideage to the scheme shall be apportioned 0.3 of a Benefit Unit.
- The benefit unit for properties (where there is already a section of constructed road in front of their property) will be based on a percentage of constructed road versus unconstructed road.
- Properties which are considered to have subdivisional potential when the owners have demonstrated an intention to subdivide by applying for a planning permit either prior to or during the Scheme process, up to the reconciliation stage. These properties will be apportioned an extra benefit unit for each additional property for the purpose of being "fair and equitable" in regards to the special benefit that these properties will receive.

Apportionment of 25% of the Road Construction Cost on the Basis of Amenity

The benefit that a property receives from road construction varies to some extent with the exposure that it has to the road. For example, a property with a very long frontage has more exposure to the dust problem from a gravel road and, therefore, is considered to receive more benefit from construction of the road than does a differently shaped property that has a relatively small frontage. This difference in relative benefit is not generally proportional to the difference in dimensions between

properties, which is why only 25 percent of the total cost of road construction is apportioned on this basis. The concept of Amenity Unit is outlined as follows:

- All properties fronting the scheme will be apportioned one (1) Amenity Unit per metre of frontage for that property.
- All properties with a sideage to the scheme will be apportioned one half (0.5) Amenity Unit per metre of sideage for that property.
- All properties with a rearage to the scheme will be apportioned one half (0.5) Amenity Unit per metre of rearage for that property.

Apportionment of Easement Drainage Cost on the Basis of Area

- Each property that contributes runoff to the catchment will be apportioned a drainage charge, based on the properties area as a proportion of the total catchment area.

Council Contributions

Exempt Land

"Exempt" land is land controlled by the Government. Generally speaking this is Council reserves and Crown Land controlled by the State Government.

Council and/or State Government shall be liable for a contribution as a land owner based on the Guidelines for Apportionment of Costs.

- **Exempt Land:** The limit on Council's contribution to a scheme for Council owned land and exempt land will not exceed \$1,000 per average property involved in the scheme without specific Council approval. Should the required Council contribution exceed \$10,000 in total, it will need to be considered as part of the Capital Works budget estimates process.

This is to ensure both equity and financial control, to manage Council's obligations in cases where the contribution required for exempt land may be an excessive subsidy provided to individual property owners by the ratepayers of Nillumbik. It provides guidelines to affected property owners in the case where high Council contributions may arise and simply means that such a case would need to go through the Council approval and budget process.

Whilst Government shall make a financial contribution as outlined above they are exempt from voting procedures to determine whether or not the scheme proceeds.

- **Community Benefit:** In addition to the special benefit derived by those properties with direct abuttal or sole access from a road, Council will make a contribution for 'community benefit' in cases where the construction standard needs to be increased beyond that of a typical residential street, to cater for through traffic. The level of Council's contribution will be based on the cost differential between the required standard and the standard that would be required solely for local traffic.

ATTACHMENT 3 - APPORTIONMENT - CAMELOT CLOSE, RESEARCH, SPECIAL CHARGE SCHEME

Property Address	Frontage	Sideage/ Rearage	Abuttal Unit	Abuttal Cost	Access Benefit Unit	Access Benefit Cost	Total Cost
1 Camelot Close	141.16	0	141.16	\$7,662.56	1	\$17,567.54	\$25,230.10
2 Camelot Close	237.49	0	237.49	\$12,891.62	1	\$17,567.54	\$30,459.17
4 Camelot Close	24.32	0	24.32	\$1,320.16	1	\$17,567.54	\$18,887.70
5 Camelot Close	40.3	0	40.3	\$2,187.60	1	\$17,567.54	\$19,755.14
6-7 Camelot Close	0	183.24	91.62	\$4,973.39	1	\$17,567.54	\$22,540.93
Allotment 9	112.37		112.37	\$6,099.76	1	\$17,567.54	\$23,667.30
			647.26		6		\$140,540.35

TOTAL SCHEME COST	\$149,297.60
COUNCIL CONTRIBUTION DRAINAGE	\$8,757.25
COUNCIL CONTRIBUTION ALLOTMENT AMOUNT TO BE LEVIED	\$23,667.30
	\$116,873.05

ABUTTAL PERCENTAGE	25%
ACCESS BENEFIT PERCENTAGE	75%

TOTAL ABUTTAL COST	\$35,135.09
TOTAL ACCESS BENEFIT COST	\$105,405.26

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12. Officers' reports

OCM.162/18 Diamond Creek Bowling Club Loan Guarantee Request

Distribution: Public

Manager: Adrian Cully, Director Business and Strategy

Author: Joanne Massoud, Acting Coordinator Recreation and Open Space Planning

Rosalynd Ponte, Leisure Services Development Officer

Summary

This report considers a request from the Diamond Creek Bowling Club operating under a lease from Council-owned facilities at Diamond Creek Recreation Reserve, Diamond Creek.

The Club has conducted works to renew two of the bowling greens which cost \$200,000.

The Club successfully attained a current guarantee for \$130,000 from Council in June 2018.

Subsequently the club has approached Council requesting the balance of \$70,000 to fund the works to the facility.

The Bendigo Bank has agreed to provide a loan of \$70,000, subject to a Council guarantee of the loan. The Club proposes to repay the total loan over fifteen years.

Recommendation

That Council:

1. Acts as loan guarantor for the Diamond Creek Bowling Club for \$70,000 for a period of fifteen years for the Club to complete redevelopment of the bowling greens, on the condition that the Club provides over the life of the loan:
 - a) Quarterly loan statements from the Bank to demonstrate that the loan repayment has been made as scheduled.
 - b) Annual cash flow reports and projections to ensure the Council is informed of any possible adverse financial projections.
 - c) Current Business Plan forecasting memberships, programs and services.
2. Affixes the common seal of Nillumbik Shire Council to the necessary loan guarantee documentation.

Attachments

Nil

Background

1. The Diamond Creek Bowling Club occupies the Council-owned property located at Diamond Creek Recreation Reserve at Main Hurstbridge Road, Diamond Creek under a lease arrangement.
2. The Club was established in 1961. Over the 57 years of operation the Club has contributed funds to improving the clubrooms and redeveloping the two bowling greens.

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OCM.162/18 Diamond Creek Bowling Club Loan Guarantee Request

3. The Club has a membership of 90 full members and 30 social members and offers programs including social bowls, pennant competitions, and men's and ladies competitions. The Club also allows community groups and schools to hold bowling competitions at the facility.
4. The current lease agreement between Council and the club was effective from 1 September 2017 for a term of three years, expiring on 31 August 2020.
5. Two of the bowling greens have been assessed by TigerTurf and Royal Victorian Bowls Association (RVBA), and are in need of replacement.
6. The Club previously received a \$130,000 for these works; however, an additional \$70,000 is required to complete the funding of the works carried out on both the bowling greens.

Policy context

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

Budget implications

8. There is a contingent liability exposure for Council should the club be unable to meet the instalments under the terms of the loan agreement. Officers have completed assessments of the clubs financial data to assess the risk exposure to Council, which is considered low.

Consultation/communication

9. Officers and the club have been in regular communication to discuss the condition of the greens and the proposed work.
10. The Club has consulted with members on the replacement of the bowling green. The members have supported this proposal.

Issues/options

11. The rubber underlay of the bowling green has deteriorated as a result of a build-up of dust and dirt that has compacted the bowling green. As a result, the bowling green drainage is blocked and there is a build-up of water, dirt and dust on the greens. The Club is therefore unable to clean the greens to the appropriate standard. The build-up of water on the greens has also resulted in the seams of the greens deteriorating as there is a build-up of mud underneath the greens.
12. In accordance with the club's lease agreement with Council, the club is responsible for the maintenance and repair of the greens at the facility.

Proposed loan and guarantee

13. The Club has undertaken preliminary discussions with Bendigo Bank for an additional loan to replace the bowling greens with the following terms:
 - a) Loan amount – \$70,000
 - b) Term – 15 years
 - c) Interest rate – 5.8 percent

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OCM.162/18 Diamond Creek Bowling Club Loan Guarantee Request

- d) Monthly repayments of \$583
 - e) Requirement for loan guarantee from Council
 - f) No redraw capacity – loan can only be used for stated project
14. The Club has provided evidence that it will be able to meet the required repayments on the new loan.
15. Prior to granting formal approval, the Bendigo Bank has requested confirmation from Council that it will guarantee the Club's loan application, by executing under seal a Guarantee and Indemnity document. This means that Council would be liable for the loan if the Club defaulted.
16. The Club has provided Council with the following documents to demonstrate the Club's capacity to service the loan:
- a) Financial statements for the last three years.
 - b) Forecast cash flow for the next five years, including the Club's ability to meet all current expenses and loan liability.

Conclusion

17. The Club provides important social and recreational opportunities for the community and operates from a Council-owned facility.
18. The replacement of the bowling green will improve a Council asset.
19. In the unlikely event that the Club defaulted on the loan, or dissolved, and Council inherited responsibility for the loan, the facility would remain in Council ownership for the benefit of the community.

12. Officers' reports

OCM.163/18 Eltham and District Woodworkers Club Incorporated - Lease Agreement

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Dora Ilov, Property Officer

Summary

The Eltham and District Woodworkers Club Incorporated 'the Club' is a community organisation that has held a licence agreement with Council since April 2001 to use part of the Council owned land and building known as Yarrambat Community Centre, located at 444-450 Ironbark Road, Yarrambat to undertake woodworking activities. The land and building are depicted in **Attachment 1**.

The current licence agreement is for a three year term and expires on 31 October 2019.

The Club has recently requested to be moved onto a lease agreement in place of the current licence. A lease will provide the Club with exclusive use of the building and provide additional security of tenure.

The Club has contributed \$12,000 of its funds to a current building extension project, and has previously contributed \$15,000 towards building renovation works.

This report seeks Council's resolution to cancel the current licence agreement between the two parties, and enter into a new longer term lease agreement with the Club.

Recommendation

That Council:

1. Terminates the current Licence Agreement for their use of the building located at 444-450 Ironbark Road, Yarrambat, known as the Yarrambat Community Centre.
2. Enters into a new Lease Agreement with the Eltham and District Woodworkers Club Incorporated for use of part of the land and building known as Yarrambat Community Centre at 444-450 Ironbark Road, Yarrambat, on the following key terms and conditions:
 - a) Term of lease: Five year term with a further term option of four years and 364 days.
 - b) Commencement date: 1 November 2018.
 - c) Rental amount: \$200 per annum (GST inclusive) be charged to the lessee, with a 3 percent increase annually on the anniversary of the commencement date.
 - d) Rent review: Anniversary of the commencement date in Year 2, in line with Council's adopted fee structure.
 - e) Use: for the woodworking club rooms and office activities and to comply with any planning permit conditions, or miscellaneous consent (574/2009/20P).
3. Authorises the Chief Executive Officer or his delegate to sign the new Lease Agreement between Council and the Eltham and District Woodworkers Club Incorporated.

12. Officers' reports

OCM.163/18 Eltham and District Woodworkers Club Incorporated - Lease Agreement

Attachments

1. Map of land and building

Background

1. The Eltham and District Woodworkers Club Incorporated (the Club) have utilised a Council owned building and some surrounding land at 444-450 Ironbark Road, Yarrambat to undertake wood working and social activities since 2001.
2. Membership of the Club is open to the general community, and its current membership level is approximately 110 people.
3. The Club has been operating under a licence agreement for the building and land since 2001. They are the only occupants of the building. Other building uses are not suitable given work specific benches and heavy machinery owned by the Club are fixed in place, and cannot be easily moved.
4. There is no known demand within the community for alternative uses of the building and land.
5. A licence does not provide a tenant with exclusive use of a building, and the Club has recently requested that the current licence agreement for use of the building and land be changed to a longer term lease agreement, which will provide for greater security of tenure, and provide exclusive use of the building for the Club.
6. This request is consistent with arrangements in place with similar community organisations that occupy Council buildings, such as Men's Shed and many sporting clubs.
7. The building is located on one of two large parcels of Council owned land known as the Yarrambat War Memorial Park which is officially described as:
 - a) Lot 2 on Plan of Subdivision 348759T , being land contained in Certificate of Title Volume 10332 and Folio 944, and
 - b) Lot 1 on Title Plan 83792 Parish Greensborough, being land contained in Certificate of Title Volume 9528 Folio 135.
8. The land contains a number of other buildings and improvements which include the War Memorial Hall, football/cricket pavilion and sports ground.
9. Officers understand that the Club was initially offered a licence in 2001 with use of the building restricted to certain times to that other community organisations could also utilise the building.
10. Woodworking activities do not lend themselves to sharing small spaces with alternative users because of the static nature and size of the machinery involved, and the dusty environment during and after operation.
11. The building is currently being extended at an overall cost of approximately \$100,000. This is being funded by Council and a \$12,000 contribution from the club.

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OCM.163/18 Eltham and District Woodworkers Club Incorporated - Lease Agreement

Policy context

12. 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.

Budget implications

13. The new lease agreement with the Club will generate a rental income of \$200 per annum (with a fixed annual 3 percent increase) to Council for the term of the lease.
14. The Club will be required to comply with a Lease Agreement Maintenance Schedule, which lists shared responsibilities of Council's assets within the leased area and organise and pay for its own rubbish and recycling services. This reduces requirements on Council's operating budgets relating to these activities.

Consultation/communication

15. The Club President held discussions with Council's former Chief Executive Officer about extending the Club's agreement for a longer term due to the Club's financial investment and improvements to the building and to increase their security of tenure.
16. Under section 190 of the *Local Government Act 1989*, Council is required to publicly advertise its intention to lease any Council owned land if the term of lease is greater than 10 years. However, as the Club's lease agreement for part of the land and building at the Yarrambat Community Centre is under 10 years, Council will not be required to carry out this process.

Issues/options

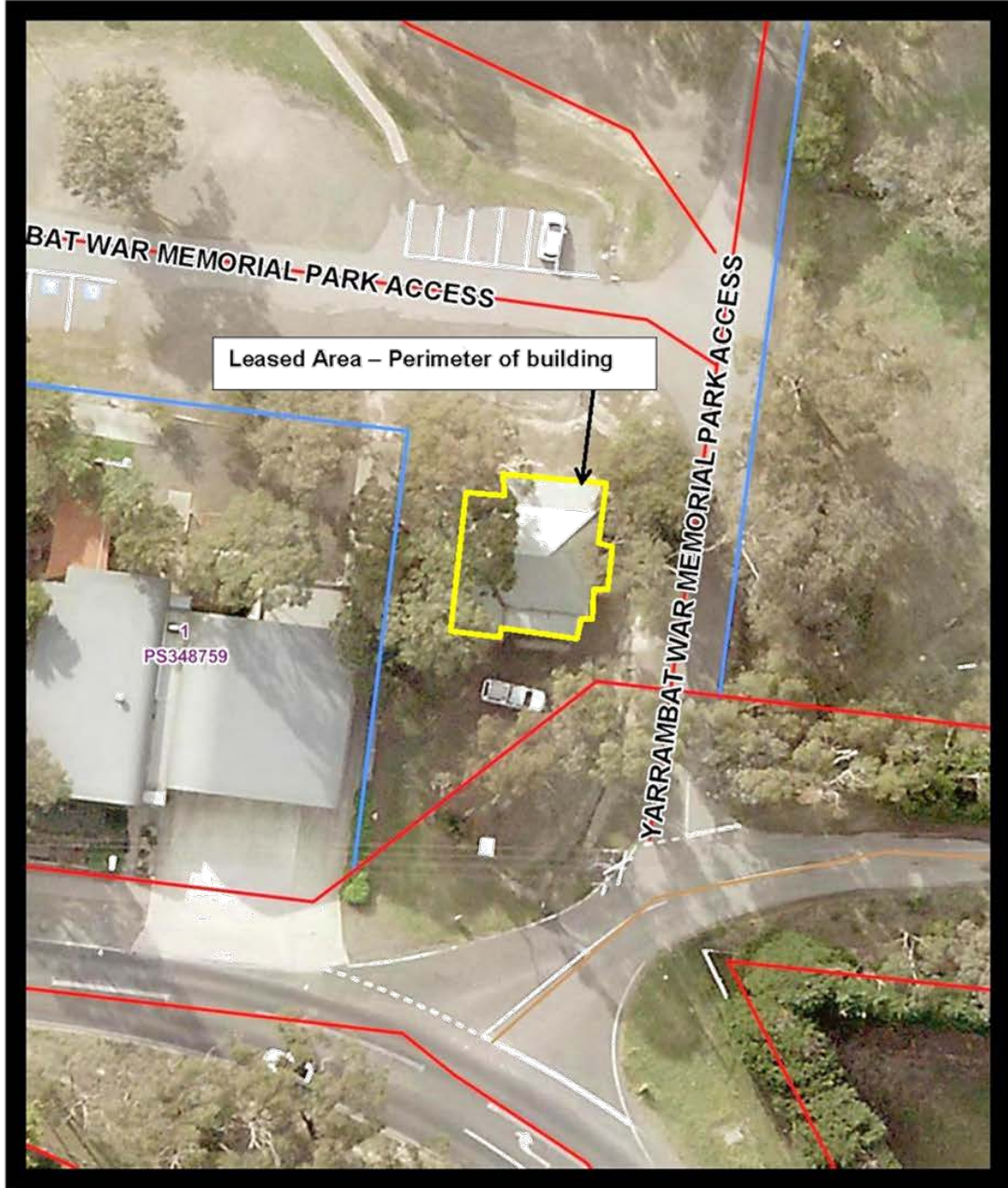
17. In considering the Club's request for a longer term tenancy agreement, Council assessed the appropriateness against other community groups that utilise the land and other buildings and did not foresee any disadvantages for them.
18. The Club have had exclusive use of the building due to the nature of their activities and the presence of heavy machinery and equipment onsite which creates an occupational health and safety for other users.
19. Council encourages participation in community activities, which a longer term tenancy agreement will help facilitate.
20. Officers have not received any requests from other community groups to utilise the building and therefore do not foresee any detrimental impact imposed on any other community groups.
21. In the event that other community groups do require access to a meeting place, there are a number of alternative venues near Yarrambat Community Centre to help facilitate this need, eg. Hurstbridge Community Hub, Rivers of Yarrambat, Riverside Community Activity Centre, Riverstone Community Centre, and Diamond Creek Community Centre.

Conclusion

22. Having considered the contents of this report, Council can now consider making a decision to enter into a new long term lease agreement with the Club.

Map of Land and Building at 444-450 Ironbark Road, Yarrambat

Yarrambat Community Centre



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12. Officers' reports

OCM.164/18 Acquisition of Council land - 501 Main Road, Eltham

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Natalie Campion, Property Officer

Summary

Nillumbik Shire Council owns a parcel of land located at 501 Main Road, Eltham (the land), known as Reserve 1 on Plan of Subdivision 043320, Certificate of Title Vol 08269 Folio 411 which is on the corner of Bolton Street and Main Eltham Road, Eltham.

An agreement reached between Council and VicRoads that a small area of the reserve known as 501 Main Road, Eltham as shown on the surveyed plan in **Attachment 1** could be used as part of the Bolton Street upgrade works for the construction of a double left slip lane from Bolton Street to Main Road, Eltham prior to the finalisation of the formal land acquisition process.

Following the completion of the Bolton Street Upgrade works, VicRoads sent Council a formal notice to acquire the land on 24 April 2018. VicRoads with Council's permission has now organised and received a joint valuation through the Valuer-General Victoria for compensation of the land having regard to the relevant provisions of the *Land Acquisition and Compensation Act 1986* and sent Council a formal notice of acquisition and offer of compensation.

Recommendation

That Council:

1. Formally advises VicRoads of acceptance of compensation being offered for part of the Council land being acquired at 501 Main Road, Eltham, described in Certificate of Title Vol 8269 Folio 411, comprising of 56 square metres and shown as Parcel 1 on VicRoads' Survey Plan SP23717 in **Attachment 1** for \$20,000.
2. Authorises the Chief Executive Officer or his delegate to sign the VicRoads Response to Offer, Contract of Sale, Transfer of Land and other documents relating to the sale of the land.

Attachments

1. VicRoads Plan of Survey
2. Aerial Plan of 501 Main Road, Eltham

Background

1. Nillumbik Shire Council owns a parcel of land located at 501 Main Road, Eltham, which is known as Reserve 1 on Plan of Subdivision 043320, Certificate of Title Vol 8269 Folio 411 which is reserved on title for recreation and drainage purposes and is depicted in the aerial plan in **Attachment 2**.
2. The parcel of land was created as a reserve on a plan of subdivision in 1960 for recreation and drainage purposes, and is approximately a total area of 1,612 square metres.

12. Officers' reports

OCM.164/18 Acquisition of Council land - 501 Main Road, Eltham

3. The land is currently used for a car park, footpaths, and semi cleared passive recreation. The land is zoned General Residential Zone 1 (GRZ1) and is also affected by the Significant Landscape and Special Building overlays under the Nillumbik Planning Scheme.
4. The title for 501 Main Road, Eltham also includes a small section of the double left slip lane from Bolton Street to Main Road, Eltham that VicRoads intends to transfer into their name as part of this compulsory acquisition process.
5. In seeking to acquire this land, VicRoads served Council with a "Notice of Intention to Acquire" on 24 April 2018 following agreed works being completed as part of the Bolton Street Upgrade to create a double left slip lane into Main Road, Eltham.
6. VicRoads received Council approval to have a joint valuation completed through the Valuer-General Victoria for compensation of the land being acquired, being an area of 56 square metres of 501 Main Road, Eltham.
7. Council has received the certificate of valuation from the Valuer General Victoria who has advised that the market value attributable to the land being acquired by VicRoads at 501 Main Road, Eltham is assessed at \$20,000.
8. Now that VicRoads has completed their statutory obligations under the *Land Acquisition and Compensation Act 1986* and advertised the Notice of Acquisition for part of 501 Main Road, Eltham (as depicted in **Attachment 1**) in the Government Gazette, they have made a formal offer of compensation to Council of \$20,000 for this land.
9. Council now needs to respond to VicRoads offer of compensation within 3 months by accepting or rejecting the offer.

Policy context

10. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure responsible and efficient management of Council's financial resources.

Budget implications

11. It is proposed that proceeds from the sale of part of 501 Main Road, Eltham will be allocated to Council's Major Projects Reserve and would fund uses of a capital (non-recurrent) nature, including other property purchases, capital works and/or reduction of debt principal.

Consultation/communication

12. As acquisition of part of 501 Main Road, Eltham is being completed in accordance with processes set out in the *Land Acquisition and Compensation Act 1986*, Council is not required to undertake public consultation in relation to its acquisition.

Issues/options

13. It was in Council's interest to assist VicRoads with the Bolton Street Upgrade works and creation of the double left slip lane into Main Road, Eltham. The road works at 501 Main Road, Eltham has only impacted on 56 square metres of land being acquired from a reserve of 1,612 square metres.

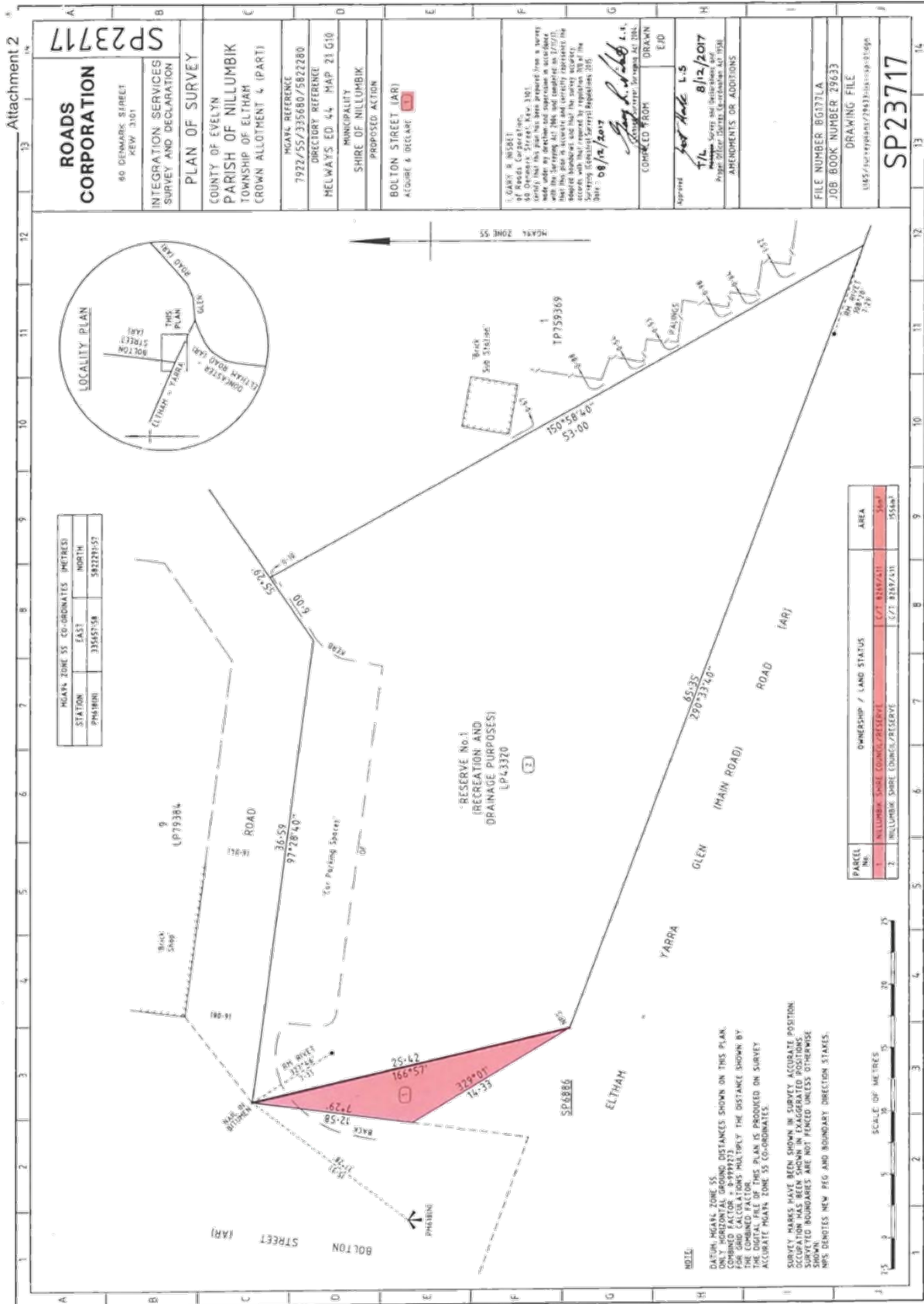
12. Officers' reports

OCM.164/18 Acquisition of Council land - 501 Main Road, Eltham

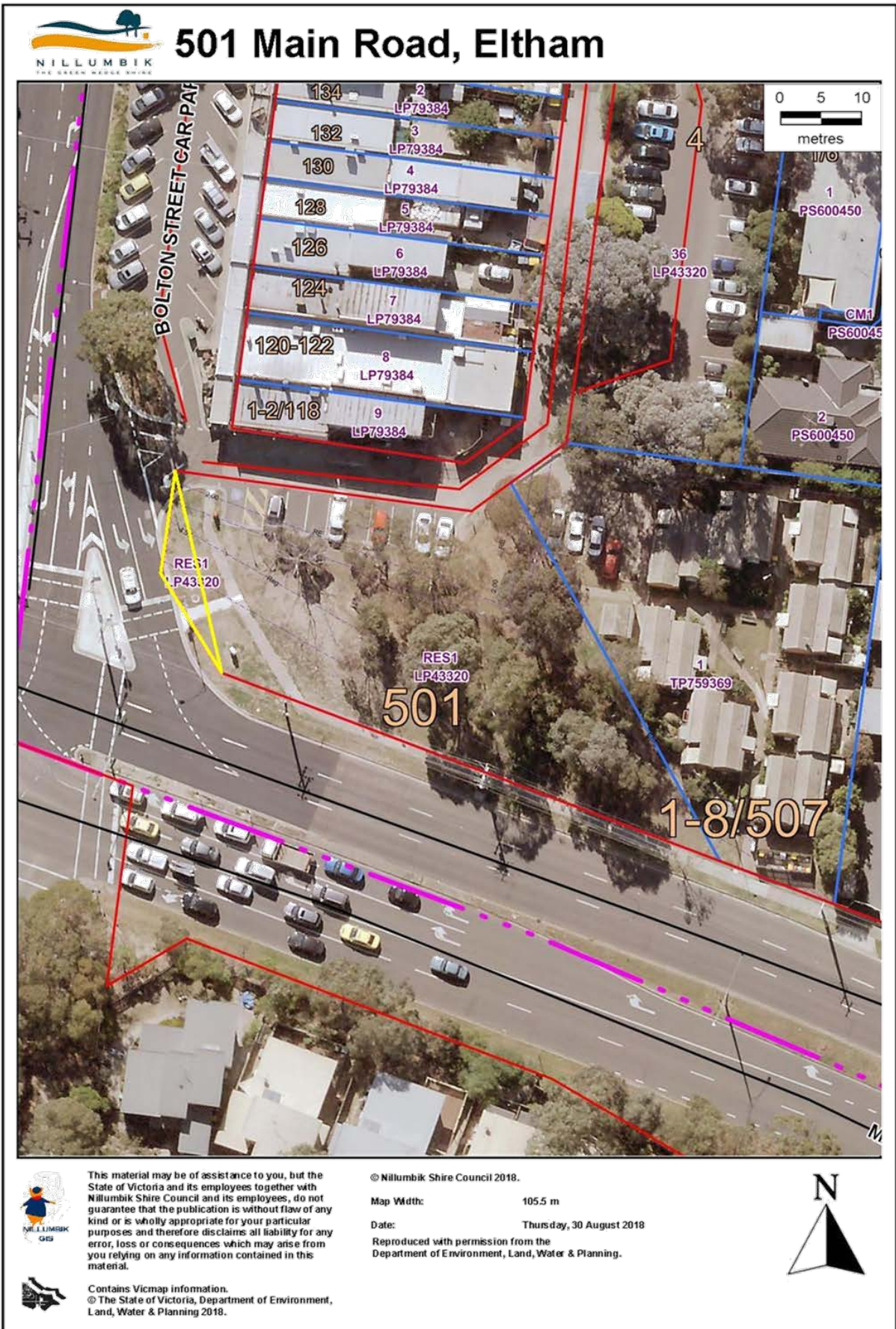
14. Due to the small amount of land being compulsory acquired by VicRoads, and the road works already being completed, it was more appropriate to have the Valuer General complete a joint valuation for both parties. This was to ensure an agreed compensation amount is reached in a timely manner, in addition to the land ownership transferring to VicRoads for the ongoing management of the road.

Conclusion

15. After considering the above information in this report, Council is able to consider whether it accepts VicRoads offer of compensation for part of the Council land being compulsory acquired at 501 Main Road, Eltham for \$20,000.



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12. Officers' reports

OCM.165/18 Kerbside waste bin configuration

Distribution: Internal use only

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Lisa Pittle, Manager Environment

Mikael Ooi, Waste Management Coordinator

Attachments

1. Kerbside bin configurations assessment summary

Summary

This report recommends a future level of service for Council's kerbside waste collection service including a baseline service with customised options. The current baseline service is considered best practice by Sustainability Victoria predominantly because it maximises landfill diversion while optimising utilisation.

Based on a survey of 425 residents, 70 percent of Nillumbik residents are satisfied with the current service; 18 percent prefer a weekly residual collection and 11 percent prefer a larger (240L) food and green waste bin.

The objectives of maximising community satisfaction and maintaining current levels of landfill diversion can best be met by retaining the current existing service with expanded customisation options to meet the demand for increased frequency in residual and green waste collection.

Recommendation

That Council:

1. Retains the current waste bin configuration and collection schedule, i.e. weekly FOGO bin (120L), fortnightly recycling bin (240L) and fortnightly residual waste bin (120L) as the base line service to maintain the overall environmental benefit of the service.
2. Continues to provide the current level of customisation relating to additional bins.
3. Adds customised options for FOGO and residual waste bins to respond to community needs including options to:
 - a) Upgrade the FOGO bin size from 120L to 240L
 - b) Upgrade the residual waste bin from 120L to 140L
 - c) Weekly collection of the existing 120L bin residual waste bin.
4. Receives a further report on the procurement strategy for the kerbside waste collection service.
5. Receives a further report on the structure of the annual waste management charge for the baseline service and customised options.
6. Implements a new service following procurement and pricing review.

12. Officers' reports**OCM.165/18 Kerbside waste bin configuration**

Background

1. The Council Plan 2017-2021 has committed to reviewing waste management programs.
2. The expiry of the existing waste fleet lease in May 2019 provides Council with a timely opportunity to review the level of service offered to residents.
3. The kerbside waste collection service configuration has two broad components that can be adjusted:
 - Capacity – the size and number of bins for each waste stream
 - Frequency – the cycle of collection for each waste stream
4. Council's current baseline bin configuration is considered to be best practice based on analysis undertaken by Sustainability Victoria (SV) in 2017 published as Optimising Kerbside Collection Systems (OKCS) particularly in driving environmental outcomes such as waste avoidance, maximising recovery and reduced landfill emissions. This service configuration is cost competitive due to reduced waste to landfill which has the highest disposal cost. These may be customised with flexible bin size/frequency options to suit the needs of local communities or individual householders such as households with infants, special medical needs or households that have many occupants.
5. Council's current kerbside waste bin configuration, including both capacity and frequency, is designed to maximise diversion of waste from landfill. Bin size and collection frequency encourages residents to separate their waste at source and to maximise utilisation of green waste and recycling bins. Customisation options are available through provision of additional bins in each waste stream. Waste education and engagement programs are conducted regularly to help residents understand how to use their bins.
6. Nillumbik's kerbside collection service consistently achieves greater than 65 percent diversion from landfill which is significantly better than the most recently published Victorian average of 44 percent (Victorian Local Government Annual Waste Services Report 2015-2016).
7. On 8 May 2018, Councillors were presented with the outcomes of the community survey and the triple bottom line (TBL) assessment of nine different bin configurations.
8. A TBL assessment provides a relative indication of the non-financial value associated with a particular option. In this case, the environmental component relates to resource recovery potential (through landfill diversion) and lifecycle greenhouse gas emissions. The social component (based on NSW Social Impact assessment Guidelines) considers how service options may impact on resident's way of life, culture, community, health and wellbeing, personal and property rights and access to infrastructure, services and facilities. The financial component was modelled on the current service cost and presented as Net Present Value with a seven year timeframe at a four percent discount rate.

12. Officers' reports

OCM.165/18 Kerbside waste bin configuration

9. At the May briefing, Councillors requested additional information associated with six configuration options; the three top rated options (according to the triple bottom line assessment) the two lowest cost options and further configuration option (weekly 120L garbage, weekly 120L FOGO and 240L recycle).
10. For completeness, all modelled options are presented in **Attachment 1** with those requested by Councillors highlighted grey.

Budget implications

11. Costs associated with the six options of interest are presented in Table 1. The full data set is contained in **Attachment 1**. Note:
- a. Costs are modelled based on current service costs.
 - b. Where the option involves a bin changeover the full cost of changeover is included in Year 1 costs.

Table 1 Configuration ranked by whole of life service cost

Options Stream/frequency/capacity	Costs		
	Year 1	Recurring	NPV
Configuration 7 Fortnightly Recycling 240L Weekly Residual 120L	\$4,708,870*	\$4,581,404	\$27,620,402
Configuration 4 Fortnightly FOGO 120L Fortnightly Recycling 240L Fortnightly Residual 120L	\$5,166,375	\$5,166,375	\$31,008,863
Configuration 1 Current Service Weekly FOGO 120L Fortnightly Recycling 240L Fortnightly Residual 120L	\$5,554,728	\$5,554,728	\$33,339,783
Configuration 8 Weekly FOGO 240L Fortnightly Recycling 240L Fortnightly Residual 120L <i>Note increased FOGO bin size</i>	\$6,466,027*	\$5,493,471	\$33,907,264
Configuration 3 Weekly FOGO 120L Weekly Recycling 240L Fortnightly Residual 120L	\$6,217,706	\$6,217,706	\$37,319,013
Configuration 10 Weekly FOGO 120L Fortnightly Recycling 240L Weekly Residual 120L	\$6,217,706	\$6,217,706	\$37,319,013

Consultation/communication

12. 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.

12. Officers' reports

OCM.165/18 Kerbside waste bin configuration

Issues/options

Current baseline service and customisation

13. The current kerbside waste collection service is funded by the Annual Waste Management Charge (AWMC) and in 2018-19 the base AWMC is \$380.36.
14. Nillumbik Shire Council offer customisation options to residents to increase bin capacity (not frequency). This is summarised in Table 2.
15. An additional bin has a one-off fee. No additional collection costs are charged for the extra bin, with the exception of residual waste, which has a charge to provide a disincentive for use.
16. For any additional service residents may opt in or out at any time. Additional bins may be returned for a 50 percent refund of the purchase price. The additional AWMC for the residual bin is charged at a pro rata rate for the period of the year that the service is provided.

Table 2: Bin type, collection frequency, current additional options and costs 2017-2018

Bin type	Frequency	One-off cost of bin new service or additional bin	Max. no. per house	Additional AWMC
Food & Green Organic (120L green lid)	Weekly	\$80	2	Nil
Recycling (240L yellow lid)	Fortnightly	\$95	2	Nil
Residual (120L red lid)	Fortnightly	\$80	2	\$151.88*

*Residents may also request to downsize their recycling bin to 120 litres with no change to the AWMC. Residents may also downsize their residual bin to 80L with a \$34.13 reduction in their AWMC. Uptake of both options is negligible

17. Current uptake of additional bins is:
 - a. Additional green waste bin: 2260 (11 percent of households)
 - b. Additional recycling bins: 1360 (6.5 percent of households)
 - c. Additional residual bin: 1832 (8 percent of households)

Community Satisfaction

18. The Kerbside Collection Service Review Report April 2018 (Kerbside survey) and the 2018 Annual Community Survey March 2018 (Community survey) both undertaken by Metropolis Research provide an insight into community satisfaction levels.
19. To test residents' preference for an alternate collection schedule, the Kerbside survey presented two alternate bin collection schedules, with a hypothetical additional cost of \$50/year to test resident's willingness to pay.
20. The Kerbside survey found that:
 - 70.4 percent of respondents are satisfied with the current schedule of bin collections and prefer this schedule to the two alternates. The preference strongly correlates with age – younger people are less likely and older people more likely to prefer the current schedule. It also strongly correlates with the

12. Officers' reports**OCM.165/18 Kerbside waste bin configuration**

age of the youngest family member, i.e. those with children aged 0 to 4 years are the least likely to prefer the current schedule.

- 17.9 percent of respondents suggested they would be willing to pay an additional \$50 per year to have a 120L weekly residual bin/fortnightly 240L FOGO bin/fortnightly 240L recycle bin.
- 10.8 percent of respondents suggested they would be willing to pay an additional \$50 per year to have a 240L weekly FOGO bin/fortnightly 120L residual/ fortnightly 240L recycle bin.
- There was feedback from some respondents they would prefer a weekly residual bin but were not willing to pay an extra \$50.

21. It is apparent from the survey results that the unmet needs for respondents relate to wanting and willingness to pay for increased capacity for the weekly green bin collection (11 percent) and increased frequency of residual bin collection (18 percent). Capacity issues were reported with all waste streams. The frequency issue for the residual waste bin relates primarily to the smell associated with their bins which may be attributed to food waste or disposable nappies.

22. Metropolis Research report that there is a lack of willingness to pay an additional \$50 for alternate collection schedules in the survey is interesting as there are 1832 households electing to pay an additional AWMC of \$151.88 (2017-2018) for the additional residual bin as well as one-off cost for the supply of the additional bin across all streams.

23. The 2018 Annual Community Survey shows the importance of and satisfaction with the kerbside collection services:

- a. The weekly FOGO service scores 9.14/10 for importance with satisfaction at 8.13/10 with the most frequent comment requesting a bigger bin.
- b. The fortnightly recycling service scores 9.34/10 for importance with satisfaction at 8/10 with the most frequent comment requesting a weekly service.
- c. The fortnightly residual service scores 9.31/10 for importance with satisfaction at 7.58/10 with the most frequent comments requesting a weekly service and larger bins. This correlates with the 18 percent of the Kerbside survey.

Investigation of configuration options

24. **Attachment 1** provides the overall assessment summary for all options. This shows:

- a. The lowest cost option is *Configuration 7 (Weekly Residual 120L, Fortnightly Recycling 240L)*. However this option removes a service that is considered to be important to the Nillumbik community and would reduce landfill diversion outcomes.
- b. The option with the best non-financial outcome is *Configuration 8 (Weekly FOGO 240L, Fortnightly Recycling 240L, Fortnightly Residual 120L)*. This would satisfy an additional 11 percent of residents and would likely improve landfill diversion outcomes.

12. Officers' reports

OCM.165/18 Kerbside waste bin configuration

- c. The current schedule Configuration 1 (*Weekly FOGO 120L, Fortnightly Recycling 240L, Fortnightly Residual 120L*) satisfies 70 percent of residents and does not trade off non-financial outcomes.

Future baseline service and customisation options

25. The investigation of various bin configurations and feedback received from the Kerbside and Community surveys have been considered in developing a recommendation regarding the kerbside waste collection level of service. The recommendation is that to achieve a balanced approach which retains the environmental benefits of the current service, optimises utilisation and offers greater flexibility for community needs, Nillumbik's future waste bin configuration should include the following:

- a. retain the current baseline and waste bin configuration and collection schedule, i.e. weekly FOGO bin (120L), fortnightly recycling bin (240L) and a fortnightly residual bin (120L) as a base line service;
- b. retain the current additional bin customisation options which includes an additional bin for each waste stream with a once off cost for supply of the additional bin and an AWMC charge associated with disposal of additional waste for the residual bin only
- c. introduce an expanded range of customised optional services to fulfil unmet capacity and collection frequency needs which may include:
 - i. **FOGO Waste Bin** – upgrade of the 120L bin to 240L on request
 - ii. **Increased Residual Bin Size** – increase bin capacity from 120L to 140L on request
 - iii. **Weekly Residual Waste Bin collection** – available to residents who a weekly residual collection service on request.

Table 3 shows the recommended future waste bin configuration options.

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	-

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OCM.165/18 Kerbside waste bin configuration

Annual Waste Management Charge

26. Following confirmation of the level of service to be provided to the community, further work is required to understand the cost of the baseline service and customised options. This work will be undertaken as part of the procurement strategy for the renewal of the kerbside waste collection service. Once costs for delivering the service are known, the structure and quantum of the Annual Waste Management Charge will be reviewed.

Conclusion

- 27 Council has the opportunity to consider a new level of service for the kerbside waste collection service. Ten bin configurations to form a new baseline service have been investigated. The Nillumbik community has been surveyed to determine levels of support for service options. A triple bottom line assessment has been completed to understand the costs and benefits of each option.
28. Based on these investigations, retaining the current baseline service is found to meet the needs of the majority of residents and retains the environmental benefits of the service. Customised options are proposed to suit the unmet needs of residents at different life stages.
29. The recommendation is to retain the existing baseline service (Configuration 1) with expanded customisation options including a 240L FOGO bin, increased residual bin capacity to 140L and weekly waste service.
30. Following confirmation of the kerbside bin configuration, Council will be briefed on options to deliver the service. This includes a procurement strategy and a consultation process.
31. Options for pricing the baseline service and customised options will be considered as part of a review of the Annual Waste Management Charge.

Attachment 1: Costed kerbside bin configuration

Options	Bin colour	Year 1	Costs			Triple bottom line assessment				Ranking	Comments
			Recurring	NPV	Financial	Social	Environment	Total			
Options Stream/frequency/capacity Configuration 8 Weekly FOGO 240L Fortnightly Recycling 240L Fortnightly Residual 120L Note increased FOGO bin size	W F F	\$6,466,027*	\$5,493,471	\$33,907,264	-2%	13%	26%	37%	1	<ul style="list-style-type: none"> Increase cost limited to year 1 relating to bin change over. Long term AWMWC reduction of approx. 1 percent or \$3 lower than current based on greater diversion of food waste reducing landfill cost. Social impact – positive 'way of life', positive perception of environmental value, negative due to new bin cost, positive increased level of service Environmental impact – greater diversion of food waste reducing landfill emissions. Kebside /Community survey - satisfies 70 percent preferring the current schedule and 11 percent wanting to increase the capacity of the weekly FOGO collection, does not satisfy 18 percent wanting weekly residual collection. Consider increased bin capacity as a customisation option and promotion of existing additional bin options. Cost increase with AWMWC increase of approx. 8 percent or \$31 more than current due to increased collection frequency. Social impact - positive perception of environmental value, negative due to new bin cost, positive increased level of service Environmental impact – improved diversion of recyclables. Kebside /Community survey - satisfies 70 percent preferring the current schedule and 14 percent wanting to increase frequency of recycling collection. Does not satisfy 18 percent wanting weekly residual collection and 11 percent wanting larger FOGO. Consider promotion of existing additional bin options. Cost neutral Social impact – maintaining high diversion rate Environmental impact neutral Kebside /Community survey - satisfies 70 percent preferring the current schedule, does not satisfy 18 percent wanting weekly residual or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 3 Weekly FOGO 120L Weekly Recycling 240L Fortnightly Residual 120L	W M F	\$6,217,706	\$6,217,706	\$37,319,013	-12%	2%	14%	4%	2	<ul style="list-style-type: none"> Cost neutral Social impact – maintaining high diversion rate Environmental impact neutral Kebside /Community survey - satisfies 70 percent preferring the current schedule, does not satisfy 18 percent wanting weekly residual or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 1 Current Service Weekly FOGO 120L Fortnightly Recycling 240L Fortnightly Residual 120L	W F F	\$5,554,728	\$5,554,728	\$33,339,783	0	3%	0	3%	3	<ul style="list-style-type: none"> Cost increase with AWMWC increase of approx. 2 percent or \$8 more than current due to higher cost of landfill disposal. Social impact – negative, way of life, negative environmental value, positive perception of Council providing increased service, negative increased collection costs for Council and ratepayers Environmental impact – may divert more food and green waste to landfill Kebside /Community survey - satisfies 18 percent wanting weekly residual and 11 percent wanting larger FOGO, does not satisfy 70 percent preferring the current schedule. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 9 Fortnightly FOGO 240L Fortnightly Recycling 240L Weekly Residual 120L Note increased FOGO bin size	F W W	\$6,711,338*	\$5,735,640	\$35,363,794	-6%	-8%	-9%	-22%	4	<ul style="list-style-type: none"> Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. Cost increase with AWMWC increase of approx. 16 percent or \$62 more than current due to increased collection frequency. Social impact – positive 'way of life', positive perception of waste service and Council providing increased service, negative increased collection costs for Council and ratepayers Environmental impact – reduce diversion of waste from landfill Kebside /Community survey - satisfies 18 percent wanting weekly residual and 14 percent wanting weekly recycling, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased 	
Configuration 5 Weekly FOGO 120L Weekly Recycling 240L Weekly Residual 120L	W M W	\$6,880,684	\$6,880,684	\$41,298,244	-24%	11%	-27%	-40%	5	<ul style="list-style-type: none"> Cost increase with AWMWC increase of approx. 16 percent or \$62 more than current due to increased collection frequency. Social impact – positive 'way of life', positive perception of waste service and Council providing increased service, negative increased collection costs for Council and ratepayers Environmental impact – reduce diversion of waste from landfill Kebside /Community survey - satisfies 18 percent wanting weekly residual and 14 percent wanting weekly recycling, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased 	

Notes:
Shaded rows are bin configurations requested by Councilors
* indicates Year 1 cost includes full bin change over for one waste stream

Options Stream/frequency/capacity	Options Bin colour	Year 1	Costs			Triple bottom line assessment				Ranking	Comments
			Recurring	NPV	Financial	Social	Environment	Total			
Configuration 10 Weekly FOGO 120L Fortnightly Recycling 240L Weekly Residual 120L	W F W	\$6,217,706	\$6,217,706	\$37,319,013	-12%	-18%	-17%	-47%	6	<ul style="list-style-type: none"> customisation options for residual stream – increased bin capacity, increased collection frequency. Cost increase with AWM/C increase of approx. 8 percent or \$31 more than current due to increased collection frequency. Social impact – negative way of life, positive perception of Council providing increased service, negative increased collection costs for Council and ratepayers Environmental impact – may reduce diversion of waste from landfill Kerbside /Community survey - satisfies 18 percent wanting weekly residual, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 2 Fortnightly FOGO 120L Fortnightly Recycling 240L Weekly Residual 120L	F F W	\$5,775,721	\$5,775,721	\$34,666,193	-4%	-34%	-42%	-80%	7	<ul style="list-style-type: none"> Cost increase with AWM/C increase of approx. 3 percent or \$10 more than current. Social impact – negative way of life, negative perception of environmental value, negative increased collection costs for Council and ratepayers Environmental impact - likely transition of food and green waste to the residual bin, potential contamination of recycling stream. Kerbside /Community survey - satisfies 18 percent wanting weekly residual, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 6 Fortnightly FOGO 120L Weekly Recycling 240L Weekly Residual 120L	F F W	\$6,438,699	\$6,438,699	\$38,645,423	-16	-25%	-58%	-99%	8	<ul style="list-style-type: none"> Cost increase with AWM/C increase of approx. 11 percent or \$41 more than current due to increased collection frequency. Social impact – negative way of life, negative increased collection costs for Council and ratepayers, positive increased service. Environmental impact – reduce diversion of waste from landfill Kerbside /Community survey - satisfies 18 percent wanting weekly residual and 1,4 percent wanting weekly recycling, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. Consider promotion of existing additional bin options and increased customisation options for residual stream – increased bin capacity, increased collection frequency. 	
Configuration 7 Fortnightly Recycling 240L Weekly Residual 120L	F W	\$4,708,870*	\$4,581,404	\$27,620,402	17%	-91%	-30%	-104%	9	<ul style="list-style-type: none"> Lowest cost option with AWM/C reduction of approx. 12 percent or \$45 lower than current. Social impact – negative way of life, negative perception of environmental value, negative reduced service level, negative health and wellbeing, negative rights to service and access to service, positive cost reduction Environmental impact - likely transition of food and green waste to the residual bin, potential contamination of recycling stream. Kerbside /Community survey - satisfies 18 percent wanting weekly residual, does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. 	
Configuration 4 Fortnightly FOGO 120L Fortnightly Recycling 240L Fortnightly Residual 120L	F F F	\$5,166,375	\$5,166,375	\$31,008,863	7%	-89%	-27%	-109%	10	<ul style="list-style-type: none"> Second lowest cost option with AWM/C reduction of approx. 5 percent or \$18 lower than current. Social impact – negative way of life, negative perception of environmental value, negative reduced service level, negative health and wellbeing, positive cost reduction Environmental impact - likely transition of food waste to the residual bin, potential contamination of recycling stream. Kerbside /Community survey – does not satisfy 70 percent preferring the current schedule or 11 percent wanting larger FOGO. 	

12. Officers' reports

OCM.166/18 September Quarter Financial Report

Distribution: Public

Manager: Vince Lombardi, Manager Finance

Author: Robert Malignaggi, Management Accountant

Summary

This report outlines Council's financial performance and financial position for the period ending 30 September 2018.

The Income Statement shows an overall favourable year to date (YTD) variance of \$2.458 million representing 6.22 percent of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$3.24 million and offset by higher than budgeted operating expenses of (\$781,907).

Council's overall financial position at the end of this quarter is sound, and continues to be actively monitored.

Recommendation

That Council receives and notes the Financial Report for the period ended 30 September 2018 (**Attachment 1**).

Attachments

1. Attachment 1 - Financial Report

Background

1. In June 2018, Council adopted the 2018-19 Budget.
2. Budgeted surplus reflects the amount by which operating revenue exceeds operating expenses, in accordance with relevant accounting standards.
3. Operating expenditure excludes non-operating transactions such as capital works and investments, which are separately detailed in the report.
4. The report compares actual performance to budgeted targets at this stage of the financial year.

Policy context

5. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure responsible and efficient management of Council's financial resources.

Budget implications

6. This is a standard reporting item to Council, the associated costs for which are included in the current budget.

Consultation/communication

7. The budget was subject to public exhibition prior to its final adoption by Council.

12. Officers' reports**OCM.166/18 September Quarter Financial Report**

Issues/options

8. The detailed Financial Report for the period ended 30 September 2018 is provided in **Attachment 1**. This report is an analysis of Council's financial performance and financial position as at 30 September 2018. The report also includes an analysis of budget variances.

Income statement

9. Council closed the period ending 30 September 2018 with a favourable YTD variance of \$2.458 million based on actual operating revenue, costs and commitments. This represents 6.22 percent of the YTD Budget.
10. The overall variance is made up of the following:
- Income – \$3.24 million (4.76 percent) favourable variance. This includes additional rates generated from new rateable properties \$300,795 and new/additional grant funding \$2.818 million, (refer to page 6 in **Attachment 1**).
 - Expenditure – (\$781,907) (3.03 percent) unfavourable, mainly attributed to higher than anticipated costs relating to external contracts (\$874,237) and materials and related costs (\$382,309) and offset by a favourable variance in employee benefits of \$539,536. Additional details on variances are located on page 7 in **Attachment 1**.

Balance sheet

11. The balance sheet reflects Council's financial position at 30 September 2018 and is prepared in compliance with the Australian Accounting Standards.
12. Council's balance sheet (page 4 in **Attachment 1**) continues to show a strong net position. This is represented by \$1.039 billion of assets which is largely made up of Council's Property, Plant and Equipment. Council's total liabilities are \$45.6 million, which results in net assets of \$993.6 million.

Statement of cash flows

13. The statement of cash flows (page 5 in **Attachment 1**) captures Council's actual cash transactions for the period.
14. Council is showing a cash position of \$44.9 million after all cash transactions for the period to date.
15. The \$44.9 million includes \$34.96 million held in investments as detailed on page 10 of **Attachment 1**.

Capital works

16. The YTD expenditure relating to capital works is reported on page 8 in **Attachment 1**.
17. This shows an unfavourable variance of (\$1.703 million) relative to YTD budget. The capital works report detailing spend by asset class is on page 8 (**Attachment 1**).

Conclusion

18. Council's overall financial position at the end of September 2018 is considered sound and continues to be closely monitored to ensure budgeted outcomes are achieved.



Financial Report - 30 September 2018



Financial Report - 30 September 2018

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Financial Report - 30 September 2018

Income Statement

For the financial year to date 30 September 2018

	YTD Budget	YTD Actuals & Comm	YTD Variance Fav / (Unfav)	YTD Variance Fav / (Unfav)	Annual Budget	YTD Actuals & Comm
	\$	\$	\$	%	\$	\$
Income						
Rates	55,047,986	55,312,538	264,552	0.48	55,633,172	55,312,538
Waste management charge	8,346,902	8,383,145	36,243	0.43	8,346,902	8,383,145
Government grants-recurrent	1,081,735	1,120,647	38,912	3.60	6,498,574	1,120,647
Government grants-non-recurrent	1,057,357	3,874,873	2,817,516	266.47	11,107,189	3,874,873
User charges	1,715,326	1,741,645	26,319	1.53	12,161,680	1,741,645
Statutory fees and fines	340,354	350,651	10,297	3.03	1,373,718	350,651
Reimbursements	500	81,775	81,275	-	2,000	81,775
Interest income	176,073	162,140	(13,933)	(7.91)	1,398,800	162,140
Capital contributions	147,350	(17,606)	(164,956)	(111.95)	2,377,038	(17,606)
Other revenue-recurrent	85,333	107,796	22,463	26.32	679,121	107,796
Other revenue-non-recurrent	-	5,434	5,434	100.00	-	5,434
Contributions	100,000	215,500	115,500	115.50	345,485	215,500
Total income	68,098,916	71,338,538	3,239,622	4.76	99,923,679	71,338,538
Expenses						
Employee benefits	8,324,185	7,784,649	539,536	6.48	35,418,178	7,784,649
External contracts	5,580,437	6,454,674	(874,237)	(15.67)	15,317,734	6,454,674
Materials and related costs	4,647,383	5,029,692	(382,309)	(8.23)	13,348,079	5,029,692
Other expenditure	6,316,551	6,288,728	27,823	0.44	11,048,709	6,288,728
Interest expenditure	121,383	121,385	(2)	(0.00)	764,487	121,385
Financial year projects allocation	808,740	901,458	(92,718)	(11.46)	2,049,483	901,458
Total expenses	25,798,679	26,580,586	(781,907)	(3.03)	77,946,670	26,580,586
Earnings before Depreciation	42,300,237	44,757,952	2,457,715	5.81	21,977,009	44,757,952
Depreciation	2,778,750	2,778,750	-	-	11,015,000	2,778,750
Net Surplus	39,521,487	41,979,202	2,457,715	6.22	10,962,009	41,979,202

Financial Report - 30 September 2018

Balance Sheet

For the financial year to date 30 September 2018

	30-Sep-18	30-Jun-18
	\$	\$
ASSETS		
Current assets		
Cash assets	44,890,936	47,669,083
Receivables	64,923,172	8,580,365
Accrued income	121,104	2,677,361
Prepayments	9,470	1,700,305
Land held for resale	5,157,900	5,157,900
Inventories	5,848	22,459
Total current assets	115,108,430	65,807,473
Non-current assets		
Investments in associates	1,601,509	1,601,509
Property, infrastructure, plant & equipment		
At cost	1,118,184,668	1,119,893,375
Accumulated depreciation	(224,886,762)	(222,108,012)
Work in progress	29,184,981	24,066,484
Total non-current assets	924,084,396	923,453,355
TOTAL ASSETS	1,039,192,826	989,260,828
LIABILITIES		
Current liabilities		
Creditors	6,829,323	2,663,967
Trust funds	1,522,695	1,649,272
Prepaid income	-	64,670
Accrued expenses	590,433	6,039,974
Commitments	9,552,554	-
Provisions	6,835,070	6,803,683
Borrowings	1,964,897	2,120,607
Total current liabilities	27,294,972	19,342,174
Non-current liabilities		
Provisions	7,707,355	7,707,355
Borrowings	10,614,896	10,614,896
Total non-current liabilities	18,322,251	18,322,251
TOTAL LIABILITIES	45,617,223	37,664,426
NET ASSETS	993,575,603	951,596,403
Presented by:		
Accumulated surplus	388,336,935	371,785,413
YTD surplus/(deficit)	-41,979,202	16,551,522
Asset revaluation reserve	524,632,149	524,632,149
Other reserves	38,627,318	38,627,318
TOTAL EQUITY	993,575,603	951,596,403

Financial Report - 30 September 2018

Statement of Cash Flows

For the financial year to date 30 September 2018

	30-Sep-18 YTD	30-Jun-18 *
Inflows from operating activities		
Rates	9,909,134	63,583,000
Statutory fees & fines	350,651	1,558,000
User charges	1,741,645	6,722,000
Grants	4,995,520	11,852,000
Contributions	197,894	2,861,000
Reimbursements	81,775	778,000
Interest	162,140	955,000
Other receipts	113,230	5,280,000
Total inflows from operating activities	17,551,989	93,589,000
Outflows from operating activities		
Payments to suppliers	(12,027,236)	(31,314,000)
Payments to employees	(7,753,262)	(32,406,000)
Borrowing costs	(121,385)	(812,000)
Trust	(126,577)	(12,000)
Other payments	(6,288,728)	(7,048,000)
Total outflows from operating activities	(26,317,188)	(71,592,000)
Movement in operating activities	(8,765,199)	21,997,000
Inflows from investing activities		
Proceeds from sale of assets	-	5,472,000
Proceeds from investments	-	5,300,000
Outflows from investing activities		
Payments for property, infrastructure, P&E	6,142,762	(22,285,000)
Payments for investments	-	(1,000,000)
Movement in investing activities	6,142,762	(12,513,000)
Outflows from financing activities		
Repayment of borrowings	(155,710)	(724,000)
Movement in financing activities	(155,710)	(724,000)
TOTAL CASH MOVEMENT FOR PERIOD	(2,778,147)	8,760,000
Opening bank balance	47,669,083	38,910,000
Net increase/(decrease) in cash and cash equivalents	(2,778,147)	8,760,000
CLOSING BANK BALANCE	44,890,936	47,670,000

*Comparative reflective of annual report which has been rounded to the nearest thousand

Financial Report - 30 September 2018

1. Income Statement Variance Analysis

a. Operating Income year to date

	YTD Budget	YTD Actuals & Comm	YTD Variance Fav / (Unfav)	YTD Variance Fav / (Unfav)	Annual Budget	YTD Actuals & Comm
	\$	\$	\$	%	\$	\$
Income						
Rates	55,047,986	55,312,538	264,552	0.48	55,633,172	55,312,538
Waste management charge	8,346,902	8,383,145	36,243	0.43	8,346,902	8,383,145
Government grants-recurrent	1,081,735	1,120,647	38,912	3.60	6,498,574	1,120,647
Government grants-non-recurrent	1,057,357	3,874,873	2,817,516	266.47	11,107,189	3,874,873
User charges	1,715,326	1,741,645	26,319	1.53	12,161,680	1,741,645
Statutory fees and fines	340,354	350,651	10,297	3.03	1,373,718	350,651
Reimbursements	500	81,775	81,275	-	2,000	81,775
Interest income	176,073	162,140	(13,933)	(7.91)	1,398,800	162,140
Capital contributions	147,350	(17,606)	(164,956)	(111.95)	2,377,038	(17,606)
Other revenue-recurrent	85,333	107,796	22,463	26.32	679,121	107,796
Other revenue-non-recurrent	-	5,434	5,434	100.00	-	5,434
Contributions	100,000	215,500	115,500	115.50	345,485	215,500
Total Operating Income	68,098,916	71,338,538	3,239,622	4.76	99,923,679	71,338,538

Significant variance commentary (Over \$50,000 or >-5%):

Rates and waste management charge \$300,795

- Additional rateable properties processed in July 2018.

Non-Recurrent Government Grants \$2,817,516.

- New funding received from:
 - Department of Environment, Land, Water and Planning \$59,428 for Peri-urban weed management partnership.
 - Department of Health and Human Services \$200,000 for Eltham Central oval pavilion.
 - Strathewen Landcare Group \$53,845 for landcare network facilitator.
 - Transport Accident Commission \$70,000 for Cherry Tree Road trail.
 - VicRoads \$95,000 for L2P learner driver mentor program.
- Funding received earlier than expected from Department of Environment, Land, Water and Planning \$2,375,000 for Diamond Valley Sports and Fitness Centre.

The balance of (\$35,757) consists of various minor differences.

Reimbursement \$81,275.

- Funds received from State Revenue Office for:
 - administration of fire services levy, not budgeted due to unexpected extension of agreement \$58,718; and
 - return of incorrectly applied land tax charges in prior years \$23,057.

The balance of (\$500) consists of various minor differences.

Capital Contributions (\$164,956).

- Delay in contributions for upgrade works at Research Park pavilion (\$145,000) and preschool works (\$20,000).

Contributions \$115,500.

- Higher than anticipated developer contributions received for Open Space \$110,500.

The balance of \$5,000 consists of various minor differences.

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b. Operating Expenditure year to date

	YTD Budget	YTD Actuals & Comm	YTD Variance Fav / (Unfav)	YTD Variance Fav / (Unfav)	Annual Budget	YTD Actuals & Comm
	\$	\$	\$	%	\$	\$
Expenditure						
Employee benefits	8,324,185	7,784,649	539,536	6.48	35,418,178	7,784,649
External contracts	5,580,437	6,454,674	(874,237)	(15.67)	15,317,734	6,454,674
Materials and related costs	4,647,383	5,029,692	(382,309)	(8.23)	13,348,079	5,029,692
Other expenditure	6,316,551	6,288,728	27,823	0.44	11,048,709	6,288,728
Interest expenditure	121,383	121,385	(2)	(0.00)	764,487	121,385
Financial year projects allocation	808,740	901,458	(92,718)	(11.46)	2,049,483	901,458
Total operating expenditure	25,798,679	26,580,586	(781,907)	(3.03)	77,946,670	26,580,586

Significant variance commentary (Over \$50,000 or >5%):

Employee Benefits \$539,536.

- Reflective of delays in recruitment to fill a number of position vacancies across the organisation.

External Contracts (\$874,237).

- Temporary / agency staff have been engaged to backfill vacant positions (\$440,313). This overspend is linked to the abovementioned underspend in employee benefits.
- Kerbside collection recyclable disposal costs incurred as the market responds to China's application of severe contamination rate restrictions (\$130,471).
- Engagement of specialised services to undertake strategic reviews (\$82,965) and for payroll system configuration and support (\$26,965).
- Cleaning contract management consolidation has resulted in a temporary misalignment between actual expenditure and budgets (\$67,172).
- Additional internal audit undertaken (\$55,542).
- Trainee staff employed through agency (\$35,394).

The remaining balance of (\$35,415) consists of several minor variances.

Materials & Related Costs (\$382,309).

- Contractors engaged for the provision of amenity mowing services (\$278,932).
- Unanticipated legal costs incurred year to date (\$60,981).
- Hardware purchased for modern office rollout (\$92,386).
- Dry weather conditions and contract revision have resulted in lower than expected open space maintenance contractor costs \$58,345

The remaining balance of (\$8,355) consists of a number of minor timing variances.

Financial Year Projects Allocation (\$92,718).

Refer to Financial Year Projects table on page 9.

Financial Report - 30 September 2018

2. Statement of Capital Works

For the financial year to date 30 September 2018

Asset Class	YTD	YTD	YTD	YTD	Annual	YTD
	Budget	Actuals & Comm	Variance	Variance	Budget	Actuals & Comm
	\$	\$	\$	%	\$	\$
Bridges	-	-	-	-	707,320	-
Children's playground equipment	939,722	1,222,418	(282,696)	(30.08)	1,129,722	1,222,418
Commercial centres/major streetscapes	87,104	89,839	(2,735)	(3.14)	128,045	89,839
Disability access works	94,034	101,191	(7,157)	(7.61)	186,071	101,191
Drainage	185,000	183,330	1,670	0.90	713,449	183,330
Footpaths	282,000	297,582	(15,582)	(5.53)	703,819	297,582
Landfill closure/regional park	1,043,358	1,119,093	(75,735)	(7.26)	3,231,110	1,119,093
Major leisure centres & community halls	4,333,983	4,875,696	(541,713)	(12.50)	6,579,162	4,875,696
Other council buildings	545,515	513,157	32,358	5.93	1,922,030	513,157
Plant & vehicle replacement	215,947	218,003	(2,056)	(0.95)	1,343,689	218,003
Public open space	994,925	980,562	14,363	1.44	2,418,494	980,562
Recreation trails	203,780	203,227	553	0.27	6,234,731	203,227
Roads	93,083	126,800	(33,717)	(36.22)	3,743,620	126,800
Special charge schemes	3,669	6,684	(3,015)	(82.17)	361,750	6,684
Sportsfields & pavilions	8,991,615	9,663,390	(671,775)	(7.47)	15,299,804	9,663,390
Traffic works	277,028	390,999	(113,971)	(41.14)	1,075,821	390,999
Various/miscellaneous capital	10,000	12,170	(2,170)	(21.70)	315,261	12,170
Total	18,300,763	20,004,141	(1,703,378)	(9.31)	46,093,898	20,004,141
Renewal	1,726,684	1,970,557	(243,873)	(14.12)	6,825,807	1,970,557
New	2,004,908	2,526,736	(521,828)	(26.03)	8,712,148	2,526,736
Upgrade	8,659,499	9,543,764	(884,265)	(10.21)	20,796,556	9,543,764
Expansion	5,909,672	5,963,083	(53,411)	(0.90)	9,759,387	5,963,083
Total	18,300,763	20,004,141	(1,703,378)	(9.31)	46,093,898	20,004,141

Commentary:

For the first quarter, the capital expenditure total spend is 9.31 percent over budget. This is largely attributable to

- additional works carried out at Eltham North adventure playground (\$283,826)
- provisional items and landscaping removed from the construction contract at Eltham Leisure Centre (\$415,131) will be completed by sub-contractors
- additional construction costs at Marngrook Oval pavilion redevelopment (\$469,528)

The overall financial position of the capital works portfolio spend will continue to be closely monitored. Strategies to mitigate shortfalls will be dealt with as part of the mid year financial review.

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3. Financial Year Projects

Department Unit	YTD Budget	YTD Actuals & Comm	YTD Variance Fav / (Unfav)	YTD Variance Fav / (Unfav) %	Annual Budget	YTD Actuals & Comm
	\$	\$	\$	%	\$	\$
Business and Strategy						
Business, Tourism and Marketing	144,297	166,024	(21,727)	(15.06)	280,206	166,024
Connected Communities	109,662	155,050	(45,388)	(41.39)	275,991	155,050
Integrated Strategy	361,276	380,209	(18,933)	(5.24)	523,941	380,209
	615,235	701,283	(86,048)		1,080,138	701,283
Services and Planning						
Community Programs	24,000	22,093	1,907	7.95	50,000	22,093
	24,000	22,093	1,907		50,000	22,093
Sustainability and Place						
Assets and Property	20,000	89	19,911	99.55	200,000	89
Environment	69,050	110,330	(41,280)	(59.78)	450,731	110,330
	89,050	110,419	(21,369)		650,731	110,419
Corporate						
Finance	-	-	-	-	26,698	-
Governance	56,704	50,856	5,848	10.31	162,916	50,856
People, Culture and Innovation	23,751	16,807	6,944	29.24	79,000	16,807
	80,455	67,663	12,792		268,614	67,663
Total	808,740	901,458	(92,718)	(11.46)	2,049,483	901,458

Year to date main variances (greater than \$20,000) by department and unit:

Business, Tourism and Marketing (\$21,727)

- Economic Development expenditure for assessment of equine opportunities within Nillumbik (\$19,120).

Connected Communities (\$145,388)

- Design costs associated with applications for various government grant programs (\$23,891).
- L2P learner driver mentor program expenditure, offset by new grant funding received from VicRoads (\$17,767)

Environment (\$41,280)

- A number of minor variances across the department, including over-the-counter vegetation offsets (\$10,000).

Financial Report - 30 September 2018

4. Treasury

a. Loans

Financial Institution	Start date	Term (years)	End date	Principal	Interest Rate	Current Balance
				\$	%	\$
NAB	25/06/2010	10	25/06/2020	923,000	7.79	699,948
LGFV	27/06/2014	7	12/11/2021	2,392,000	4.65	2,392,000
ANZ	29/06/2012	10	29/06/2022	1,000,000	5.52	440,317
CBA	30/06/2015	7	30/09/2022	1,480,000	2.42	1,480,000
CBA	28/06/2013	10	28/06/2023	400,000	5.86	218,991
NAB	28/06/2007	20	28/06/2027	2,200,000	6.96	1,305,651
NAB	27/06/2008	20	27/06/2028	3,647,000	7.87	2,448,917
NAB	10/06/2011	20	10/06/2031	2,120,000	7.91	1,692,985
ANZ	29/06/2012	20	29/06/2032	2,373,000	5.88	1,900,985
Total						12,579,794

b. Investment activities

Council carries out investment activities according to Section 143 of the Victorian Local Government Act 1989. All Council funds are invested with Authorised Deposit Taking Institutions (ADIs), in either cash, at call or term deposits. The following tables provide our investment portfolio by maturity and rating type.

Financial Institution	Green Investment	S & P Rating	Investment Type	Principal \$	Maturity Date	Term (days)	Interest Rate %
ANZ *		A1+	11:00am	190	At Call	At Call	
BankWest		A1+	11:00am	3,280,322	At Call	At Call	1.60
ME Bank	Yes	A2	Term Deposit	2,500,000	8/10/2018	90	2.75
BankWest		A1+	Term Deposit	4,700,000	5/11/2018	91	2.65
ME Bank	Yes	A2	Term Deposit	2,500,000	26/11/2018	91	2.65
Suncorp	Yes	A1	Term Deposit	1,000,000	26/11/2018	91	2.65
Suncorp	Yes	A1	Term Deposit	5,300,000	26/11/2018	91	2.65
IMB	Yes	A2	Term Deposit	3,000,000	27/11/2018	90	2.60
Suncorp	Yes	A1	Term Deposit	1,500,000	29/11/2018	90	2.65
ME Bank	Yes	A2	Term Deposit	2,000,000	3/12/2018	91	2.65
NAB		A1+	Term Deposit	5,609,000	8/01/2019	120	2.65
Suncorp	Yes	A1	Term Deposit	2,574,000	8/01/2019	120	2.65
Bendigo/Adelaide	Yes	A2	Term Deposit	1,000,000	21/01/2019	276	2.70
Total				34,963,512		Weighted average	2.56

* Nominal amount held with ANZ to enable future investments if required.

Financial Institution Rating	Investment	Portfolio
A1	10,374,000	29.67%
A1+	13,589,512	38.87%
A2	11,000,000	31.46%
Total	34,963,512	100%

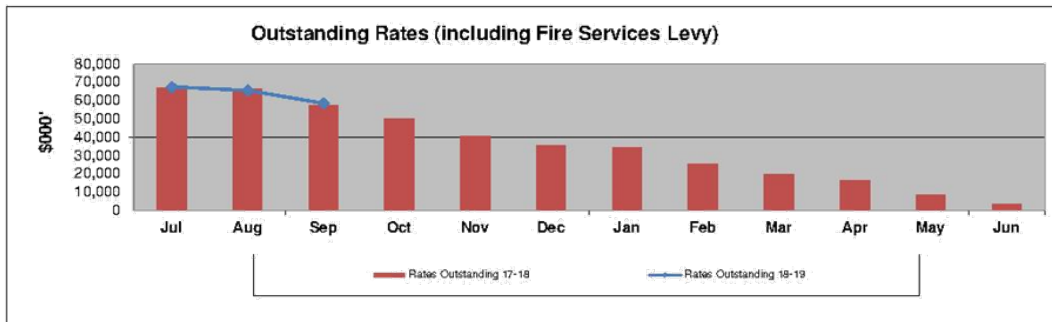
Council's current average rate of return on investments for the 2018-19 financial year is 2.56 percent and is compliant with Council's Investment policy.

The portion of investment portfolio currently invested with green institutions is 61.13 percent.

Financial Report - 30 September 2018

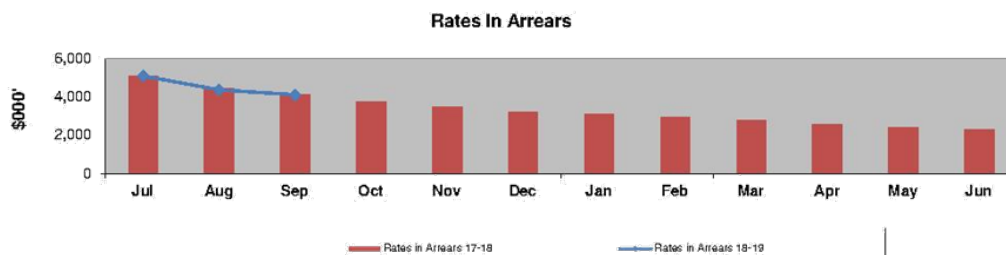
5. Rates Analysis

	YTD Actual 30-Sep-17 \$000'	YTD Actual 30-Sep-18 \$000'	Variance \$000'	Variance %
Rates Outstanding	57,847	58,566	(719)	(1.24)
Rates in Arrears (prior years)	4,183	4,119	64	1.53



As at 30 September 2018 the year to date actual Fire Service Levy charges outstanding are \$3,978,811; the outstanding rates balance is \$54,587,580.

When Council adopts the budget, rates are levied on ratepayers and the full amount due is treated as income at that point.



Supplementary Valuations

Between the two-year revaluation cycle, supplementary valuations are conducted to:

- record changes made to properties that affect property value,
- record changes to the rateability status, and
- consider any planning amendments made within the cycle.

Growth in the number of rateable assessments predominantly occurs as a result of developments within the Shire, creating assessments through subdivision of land and/or buildings.

Rateable properties at 1 July 2018	23,383
2018-19 growth	153
Rateable properties at 30 September 2018	<u>23,536</u>

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6. Grant Activity

The following table provides a summary of grant funding, greater than \$50,000, received for Council activities during the period 1 July 2018 to 30 September 2018.

Project Description	2018-19 Actuals YTD \$	Funding Body
Recurrent		
Grants Commission - Roads	121,376	Department of Environment, Land, Water and Planning
Maternal & Child Health Universal Funding	85,828	Department of Education and Training (Vic)
Home & Community Care - Respite	57,613	Department of Health and Human Services (Vic)
Home & Community Care - Domestic Assistance	93,948	Department of Health (Cwth)
Home & Community Care - Personal Care	58,822	Department of Health (Cwth)
Grants Commission - General	233,797	Department of Environment, Land, Water and Planning
Total Recurrent	651,384	
Non-Recurrent		
Council Plan / Grant Funded Initiatives		
Peri-urban Weed Management Partnership	59,428	Department of Environment, Land, Water and Planning
Landcare Network Facilitor	53,845	Strathewen Landcare Group
Learner Driver Mentor Program	95,000	VicRoads
Capital Works		
Diamond Valley Sports and Fitness Centre	2,375,000	Department of Environment, Land, Water and Planning
Eltham North Reserve Pavillion	1,000,000	Department of Health & Human Services
Eltham Precinct 3 & 4 / Central Oval	200,000	Department of Health & Human Services
Cherry Tree Road trail	70,000	Transport Accident Commission
Total Non-Recurrent	3,853,273	

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7. Defined Benefit Superannuation Update

Council has an obligation to contribute to any funding shortfalls within the Local Authorities Superannuation Fund (LASF) Defined Benefit Plan.

The Australian Prudential Regulation Authority (APRA) standard SPS160 uses the Vested Benefits Index (VBI) as its primary measure of fund solvency. The VBI measures the market value of assets in a defined benefit portfolio against the benefits that members would have been entitled to if they had all resigned on the same day.

The independent Actuary to the fund calculates the VBI at 30 June each year. It is necessary for the VBI to be 100% or greater at 30 June each year.

Vision Super produces interim quarterly VBI estimates based on actual quarterly assets and membership.

The recent history of the LASF VBI is shown below:

Estimated Vested Benefit Index

Year	30 Sept (estimated) %	31 Dec (estimated) %	31 Mar (estimated) %	30 Jun (actual) %
2018/19	**	-	-	-
2017/18	103.80	106.40	106.20	106.00
2016/17	103.70	105.40	106.60	103.10
2015/16	104.00	104.40	102.40	102.00

** The 30 September 2018 estimated figure is not yet available from Vision Super.

To enable Council to monitor this risk, reliance is placed on the actuarial reviews conducted on the fund on a periodic basis.

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12. Officers' reports

OCM.167/18 Arts Advisory Committee membership nomination

Distribution: Public

Manager: Kylie Lethbridge, Manager Business, Tourism and Marketing

Author: Michelle Zemancheff, Coordinator Arts and Cultural Services

Summary

The Arts Advisory Committee provides a formal mechanism for council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of the Arts and Cultural Plan 2018-2022.

Nominations to the Arts Advisory Committee responding to specific criteria of performing arts expertise have been sought and received. Council's endorsement of two nominations is now recommended, together with an amendment of the Terms of Reference, in order to complete a full and diverse membership of the Arts Advisory Committee.

Recommendation

That Council:

1. Endorses the proposed changes to the Arts Advisory Committee Terms of Reference and increase membership of the Arts Advisory Committee from seven volunteer community members to eight.
2. Endorses the following nominees for appointment to the Arts Advisory Committee:
 - a) Gillian Essex; and
 - b) Dennis Coard.
3. Publicly acknowledges and thanks the two nominees for their expression of interest and willingness to actively contribute to the development of arts and culture in Nillumbik.

Attachments

1. Amended Arts Advisory Committee Terms of Reference (**Attachment 1**).

Background

1. Due to a recent resignation of a member of the Arts Advisory Committee, at the Ordinary Meeting of Council on 31 July 2018, Council endorsed the Terms of Reference for the Arts Advisory Committee for public exhibition seeking Expressions of Interest for nomination, with preferential criteria of performing arts expertise. Council also instructed officers to report back to Council on the expressions of interest received.
2. The Terms of Reference provide for seven volunteer community representatives to collectively represent a diverse range of arts and cultural expertise, with a spread of members representing the three discipline areas as defined by the National Arts and Culture Accord, namely:
 - Core arts (such as music, performing arts, literature, visual arts, galleries, theatres, for vocational and/or recreational purposes; together with libraries, cultural venues, events and festivals, education and training institutions).

12. Officers' reports

OCM.167/18 Arts Advisory Committee membership nomination

- Creative industries (such as publishing, film, television, new media, fashion, design).
 - Cultural heritage (such as the work undertaken by museums, galleries, libraries to preserve, and provide public access to, artefacts and intangible cultural heritage, including indigenous heritage).
3. The Terms of Reference provides that the Arts Advisory Committee is not a decision making body and does not require voting protocols. Any advice will be reached by consensus and where differing views may be expressed by the Committee, those views will be reflected in any reports and statements issues, with minutes of meetings reported to Council.

Policy context

4. This report directly supports the achievement of Council Plan 2017-2021 strategy:
- Create and activate places and spaces that have good connectivity, provide needed infrastructure and promote social interaction.

Budget implications

5. Administrative support for the Committee is provided through the Arts and Cultural Development operational budget.
6. Strategy and acquisitions are guided by the Arts and Cultural Plan 2018-2022 together with the Nillumbik Shire Art Collection Policy 2014-2017 (currently being reviewed).
7. The Arts Advisory Committee provides an additional mechanism for transparency on the expenditure of acquisitions for and conservation of the Nillumbik Shire Art Collection, together with implementation of the Arts and Cultural Plan 2018-2022.

Consultation/communication

8. The Terms of Reference was publicly exhibited on Council's website for a period of four weeks from 6 to 31 August 2018 inclusive. The call for Expressions of Interest was promoted during this time through Council's website, social media of both Council and Arts and Cultural Development, together with the August edition of the Arts and Cultural Development e-news, and targeted notifications to the local performing arts community.
9. Two Expressions of Interest were received as follows:
- Gillian Essex, a vocalist, song-writer and musician who regularly performs locally, was the convenor of the Boite World Music program in Eltham for four years, actively involved in diverse community projects including that of the Arts & Cultural Development program, and a representative of Nillumbik's rural region.
 - Dennis Coard, an actor with over 30 years' experience in theatre, film and television, who also performs locally as well as having national prominence, actively involved in diverse community projects, together with projects delivered by Council through the Arts and Cultural Plan.

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OCM.167/18 Arts Advisory Committee membership nomination

Issues/options

10. Both nominees express a strong interest to actively contribute to the implementation of the Arts and Cultural Plan 2018-2022, and between them offer diverse expertise.
11. Both nominations are therefore recommended for appointment.
12. The Terms of Reference provide for seven volunteer community representatives, so in order to accept both nominations, the Terms of Reference require amendment to provide for eight volunteer community members (**Attachment 1**).

Conclusion

13. Acceptance of both nominations as recommended above will provide strong cross-sectional representation of local arts practices and in particular bring strong performing arts expertise to the Committee. Such depth of knowledge and rich industry and community experience will be well utilised on the Arts Advisory Committee.
14. Further, both nominees contribute to an equitable balance of age, gender and locality demographics within the Committee.

Arts Advisory Committee

Terms of Reference



Classification

Advisory Committee of Council

Purpose

To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of the Arts and Cultural Plan 2018-2022.

Objectives

- To assist and advise Council regarding key issues relating to arts and culture.
- Provide a forum for dissemination and consideration of information to the local community.
- Collaborate on strategies to maximize participation in the cultural life of the community and opportunities to enjoy the arts.
- Advise on the ongoing implementation and evaluation of the Arts and Cultural Plan 2018-2022.
- Advise on the acquisition and de-accessioning of artworks in accordance with the Nillumbik Shire Art Collection Policy 2014-2017.
- Act as the Project Reference Group for the Arts and Cultural Development projects and policy reviews.
- Act as the nominated independent assessment panel for Arts and Cultural Development open applications.

Membership and chairperson

- Arts and Economic Development Portfolio Councillor to act as chairperson.
- Community Services Portfolio Councillor to act as deputy chairperson.
- **Eight** volunteer community representatives to collectively represent a diverse range of arts and cultural expertise, with an even spread of members representing one of the three discipline areas as defined by the National Arts and Culture Accord:
 - Core arts (such as music, performing arts, literature, visual arts, galleries, theatres, for vocational and/or recreational purposes; together with libraries, cultural venues, events and festivals, education and training institutions)
 - Creative industries (such as publishing, film, television, new media, fashion, design)
 - Cultural heritage (such as the work undertaken by museums, galleries, libraries to preserve, and provide public access to, artefacts and intangible cultural heritage, including indigenous heritage).

Term of appointment

Community representatives will be appointed for a two-year term or until otherwise resolved by Council.

Co-opted members

Suitably skilled persons may be invited to join the committee in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members do not contribute to the committee's quorum.

Quorum

A meeting can only take place with a minimum quorum of five Committee representatives. In addition, at least one Council staff member must be present for administrative purposes.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Undertake induction as a volunteer of Nillumbik Shire Council.
- Demonstrate an understanding of issues relevant to the Nillumbik municipality and surrounding region.
- Understand the role of local government in the arts and cultural sector.
- Be conversant with relevant Council plans and policies, including the Council Plan, Health and Wellbeing Plan, Economic Development Plan.
- Participate in formal induction as a volunteer of Nillumbik Shire Council.
- Prepare for and actively participate in regular committee meetings.

Nillumbik Shire Council is committed to providing a safe workplace for employees, councillors and volunteers. Members of Council's advisory committees must:

- Adhere to the Equal Opportunity Act 1995, and refrain from discriminating, harassing or bullying other people and using offensive language in their capacity as a member of the Committee.
- Adhere to the requirements of the Occupational Health and Safety Act 2004 and have regard to the principles of health and safety. Committee members must ensure that they contribute to the notion of a healthy and safe workplace.
- The council officer with responsibility for convening the Committee will provide an overview of the relevant legislative requirements and Council's Equal Opportunity and Anti Bullying and Violence Policy as part of the committee induction process.

Meeting frequency

Meetings are held bi-monthly at the Civic Centre, Civic Drive. Extra-ordinary meetings may be convened as required.

Management of the Committee

- The Coordinator Arts and Cultural Development or other nominated delegate will resource the Committee and attend all meetings as Secretariat.
- The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.

Reporting procedure

- The Committee is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Committee will be reached by consensus. Where differing views may be expressed by the Committee, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon.

Public Statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Nillumbik Shire Art Collection Policy 2014-2017.
- Council Plan 2017-2021.
- Arts and Cultural Plan 2018-2022.

Contact details of group

Coordinator Arts and Cultural Development, 9433 3132.

Approval date

Next review date

July 2021

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12. Officers' reports

OCM.168/18 Early Years Infrastructure Plan Update

Distribution: Public

Manager: Corrienne Nichols, Manager Community Programs

Author: Carmel Boyce, Senior Project Manager Early Years Infrastructure Plan

Summary

The purpose of this report is to provide Councillors with an update on the Early Years Infrastructure Plan (EYIP) implementation process and outline the proposed next steps.

Proposed next steps include an extensive community engagement program to be undertaken with members of the community, past, current and future service providers including those with expertise in early years provision, across two stages, to develop the:

- a) Principles for early years provision, partnership and collaboration.
- b) Practical application in townships plans to guide provision, development and redevelopment of early years infrastructure over the coming decade.

The community engagement program will result in progress report to Council in February and an Early Years Plan to be delivered to Council mid-year for public exhibition.

Recommendation

That Council endorses:

1. The Early Years Infrastructure Plan (EYIP) project concept which proposes implementation delivered over two stages:
 - a) Community Reference Group (CRG) focused on principles, partnership and collaboration; and
 - b) Place based plans to respond to and apply principles in place.
2. The project timeframe which envisages presentation of the first stage work on principles, partnership and collaboration, by way of an update on progress to Council in February 2019.
3. The EYIP community engagement plan as per **Attachment 1**.
4. The recruitment of a CRG using clear selection criteria, based on having demonstrated an:
 - a) interest in high quality early years outcomes;
 - b) expertise in the early learning sector;
 - c) record of current or past community participation;
 - d) current or past membership of a preschool or early years' service;
 - e) current, past or future early years, preschool or playgroup participant; and
 - f) the capacity to work collaboratively with others to promote whole of community outcomes.
5. Cr Jane Ashton as Chair of the Community Reference Group.

12. Officers' reports

OCM.168/18 Early Years Infrastructure Plan Update

Attachments

1. Community Engagement Plan
2. Project Plan

Background

1. Council's early years' infrastructure is ageing. Almost half of the building stock is almost at the end of its useful life. Council does not currently have a community infrastructure plan or guidance on preferred models of early years' infrastructure for the future.
2. Some early years providers in Council buildings have been struggling as local birth rates have fallen and are now static; as the community adjusts to a range of financial, economic and social pressures. These include the introduction of mandatory education programs in 4 year old long day care that make long day care a realistic option for some families.
3. Council needs an Early Years Infrastructure Plan (EYIP) to guide where and how it might get best value for its long term and quality investment in the sector.
4. Between 2015 and 2016 WYE Consultancy reviewed early years infrastructure (EYI) across the municipality:
 - a) Early Years Infrastructure Plan Phase 1 – November 2015 (EYIP Phase 1).
 - b) Early Years Infrastructure Plan Phase 2 Volumes 1 and 2 November 2016 (EYIP Phase 2).
5. These reports have been noted but not endorsed by Council and are not public documents.
6. These reports provide a logical evidence-based way forward for Council to deliver improved and consolidated infrastructure and to ensure existing infrastructure better responds to community demand.
7. In summary these reports find that:
 - a) The population of births and transfers (people who move into Nillumbik with young children from other areas) in the early years population had dropped significantly. The Australian Bureau of Statistics (ABS) time series data for Nillumbik (2006-2016) indicates a fall of 19.24 percent of 0-1 year old age cohort and an overall fall of 14.03 percent of children in the 0 to 4 years age cohort. However most recent Maternal and Child data is suggesting the decline in birth rates has levelled off or may even be slightly rising. The extent and sustainability of this trend reversal requires further investigation.
 - b) More than 40 percent of registered places in Council owned building stock is offered in one locality, Eltham.
 - c) While almost a third of buildings are less than 20 years old, almost half of preschool places (43 percent) occur in buildings more than 40 years old. Many buildings no longer meet modern expectations or easily enable modern teaching and learning methods. Older buildings are mainly located in Eltham.

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OCM.168/18 Early Years Infrastructure Plan Update

- d) For many buildings, even in newer stock, community based and managed building tenants have elected to run with fewer children than their licenced capacity. This trend is most pronounced in more remote locations, in Kangaroo Ground (58 percent), Research (48 percent) and Yarrambat (40 percent) (93 places in total), but has greatest impact is in Eltham and Diamond Creek (194 places).
8. In the same period workforce participation has increased as has participation in long day care.
 - a. The 2016 ABS Census found that:
 - i. 69.15 percent of Nillumbik residents were in the workforce.
 - ii. Women, 24-54 years were more likely to work part time than full time.
 - iii. More than a third of the workforce, mainly women worked part time (8,662 women).
 - iv. 10,683 residents 25-54 years (54.12 percent of whom were women) were not in the workforce, identifying as 'unpaid child carers' of their own children.
 - b. Nillumbik preschool participation rates remain significantly higher than in other places, at 63 percent in 2017 according to DET.
 - c. ABS Preschool data for 2014 indicates that Nillumbik's preschool participation rates continue to be:
 - i. Significantly higher than for Victoria (49.5 percent) and other states NSW (29.44 percent), Queensland (29.75 percent), and the ACT (31.79 percent).
 - ii. Significantly higher than children receiving 15+ hours of preschool education in a childcare setting (43.04 percent).
 9. Nillumbik parents either have a strong commitment to participation in quality preschool early years education, or the mismatch between EYI type and supply is impacting employment decisions and choice.
 10. Complicating this picture, recent Federal opposition and State Government announcements foreshadow a commitment to universal 3 year old kindergarten which will have implications for spaces for learning and care.
 11. These announcements are in line with the international evidence, that earlier and longer structured learning programs have the most significant impact on life-long outcomes, particularly on learning engagement across the life course and earning capacity.
 12. The EYIP is timely in that it will position Nillumbik to cater to plan to cater for the additional demands a further year of 3 year old learning will place in Council assets.
 13. At an Officer Briefing on 5 December 2017, the Nillumbik EYIP – Implementation Options Report was presented to Council, with the next step to confirm the future direction of the Early Years Implementation Options Plan. This report seeks to inform the next steps. Due to the difficulty in recruitment of a suitable candidate, the appointment of a Project Manager was delayed until August 2018.

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14. Since the Project Manager's commencement, the project plan and documentation have been drafted. This includes a draft consultation model and proposed stages and timeframes for consultation (**Attachment 1**).

Policy context

15. 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..

Budget implications

16. Budget has been allocated to undertake the engagement this financial year.

Consultation/communication

17. The focus of proposed community engagement is to build acceptance for and trust in any proposed way forward and to ensure the EYIP can be implemented, the Plan requires community support. The proposed Community Engagement Plan is included as **Attachment 1**.
18. It is proposed that the next stage will include co-design with the community for the purpose of:
- a) Building partnership, collaboration and cooperation through what is likely to be a challenging change management process.
 - b) Working through the principles that govern the allocation, design and distribution and management of early years infrastructure.
 - c) Building agreement around areas of collaboration and the partnership between Council and community committees of management.
 - d) Working through the governance arrangements to reflect collaboration.
 - e) Delivering agreed Plans for townships that address short, medium and longer term outcomes for early years infrastructure by place.

Issues/options

19. The proposed program is to be undertaken over the next 12 months, funded through the existing community programs budget allocation.
20. Resolving the problem is not as simple as an assessment of infrastructure and capacity. Council's provision of early years' infrastructure has supported long term and dedicated partnerships with community based and managed preschool and childcare providers. These providers have a long history of providing higher quality education and care in comparison to private providers in the early years' sector as measured by the National Quality Framework.
21. While Council owns the buildings, the Childcare and Preschool services are run by community based groups and not for profit organisations. The operation and delivery of quality early years' services depends on the continuing good relationships between Council and community based committees of management.

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22. In the development of EYIP Phases 1 and 2 logical and evidence-based community advice was sought on future needs. This report was provided to Council in an Officers Briefing on 8 August 2017.
23. To date, the findings of the EYIP Phases 1 and 2 and the subsequent Nillumbik EYIP – Implementation Options have not been made public.
24. Community consultation is a commitment in the current Council Plan. Implementing change without consultation would be unlikely to encourage goodwill, co-operation and collaboration, all of which are required to work with communities through a significant change management process. Implementing change without consultation could leave Council in a position of dispute with every early years' provider and community.
25. Better outcomes could be achieved if Council opens up a conversation with the community about change in early years infrastructure. It should be noted that by undertaking a co-design approach some changes in direction recommended may occur.
26. The Plan is envisaged as being delivered in two stages:
 - whole of community reference group deliberating on the principles, partnership and collaboration; and
 - township based plans designed to respond to and apply principles in place.
27. An EYIP developed through a consultative process will provide an opportunity for the EYIP underpin a development contribution plans or other planning scheme instruments; including: place-based structure plans, site master plans, detailed site planning, and development of the broader community infrastructure plan.
28. In seeking to deliver the next stage on time and within budget, timeframes are tight and require commencement of the first phase of consultation in November. This period immediately precedes the State election.

Conclusion

29. Development of an EYIP through a community engagement process with community committees of management and community members provides Council the best opportunity for Council to:
 - a) acknowledge the strength of the partnership between Council and community in delivering excellent services while reframing the nature this relationship;
 - b) address the current challenges;
 - c) move forward with the development of infrastructure renewal plans that meet future infrastructure needs and expectations, and
 - d) plan for regeneration in the context of universal 3 year old kindergarten.

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Community Engagement Plan

Desired Outcome:

The Early Years Infrastructure Plan (2019-2029) (EYIP) development process seeks to develop an:

- approved and inclusive participatory process structure that provides the opportunity for participatory community and stakeholder engagement in developing key high level directions for the Early Years Infrastructure and Services Plan.
- agreed implementation plan that is supported by community and endorsed by Council

The EYIP will be developed in a number of stages, to:

- address in principle Council's role in the provision of infrastructure for early years services including existing standalone early years infrastructure typologies: education and care services for children 0-5 years (pre-school and childcare), playhouses and maternal and child health services
- develop municipal catchments using influences including strategic planning spatially defined areas, population density, socio-economic status, employment participation levels, travel time, travel mode and travel direction
- develop a model for EY population planning, describe triggers for infrastructure planning and redevelopment
- provide directions for the delivery of services and infrastructure in place across the municipality, and
- provide a description (typologies by community hierarchy) for future early years infrastructure, and
- develop a mechanisms (process / model / form of partnership agreement) for delivering ongoing partnership between Council and community service providers

Key Stakeholders:

Key stakeholders in the development of the EYIP include:

- All 0-5 years children
- All childcare service providers
- Maternal and Child Health Service and users
- Playhouse providers and users
- Community members who currently use services
- Community members with children 0-5 years
- Community members who have used services
- Community members likely to young children 0-5 years
- Allied health and wellbeing services providing services to children 0-5 years
- Council (Strategic Planners, Health and Wellbeing Planners, Community Planners, Community Infrastructure Plan developers, Early years staff, Maternal and Child Health Providers) , and
- Councillors
- Department of Education and Training (DET)

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Target Users:

Targeted users of early years infrastructure include:

- Community members who currently use services
- Community members with children 0-5 years who will use early years infrastructure
- Community members likely to have children 0-5 years in the future
- Maternal and Child Health Service and users now and into the future
- Playhouse providers and users now and into the future
- Parent Committees of all early years services operating in Council buildings
- Providers of all other early years targeted services in the municipality more generally, and
- Community
- Council (for instance other departments like strategic planning, community infrastructure planning, Precinct 3-4 Eltham)

Framework for Consultation

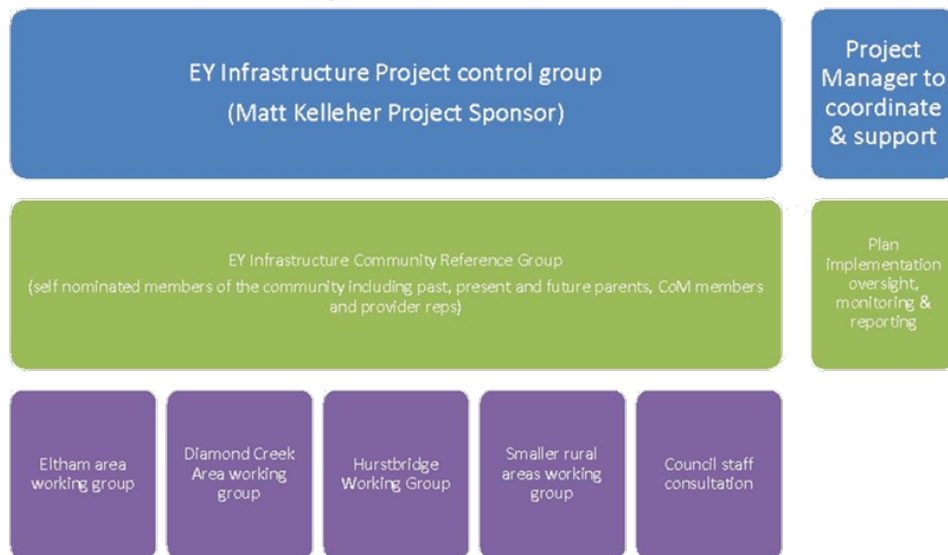


Diagram 1 describes the proposed structural framework for consultation for the EY Infrastructure Plan development.

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Project Governance

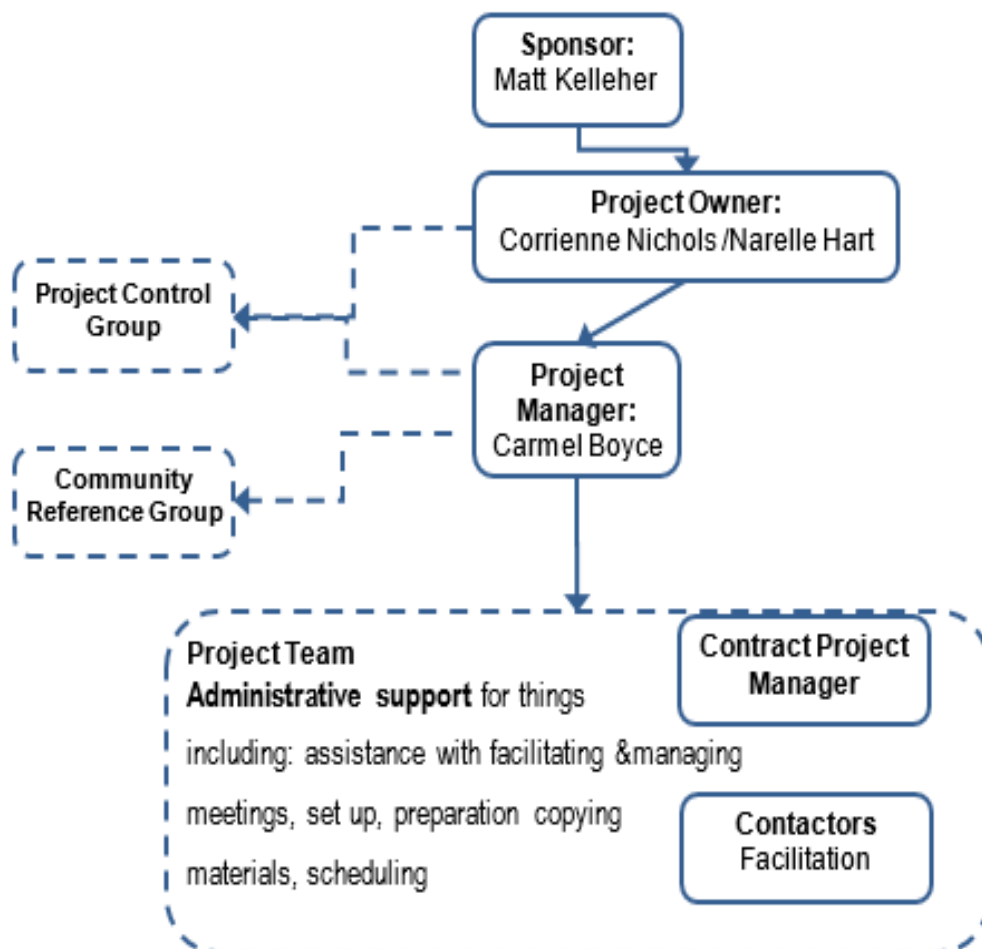
Project Control Group

The Project Control Group will comprise Corrienne Nichols, Narelle Hart and Carmel Boyce additionally Matt Kelleher as Project Sponsor and Christine Cooper, Coordinator of MCH.

This small internal PCG will sit over the top of the Community Reference Group to ensure progress and manage any project issues.

Inception meetings have been scheduled for once per fortnight. Availability will be considered in future scheduling.

Project Governance Model



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Community Reference Group

The consultation model provides for the development of a Community Reference Group (CRG), chaired by the Portfolio Councillor CR Jane Ashton, of representatives from all communities in Nillumbik, and all sectors (private and community based, early years and childcare, maternal and child health and playgroups as well as the Department of Education and Training).

It is intended that some members will be nominated (representatives of DET Region as well as local primary schools with early years on site and M&CH), other members will be nominated by services, and others members of the community (past, current, future EY users or CoM) will be nominated through a public open and transparent process. The roles of members will be to represent the views of their community of interest, as well as to work collaboratively to assist in ensuring the Plan provides for sustainable early years services while responding to community needs and expectations.

The PRG will have a clear terms of reference (TOR).

The PRG will operate for the life of Plan development and implementation, as long as it is resourced.

The PRG will report into Council through the Project Manager and Directorate hierarchy.

The role of the PRG will be to:

- establish the principles for EY infrastructure development and delivery–
 - for development and delivery (the qualities of infrastructure, community locality hierarchies and which community gets what type of infrastructure, location and site attributes) and
 - management (how infrastructure is managed by Council through leases and service agreements, whether there is a broader role for collaboration than infrastructure provision (see below))
- monitor local consultation on the application of principles to township in development of the EY Infrastructure Plan
- Present the Plan to Council for endorsement and implementation, and
- Monitor the implementation of the Plan
- Report on implementation of the Plan to Council

Township Working Groups

Whereas the high level principles of the Plan will be established by the PRG, the practical implementation of the Plan will be influenced by the PRG in consultation with local area working groups.

Local working groups will work on developing responses to identified needs in place, thinking through the implications of current and future population projections, current enrolment demand and projections etc for future provision by type of infrastructure.

Local area working groups will be asked to specifically address how a township might maximise use and efficiency of local EY infrastructure and what this means for infrastructure development and delivery in place.

Township working groups will be asked to identify local sites that might meet locational attributes identified by the PRG and preferences for sites.

Consultation with professionals

In addition to township working groups the Project will facilitate a special session with professional staff engaged in related projects, and early years specific delivery to better understand the view of these user groups.

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Stakeholder Analysis.

How could this stakeholder ...				
Stakeholder	Impact the project?	Be impacted by the project?	Issues raised for this stakeholder	How will we engage this stakeholder?
All children 0-5 years	Child friendly principles could be employed in line with Council policy	Earlier or later delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	Impact on learning outcomes over a lifetime	An opportunity to better understand what children want in early years in consultation with centres
	Opportunity to make a positive difference	Might need to go to a different service than they thought	What a future 0-5 years service might look like	Working with providers to understand aspirations of 0-5 years of age
All childcare service providers	Opportunity to make a positive difference	Recommendations may not be consistent with preferences	Potential closure of service	Participation in PRG Participation in township based working groups
All childcare service providers	n/a	Earlier or later delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	Impact on learning outcomes over a lifetime	An opportunity to better understand what providers want for fit for purpose delivery
Maternal and Child Health Service and service users	Seeking to remain in standalone facilities	Earlier or later delivery of modern fit for purpose early years infrastructure that supports nurses and service users health safety and amenity, depending on desires and EYIP	Health safety and amenity	In consultation with team and coordinator

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How could this stakeholder ...				
Stakeholder	Impact the project?	Be impacted by the project?	Issues raised for this stakeholder	How will we engage this stakeholder?
		outcomes		
	Opportunity to make a positive difference	Recommendations may not be consistent with preferences	Potential closure of service	Participation in PRG Participation in township based working groups
Community members who currently use services	Being unsettled – may cause confusion, anxiety and the idea that a service might close in the future is likely to have an impact on numbers attracted to the service in the short term so might create viability issues	Earlier or later delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	Impact on learning outcomes for their children over a lifetime	In PRG and township consultation
Community members with children 0-5 years	Being unsettled Being put off attending Council owned early years facility	Earlier or later delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	Impact on learning outcomes for their children over a lifetime	In PRG and township consultation
Community members who have used services	Being critical of change in services they have used and loved in the past	Earlier or later delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	Tradition, connection to place, future practice if they have additional children into the future	In PRG and township consultation
Community	Being unsettled	Earlier or later	Impact on	In PRG and

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Stakeholder	How could this stakeholder ...		Issues raised for this stakeholder	How will we engage this stakeholder?
	Impact the project?	Be impacted by the project?		
members likely to children 0-5 years	Being put off attending Council owned early years facility	delivery of modern fit for purpose early years infrastructure that supports quality learning outcomes, depending on desires and EYIP outcomes	learning outcomes for their children over a lifetime	township consultation
Allied health and wellbeing services providing services to children 0-5 years	Opportunity to participate in childrens' service hubs	Opportunity to participate in childrens' service hubs	Service coordination	In PRG
Council (Strategic Planners, Health and Wellbeing Planners, Community Planners, Community Infrastructure Plan developers, Early years staff, Maternal and Child Health Providers)	Infrastructure and service planning and land use coordination	Opportunity to participate in developing physical and locational attributes of services	Consistency with other spatial and infrastructure planning	Cross Council consultation
Councillors	Political Influence	Lobbying by stakeholders for preferential treatment	Acceptance by the community Affordability of the plan	Councillor Chair of PRG Councillor participation in township based working groups Reports to Council
DET	Other government funding or planning decisions may be pertinent to the Plan	Priorities may be different and Council may need to be flexible in order to benefit from other opportunities that arise in partnership	Capacity of Council to deliver on Plan in partnership	Work with the Regional Office Planning Provision Manager from DET Work with VSBA IFSD (Provision Planning), and

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Stakeholder	How could this stakeholder ...		Issues raised for this stakeholder	How will we engage this stakeholder?
	Impact the project?	Be impacted by the project?		
				PPU (Policy and Priorities), Relocation Planning to better understand decision-making priorities

Key Issues

Issue	Why the Issue is Important	Plan to Deal with the Issue
Community management and control	Community based committees of management have controlled early years infrastructure for much of the last 50 years	Deliberative decision making process that is about a plan for a community rather than a plan for a centre Decision making that maps pathways to collaboration between services
Community outage	Could undermine the entire process	Deliberative decision making process that is about a plan for a community rather than a plan for a centre
Councillor interference	For the EYIP to be delivered successfully and accepted it has to be seen to be above interference and a priority or a tool of one group over another	To limit the role of Councillors through development of Terms of Reference for PCG, PRG and Township Groups To accept the role of Councillors as decision makers in the Council Chamber
Attitudes to service providers	For years we have built a particular picture of early years providers. As far as is possible we need to begin this process with goodwill and open minds	Provide staff an appropriate opportunity to participate in the professional stakeholder engagement To provide the opportunity to watch, participate and support open township sessions but not contribute personal or professional views in these forums
Places where there is no current provision	In places in the municipality where there are no early years services provided outcomes for early years are lowest.	The Plan must address the issue of universal access beyond addressing our current infrastructure provision
Where the Plan diverges from evidence based recommendations	It is possible that in some instances the EYIP will differ from professional recommendations	Understand the merit of alternate recommendations and be sufficiently flexible to change our minds as required

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Identified Risks & Minimisation Costs

Key Risk	Minimisation strategy
The PRG cannot come to high level consensus on the principles that should govern early years infrastructure provision	Ensure that all sessions have the opportunity to sort and rank desired attributes and outcomes Ensure that consultation outcomes report is published and canvasses all issues raised and acknowledges all participation
Township groups cannot come to agreement on short medium and long term plan for the locality	Ensure that all townships have basic material for informed decision making to underpin informed outcomes Ensure that in decision making the township has the opportunity to sort and rank recommendations Ensure that consultation outcomes report is published and canvasses all issues raised and acknowledges all participation
Despite having a clear and transparent process some members of the community are unhappy with the outcomes	Ensure that all project materials and reports are attached to the website and distributed at the earliest opportunity Ensure that all materials distributed as closely as possible reflect the content of the meeting and decisions made Ensure that photos are available of the process and deliberation tools used

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EYIP Plan	November 2018				December 2018				January 2019				February 2019			
	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28
Governance																
Draft Project documentation																
Discussion on draft documentation																
Project documentation finalised																
Progress reporting to Council																
Preparation of Council report for progress reporting to Council																
Development of TOR PCG, PRG, Township Groups																
Advertising and invitation for membership of PRG and Township groups																
Project Reference Group																
Preparation of Plan for PRG sessions																
Engagement of facilitator for PRG sessions																
Development of supportive materials for PRG sessions																
Project Reference Group sits																
Development of minutes from sessions																
Development of consultation report from PRG																
Development of outcomes report from PRG																
Report to Council on PRG outcomes and next steps																
Township Plans																
Preparation of Plan for Township sessions																
Engagement of facilitator for Township sessions for each township																
Development of supportive materials for Township sessions																
Township Plan sessions																
Eitham																
Hurstbridge																
Diamond Creek																
Rural areas																
Development of minutes from sessions																
Development of consultation report from each Township																
Development of outcomes report from each Township																
Report to Council on each Township outcomes and next steps																
Development of EYIP																
Finishing consultation outcomes and township reports into a plan																
Final report to Council for consideration for public exhibition																
Public exhibition period																
Final report to Council including amended copy following public exhibition																
Final document distributed to all involved with letter of thanks																

	March 2019				April 2019				May 2019				June 2019				July 2019		
	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	
EYIP Plan																			
Governance																			
Draft Project documentation																			
Discussion on draft documentation																			
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Project Reference Group sites																			
Development of minutes from sessions																			
Development of consultation report from PRG																			
Development of outcomes report from PRG																			
Report to Council on PRG outcomes and next steps																			
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Township Plan sessions																			
Etham																			
Hurstbridge																			
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Finessing consultation outcomes and township reports into a plan																			
Final report to Council for consideration for public exhibition																			
Public exhibition period																			
Final report to Council including amended copy following public exhibition																			
Final document distributed to all involved with letter of thanks																			

12. Officers' report**OCM.169/18 Positive Ageing Reference Group**

Distribution: Public**Manager: Adrian Cully, Director Business and Strategy****Author: Neil Hordern, Manager Connected Communities****Summary**

The Positive Ageing Reference Group commenced in August 2012 and aims to actively promote and support positive ageing across the wider Nillumbik community. The purpose of the group is to provide a mechanism for Council to consult with community representatives in seeking advice and guidance around issues and barriers affecting people aged 55 and over.

The newly reinvigorated group consisting of 20 community members are looking to formalise their role within Council and the community and ensure positive ageing is embedded into all of Council practices. To do this, we are seeking Council endorsement to become an Advisory Committee.

Recommendation

That Council endorses the Positive Ageing Reference Group to become the Positive Ageing Advisory Committee, who will act in a formal advisory role to Council on issues and opportunities for older people in Nillumbik.

Attachments

1. Positive Ageing Reference Group Terms of Reference

Background

1. Nillumbik's Positive Ageing Reference Group was established in August 2012. The group consisted of 11 community members ranging in age, geography, sex and community connections. The group was initially established to advise Council on matters relating to the Positive Ageing Strategy and corresponding action plan for 2013–2018. They provided invaluable comment on both the Strategic Framework and Action Plan.
2. In June 2018 with the appointment of the new Positive Ageing Officer and a reduction in members consisting of only 6, the Terms of Reference were reviewed and updated (see **Attachment 1**) and an expression of interest went out for new community members to join.

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OCM.169/18 Positive Ageing Reference Group

3. As a result, there are now 20 enthusiastic and passionate community members who sit on the Positive Ageing Reference Group, representing a wide variety of ages, townships, backgrounds and interests, as well as the Positive Ageing Officer and Councillor of Community Services who acts as Chairperson.
4. The Positive Ageing Reference Group aims to actively promote and support positive ageing across the wider Nillumbik community. The purpose of the group is to provide a mechanism for Council to consult with community representatives in seeking advice and guidance around issues and barriers affecting people aged 55 and over. They currently meet every four weeks on Friday afternoons.

Policy context

5. This report directly supports the achievement of Council Plan 2017-2021 strategies:
 - Improve community trust through better communications and genuine engagement.
 - Strengthen the focus on social inclusion, building social capital and connections within communities.
 - Ensure that community services, programs and facilities are inclusive and respond to current and emerging needs.
6. This report also directly supports the achievement of the Nillumbik Health and Wellbeing Plan 2017-2021 priority: Support healthy ageing Budget implications.
7. Administrative support for all the Positive Ageing Reference Group is met and provided through the Community Strengthening operational budget.

Consultation/communication

8. This report is supported and endorsed by all of the Positive Ageing Reference Group members who were actively involved in putting forward the request to become an Advisory Committee.

Issues/options

9. 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.
10. Council's endorsement for the Positive Ageing Reference Group to become an Advisory Committee demonstrates and strengthens its commitment to creating an age-friendly community for all Nillumbik residents to live and age well.
11. The Positive Ageing Reference Group is well placed to formally advise Council on issues and barriers affecting older people aged 55 and over in the community. Further, they provide an opportunity for Council to communicate, consult and engage more effectively with the wider Nillumbik community and ensure the voices of our older residents are represented and considered in all that we do.

Conclusion

12. Officers recommend Council endorses the Positive Ageing Reference Group to become the Positive Ageing Advisory Committee, who will act in a formal advisory role to Council on issues and opportunities for older people in Nillumbik.

Briefings Without Presentation

Update on Council's Advisory Committees

File:	0
Distribution:	Internal use only
Manager:	Neil Hordern
Author:	Katie Camilleri, Community Development Officer – Positive Ageing

Attachments

1. Positive Ageing Reference Group ToR

Background

1. Nillumbik's Positive Ageing Reference Group was established in August 2012. The group consisted of 11 community members ranging in age, geography, sex and community connections. The group was initially established to advise Council on matters relating to the Positive Ageing Strategy and corresponding action plan for 2013–2018. They provided invaluable comment on both the Strategic Framework and Action Plan
2. In June 2018 with the appointment of the new Positive Ageing Officer and a reduction in members consisting of only 6, the Terms of Reference were reviewed and updated (see attachment 1) and an expression of interest went out for new community members to join
3. As a result, there are now 20 enthusiastic and passionate community members who sit on the Positive Ageing Reference Group, representing a wide variety of ages, townships, backgrounds and interests, as well as the Positive Ageing Officer and Councillor of Community Services who acts as Chairperson
4. The Positive Ageing Reference Group aims to actively promote and support positive ageing across the wider Nillumbik community. The purpose of the group is to provide a mechanism for Council to consult with community representatives in seeking advice and guidance around issues and barriers affecting people aged 55 and over. They currently meet every four weeks on Friday afternoons
5. The newly reinvigorated group are looking to formalise their role within Council and the community and ensure positive ageing is embedded into all of Council practices. To do this, they request endorsement to become an Advisory Committee.

Budget implications

6. Administrative support for all the Positive Ageing Reference Group is met and provided through the Community Strengthening operational budget.

Issues/options

7. 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.
8. Council's endorsement for the Positive Ageing Reference Group to become an Advisory Committee demonstrates and strengthens its commitment to creating an age-friendly community for all Nillumbik residents to live and age well.
9. The Positive Ageing Reference Group is well placed to formally advise Council on issues and barriers affecting older people aged 55 and over in the community. Further, they provide an opportunity for Council to communicate, consult and engage more effectively with the wider Nillumbik community and ensure the voices of our older residents are represented and considered in all that we do

Next steps

10. Officers will prepare a report for the Future Nillumbik Committee Meeting of Council on 16 October 2018 seeking consideration and endorsement of the Positive Ageing Reference Group to become the Positive Ageing Advisory Committee, who will act in a formal advisory role to Council on issues and opportunities for older people in Nillumbik

12. Officers' reports

OCM.170/18 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 25 September 2018.

An Assembly of Councillors record was kept for:

- Councillor Briefing – 18 September 2018
- Councillor Briefing – 25 September 2018
- Councillor Briefing – 9 October 2018
- Councillor Briefing – 16 October 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 18 September 2018, 25 September 2018, 9 October 2018 and 16 October 2018.

Attachments

1. Assembly of Councillors reported 30 October 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.

Consultation/communication

4. None required.

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OCM.170/18 Assembly of Councillors

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 25 September 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*.

Assembly of Councillors



The Assembly commenced at 5.05pm

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Tuesday 18 September 2018
	Location:	Chambers, Civic Centre
PRESENT:	Councillors:	Cr Peter Clarke, Cr Grant Brooker, Cr Peter Perkins, Cr Bruce Ranken, Cr John Dumaresq
	Council Staff:	Hjalmar Philipp, Adrian Cully, Blaga Naumoski, Matt Kelleher, Jonathan McNally, Paul Fyffe, Jo Massoud, Paige Macdonald, Neil Hordern, Lisa Pittle, Naomi Paton, Jon Miller, Nichole Johnson
	Other:	Terry Branham and Craig Yelland arrived at 6.30pm
APOLOGIES:		Cr Karen Egan, Cr Jane Ashton

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Expression of Interest for the Management and Operation of the Hurstbridge Farmers' Market	No disclosures were made
2	Management of Snakes on Council Land	No disclosures were made
3	Potential Realignment of the Diamond Creek Trail at 130 Allendale Road, Eltham North	No disclosures were made
4	Injures wildlife euthanizing service	No disclosures were made
5	Open Space Precinct Plan, Graysharps Road, Hurstbridge	No disclosures were made
6	Practically Green Festival 2018 update	No disclosures were made
7	Update on 895 and 903-907 Main Road, Eltham	No disclosures were made
8	Eltham Lacrosse Club Loan Guarantee	No disclosures were made -

MATTERS CONSIDERED	DISCLOSURES AND COMMENTS
Request	Confidential

The Assembly concluded at 7.20pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Executive Manager Governance
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Assembly of Councillors



The Assembly commenced at 5.05pm

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Tuesday 25 September 2018
	Location:	Chambers, Civic Centre
PRESENT:	Councillors:	Cr Peter Clarke, Cr Grant Brooker, Cr Peter Perkins, Cr Bruce Ranken, Cr John Dumaresq, Cr Karen Egan
	Council Staff:	Hjalmar Philipp, Adrian Cully, Blaga Naumoski, Matt Kelleher, Mitch Grayson, Jeremy Livingston, Vince Lombardi, Suzy Ellingsen, Kylie Lethbridge, Jon Miller, Rebecca Burton, Matt Deayton, Eddie Cheng, Naomi Paton
	Other:	
APOLOGIES:		Cr Jane Ashton

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Federal Government Advocacy	No disclosures were made
2	Green Wedge Management Plan	No disclosures were made
3	Civic Showcase project update	No disclosures were made
	Pre-meeting	No disclosures were made

The Assembly concluded at 6.25pm

RECORD COMPLETED BY:	Officer Name:	Blaga Naumoski
	Officer Title:	Executive manager Governance

Assembly of Councillors



The Assembly commenced at 5.00 pm

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Tuesday 9 October 2018
	Location:	Chambers, Civic Centre
PRESENT:	Councillors:	Cr Peter Clarke, Cr Grant Brooker, Cr Peter Perkins, Cr Bruce Ranken, Cr John Dumaresq, Cr Karen Egan
	Council Staff:	Carl Cowie, Hjalmar Philipp, Adrian Cully, Blaga Naumoski, Matt Kelleher, Mitch Grayson, Jeremy Livingston, Vince Lombardi, Suzy Ellingsen, Carmel Boyce, Lisa Pittle, Michelle Zemancheff, Katie Camilleri, Paige Macdonald, Naomi Paton
	Other:	Vic Track representatives
APOLOGIES:		Cr Jane Ashton

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Hurstbridge Station – Proposed car park upgrade	No disclosures were made
2	Planning Investigations	No disclosures were made
3	Early Years Infrastructure Plan Update	No disclosures were made
4	Kerbside waste bin configuration	No disclosures were made
5	Arts Advisory Committee Membership Nomination	No disclosures were made
6	Positive Aging Reference Group	No disclosures were made

The Assembly concluded at 6.55pm

RECORD COMPLETED BY:	Officer Name:	Blaga Naumoski
	Officer Title:	Executive Manager Governance

Assembly of Councillors



The Assembly commenced at 5.10 pm

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Tuesday 16 October 2018
	Location:	Chambers, Civic Centre
PRESENT:	Councillors:	Cr Peter Clarke, Cr Grant Brooker, Cr Peter Perkins, Cr Bruce Ranken, Cr John Dumaresq, Cr Karen Egan, Cr Jane Ashton
	Council Staff:	Carl Cowie, Hjalmar Philipp, Adrian Cully, Blaga Naumoski, Matt Kelleher, Mitch Grayson, Vince Lombardi, Suzy Ellingsen, Jeremy Livingston Neil Hordern, Naomi Paton, Norm Golgerth
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Tenth Year Anniversary of the 2009 Black Saturday Bush Fires	No disclosures were made
2	Bushfire Mitigation (Fire Prevention) Work Program 2018-2019	No disclosures were made
3	Civic Drive Precinct Public Art Allowance	No disclosures were made
	Pre-meeting	No disclosures were made

The Assembly concluded at 5.50pm

RECORD COMPLETED BY:	Officer Name:	Blaga Naumoski
	Officer Title:	Executive manager Governance

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12. Officers' reports

OCM.171/18 Recreation Trails Advisory Committee Nominations

Distribution: Public

Manager: Adrian Cully, Director Business and Strategy

Author: Joanne Massoud, Acting Coordinator Recreation and Open Space Planning

Summary

This report is an overview of a separate confidential report recommending appointment to the Recreation Trails Advisory Committee.

The Recreation Trails Advisory Committee (RTAC) provides advice to Council on the planning, development and use of trails across the Shire. The Committee consists of three Councillors and 12 community representatives.

In July 2017, the 12 community representatives were appointed for a two year term, ending July 2019. Three resignations have been received and this report will consider filling two positions. The third position will be advertised in early 2019.

Six expressions of interested were received to fill the following two positions:

- A person with a disability or advocate on behalf of people with a disability; and
- A walking group representative.

Officers and the RTAC Chair Cr John Dumaresq have assessed the applications. The recommended appointment to the committee will serve until July 2019 consistent with the remaining nine members.

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

Recommendation

That Council:

1. Notes this report.
2. Makes the resolution public but the report remains confidential.

Attachments

Nil

12. Officers' reports

OCM.172/18 Recycling Contract - Direct Deed Revised Pricing Arrangements

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Lisa Pittle, Manager Environment

Mikael Ooi, Waste Management Coordinator

Summary

This report provides advice about the status and next steps related to Nillumbik's kerbside recycling contract arrangements as a participating council in the Metropolitan Waste Resource Recovery Group (MWRRG) collaborative contract C2015/3 with SKM Recycling Pty Ltd (SKM).

This report is an overview of a separate confidential report recommending a revised pricing arrangement as requested by SKM based on changes to the global market for recyclables for the period 1 March 2018 to 30 June 2018. Rather than a payment to Council, SKM requested a payment from Council for this period. This revised pricing arrangement was accepted under delegation and funded by the Victorian Government's Recycling Service Temporary Relief Funding.

SKM has requested a second revised pricing arrangement for 2018-2019, 2019-2020 and 2020-2021. MWRRG and participating councils sought independent advice on the requested SKM revised pricing arrangement. The outcome is a recommendation to accept the second revised pricing arrangement. This results in a significant budget impact requiring Council endorsement.

Recommendation

That Council notes this report.

Attachments

Nil

12. Officers' reports

OCM.173/18 Tender Report - Contract 1819-031 - Eltham Lower Park and Susan Street Oval Pavilions - Construction Works

Distribution: Public

Manager: Hjalmar Philipp, Director Sustainability and Place

Author: Jake Hart, Project Management Officer

Alex Stewart, Project Management Officer

Summary

This report is an overview of a separate confidential report recommending the award of a contract for the Eltham Lower Park and Susan Street Oval Pavilions Construction Works.

The works will involve renovations to both pavilions so that the pavilions comply with female friendly sport facility standards.

The Tender Evaluation panel has assessed all submissions and this report outlines their evaluation in recommending the awarding of the contract for the both the Eltham Lower Park and Susan Street Oval pavilion construction works.

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

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

Recommendation

That Council:

1. Notes the report.
2. Makes public the council resolution but the tender evaluation and report remain confidential.

Attachments

Nil

12. Officers' reports

OCM.174/18 Tender Report - Contract 1819-12 Acacia Road, Hurstbridge - Drainage Improvement Works

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 award of a contract for the drainage improvement works in Acacia Road, Hurstbridge. The contract involves the construction of a new 675mm/750mm diameter easement drain along the front of the residential properties on the south side of Acacia Road, between numbers 3 to 27.

These works will include the removal of some trees, construction of underground drainage pipes and pits, some alterations to existing vehicle crossings, the connection of existing road and house drains 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 Acacia Road Drainage Improvement Works.

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 remains confidential.

Recommendation

That Council:

1. Notes the report.
2. Makes public the decision regarding this contract but the tender evaluation and report remain confidential.

Attachments

Nil

12. Officers' reports

OCM.175/18 1718-151 Consulting Arborist Services

Distribution: Public

Manager: Matt Kelleher, Director Services and Planning

Author: Joseph Emmanuel, Coordinator Road and Drain Maintenance
 Renae Ahern, Manager Planning Services
 Lisa Pittle, Manager Environment
 Lance Clark, Senior Procurement Specialist

Summary

This report is an overview of a separate confidential report recommending the award of a contract to support Council's tree inspection service and arboricultural planning advisory services.

Council currently employs one consultant to provide both these services, creating potential and perceived conflicts. The new contract arrangement will enable Council to achieve full transparency by managing both these services separately.

In the last financial year, customers generated 338 planning referrals that required a consulting arborist to undertake a planning assessment.

Council's reactive tree maintenance program generates approximately 420 requests per year that require a consulting arborist to provide an independent report on the trees.

Both services are core business and assist Council in managing public liability risks associated with trees in public spaces and meeting Council's statutory obligations under the *Planning and Environment Act 1987*.

The evaluation process has resulted in a recommendation to appoint ENSPEC as the preferred consultant for the Tree Inspection service and Arbor Survey Pty Ltd as the preferred consultant for the Arboricultural Planning Advisory services.

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:

1. Notes this report.
2. Makes public the decision regarding this contract but the tender evaluation and report remains confidential.

Attachments

Nil

13. Notices of Motion

NOM.002/18

Cr Grant Brooker advised of his intention to move the following:

That:

1. Nillumbik Shire welcomes the announcement from the Minister of Sport John Uren of an \$8 million funding commitment to the Expansion Works Package as outlined in the Draft Masterplan for the DVSFC.
2. Nillumbik Shire calls upon the Liberal Party to make a matching or greater funding commitment to the Expansion Works Package as outlined in the Draft Masterplan for the DVSFC.
3. Nillumbik Shire calls upon the Greens to commit to the Expansion Works Package as outlined in the Draft Masterplan for the DVSFC should they enter into a coalition government with either the Liberal or Labor Party.
4. The investment in grass roots community sporting infrastructure is consistent with the Council Plan 2017-2021 specifically:
 - a) 2. Active & Creative People
 - b) 2.1.8 Develop infrastructure to enable sporting groups to promote participation in sport & community wellbeing.

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.176/18 Recreation Trails Advisory Committee Nominations**

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.

- **OCM.177/18 Recycling Contract - Direct Deed Revised Pricing Arrangements**

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

- **OCM.178/18 Tender Report - Contract 1819-031 - Eltham Lower Park and Susan Street Oval Pavilions - Construction Works**

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

- **OCM.179/18 Tender Report - Contract 1819-12 Acacia Road, Hurstbridge - Drainage Improvement Works**

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

- **OCM.180/18 1718-151 Consulting Arborist Services**

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.