

Ordinary Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 30 April 2019 commencing at 7:30pm.

Agenda

Carl Cowie
Chief Executive Officer

Friday 26 April 2019

Distribution: Public

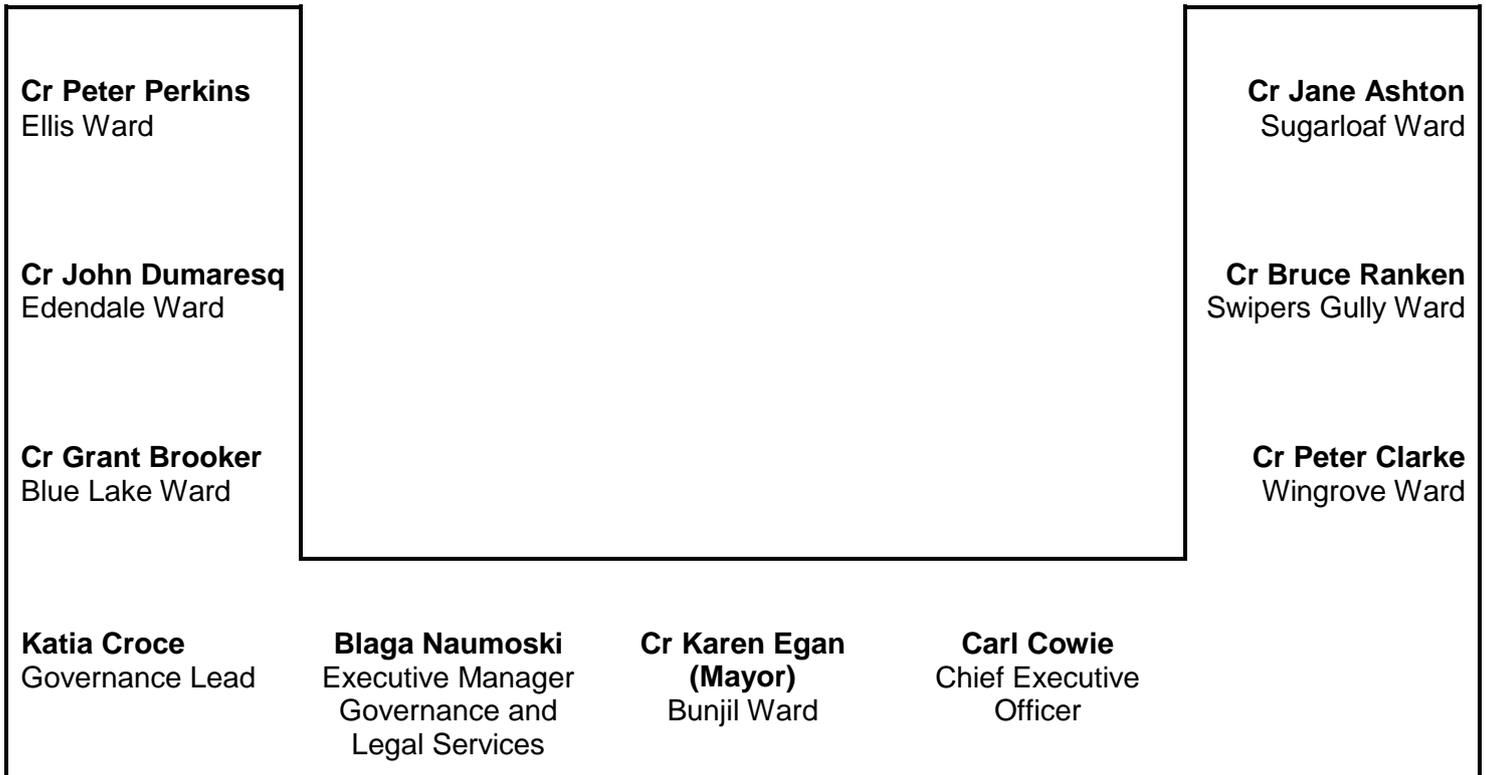
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Domin je ka

Ordinary Meeting of Council seating plan



Visitors in the gallery at Council meetings are:

- Welcome to copies of the reports which will be considered by the Council at the meeting. These are on the table in the foyer.
- Welcome to the tea, coffee and water provided in the foyer.
- Requested to observe Council deliberations quietly in order for Council meetings to run smoothly.
- Advised that the meeting will be recorded and an audio recording of the meeting will be made publicly available on Council's website.

Nillumbik Shire Council

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Nillumbik Shire Council

**Agenda of the Ordinary Meeting of Nillumbik Shire Council to be held
Tuesday 30 April 2019 commencing at 7:30pm.**

1. Welcome by the Mayor

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

2. Reconciliation statement

The reconciliation statement to be read by the Mayor

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

3. Prayer

A prayer will be read.

4. Apologies

Recommendation

That the apologies be accepted.

5. Presentations

6. Confirmation of minutes

Confirmation of minutes of the Ordinary Council Meeting held on Tuesday 26 March 2019.

Recommendation

That the minutes of the Ordinary Council Meeting held on Tuesday 26 March 2019 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. 2019-02

A petition containing **45** signatures from residents requests that Council immediately review and reduce the speed limit on Ironbark Road Yarrambat/Diamond Creek to 60 kph.

Recommendation

That Council:

1. Receives and notes the petition to immediately review and reduce the speed limit on Ironbark Road Yarrambat/Diamond Creek to 60 kph.
2. Refers this matter to Hjalmar Philipp, Director Operations and Infrastructure for investigation and response.
3. Advises the petition organiser accordingly.

9. Questions from the gallery

10. Reports of Advisory Committees

AC.004/19 Advisory Committee Report

Distribution: Public

Manager: Blaga Naumoski, Executive Manager Governance and Legal Services

Author: Alena Spry, Governance Officer

Summary

Council has a range of Advisory Committees which provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation. Although they do not make any formal decisions, they provide valuable advice to Council.

In accordance with Advisory Committee Terms of Reference, the minutes of meetings are presented to Council. This month, the following minutes are attached for information:

- Arts Advisory Committee – 11 February 2019;
- Economic Development Advisory Committee – 20 February 2019;
- Recreation Trails Advisory Committee – 28 February 2019; and
- Positive Ageing Advisory Committee – 1 March 2019.

Attachments

1. Arts Advisory Committee minutes - 11 February 2019
2. Economic Development Advisory Committee minutes - 20 February 2019
3. Recreation Trails Advisory Committee minutes - 28 February 2019
4. Positive Ageing Advisory Committee minutes - 1 March 2019

Recommendation

That Council notes the:

- Arts Advisory Committee meeting minutes held on 11 February 2019;
- Economic Development Advisory Committee meeting minutes held on 20 February 2019;
- Recreation Trails Advisory Committee meeting minutes held on 28 February 2019; and
- Positive Ageing Advisory Committee meeting minutes held on 1 March 2019.

11. Reports of Special Committees

12. Officers' reports

OCM.049/19 Green Wedge Management Plan Review - advice from the Victorian Ombudsman

Distribution: Public

Manager: Matt Kelleher, Director Community and Planning

Author: Naomi Paton, Manager Integrated Strategy

Summary

In January 2019, Council was notified by the Victorian Ombudsman's office (the Ombudsman) of a complaint received from a Green Wedge Management Plan (GWMP) community panel member. The complaint related to Council's resolution in November 2018 receiving the community panel's recommendations (including Minority Report no 2), but not including Minority Report no 1.

The Ombudsman considers that the five panel members who co-authored Minority Report no 1 should have an opportunity for their core concerns to be considered in the development of the draft GWMP. Further, the Ombudsman advised Council officers should negotiate a revised report which contains the authors' core message for Council's consideration.

Officers have negotiated with the authors a revised Minority Report no 1. In accordance with the Ombudsman's advice, officers recommend Council consider receiving the revised Minority Report no 1 (**Attachment 1**) and refers the report to the Council administration for consideration in the preparation of the draft GWMP.

Recommendation

That Council:

1. Receives the revised Minority Report no 1 prepared by five Green Wedge Management Plan community panel members.
2. Refers the revised Minority Report no 1 to the administration to take into account when drafting the new Green Wedge Management Plan.
3. Requests officers to advise all Green Wedge Management Plan panel members of Council's decision.

Attachments

1. Green Wedge Management Plan: Minority Report no 1 (Revised April 2019)

Background

1. In 2018, Council commissioned a public review of its GWMP. A broad based community engagement program was conducted, followed by the preparation of recommendations by a community panel and Council's response to those recommendations in December 2018. The Council administration is now drafting a new GWMP in line with Council's response.
2. On 27 November 2018, Council resolved to receive recommendations prepared by the GWMP community panel, including Minority Report no 2. Council advised that it would not consider Minority Report no 1 from five members of the community panel

12. Officers' reports

OCM.049/19 Green Wedge Management Plan Review - advice from the Victorian Ombudsman

as its preparation was not seen by the full panel. Council indicated to the authors that it would welcome a submission from them when the draft GWMP is released.

3. On 15 January 2019, the Council administration was advised by the office of the Ombudsman that it had received a complaint about Council's decision on 27 November 2018. The Ombudsman report is confidential.
4. The Ombudsman advised convening a meeting with the authors and that an opportunity should be given to have their concerns heard and considered by Council in the development of the draft GWMP.
5. Officers met and liaised with several of the report authors and negotiated an outcome in accordance with the Ombudsman's advice. The authors have subsequently prepared a revised report (**Attachment 1**) and submitted it to Council.

Policy context

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

Budget implications

7. There are no budget implications associated with this recommendation.

Consultation/communication

8. GWMP community panel members have been made aware of the Ombudsman's advice and the submission of a revised report.
9. Officers will consider the recommendations of the revised Minority Report no 1 in the preparation of the draft GWMP.
10. Panel members and the wider community will be informed of Council's decision.

Issues/options

11. To follow the Ombudsman's advice, Council should consider receiving the revised (April 2019) Minority Report no 1. Should Council accept the report, timing will not allow for Council to formally consider its recommendations in the same detail that it did in responding to the panel's recommendations in December 2018.

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OCM.049/19 Green Wedge Management Plan Review - advice from the Victorian Ombudsman

12. Council can refer revised (April 2019) Minority Report no 1 to the Council administration to take account of in drafting the GWMP.
13. Should Council receive the revised (April 2019) Minority Report no 1, officers will need to demonstrate how it has influenced the preparation of the draft GWMP.

Conclusion

14. The officer recommendation is considered to be consistent with the overall inclusiveness of the review process and responsive to the Ombudsman's advice.
15. The draft GWMP is scheduled to be presented to Council at the June 2019 Ordinary Council Meeting, recommending it be released for wider community engagement.

12. Officers' reports**OCM.050/19 Nillumbik Shire Council Draft Bushfire Mitigation Strategy**

Distribution: Public**Manager: Hjalmar Philipp, Director Operations and Infrastructure****Author: Blaga Naumoski, Executive Manager Governance and Legal Services****Summary**

A priority action of the Council Plan 2017-2021 is to develop a Bushfire Mitigation Strategy.

A draft Bushfire Mitigation Strategy was prepared in August 2018 and a three-week public consultation period occurred in September 2018, with fifteen submissions received.

At Council's Future Nillumbik Committee meeting on 16 October 2018 the Committee supported the engagement of a bushfire management specialist to review the current strategy and submissions, define intent and purpose, coordinate the future consultation process and report back to Council on the outcome.

As a result of the Committee resolution, Mr Craig Lapsley was engaged to review and provide recommendations to Council on the adequacy of the existing and future emergency management arrangements at Council. The outcome of the engagement resulted in an *Emergency Management Future Directions Plan (the Plan)*, prepared with the aim of providing a framework to support Council moving toward a best practice model for emergency management planning and emergency preparedness. It also supports Council's commitment to adopt a future approach to emergency and bushfire management.

The work on the Plan attached as *Appendix 1* to the revised *Bushfire Mitigation Strategy (the revised Strategy)* has helped inform the structure and direction of the revised Strategy.

The intent of the revised Strategy is to drive change through being more strategically focused and agile. The overall objective is to reduce bushfire risk to the community with an emphasis on building community resilience, participation and shared responsibility.

This report is seeking Council to endorse the revised Strategy and resolve to commence public consultation.

Recommendation**That Council:**

1. Adopts the draft *Bushfire Mitigation Strategy* and its attached reference documents for the purposes of community consultation.
2. Notes that any person who makes a written submission in relation to the draft *Bushfire Mitigation Strategy* and requests to be heard in support of the written submission, be heard at the Future Nillumbik Committee meeting to be held in the Council Chamber, Civic Centre, at 7:30 pm on 11 June 2019.

Attachments

1. Draft Bushfire Mitigation Strategy

12. Officers' reports

OCM.050/19 Nillumbik Shire Council Draft Bushfire Mitigation Strategy

Background

1. Nillumbik Shire Council is recognised as one of a number of municipalities with a significant emergency risk. Fire is the most significant emergency management threat facing the Shire, specifically in the form of bushfire. The level of bushfire risk is informed by an area’s vegetation, topography, climate and demography.
2. Emergency management is a key responsibility of the Shire however, it is widely accepted that this is a shared responsibility between agencies, government and the community.
3. To support Council's commitment to adopt a best practice approach to emergency and bushfire management, Mr Craig Lapsley (a recognised bushfire management specialist), was engaged to review and provide recommendations to Council. This included a period of extensive community consultation on the adequacy of the existing emergency management arrangements at Council.
4. The outcome of the engagement is an *Emergency Management Future Directions Plan (the Plan)*. The Plan provides a framework to support Council moving toward a best practice model for emergency management planning and emergency preparedness and acts as a reference document for Council’s *Bushfire Mitigation Strategy (the Strategy)*, which is a priority action of the Council Plan.
5. As a result, a revised version of the Strategy has been prepared. Through the establishment of four strategic priorities, the revised Strategy will address how Council will meet its bushfire mitigation responsibilities and help guide its program of bushfire mitigation in accordance with legislative requirements, stakeholder expectations and industry best practice. The strategic priorities are outlined in the table below.

<p>1. Reduce the number and impact of bushfire incidents</p> <p>Improve bushfire mitigation across the municipality through improved prevention, planning and preparedness.</p> <p>2. Creating a community focussed approach to bushfire</p> <p>Create and implement a range of effective community engagement and information mediums and sources for use by households and communities so they are able to make better decisions and be better prepared before, during and after a bushfire.</p> <p>3. Creating a coordinated approach between key agencies and the communities of Nillumbik</p> <p>Work closely and with clearly defined roles and responsibilities to ensure strong and mutually beneficial relationships are fostered and maintained with all agencies during all stages of bushfire management.</p> <p>4. Ensuring strong advocacy</p> <p>The Shire will advocate on behalf of the community to all levels of government to ensure a strong position in relation to bushfire and bushfire risk</p>
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6. The four strategic priorities will guide the actions to be implemented in conjunction with Council’s emergency management documents as well as state emergency management documents.

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OCM.050/19 Nillumbik Shire Council Draft Bushfire Mitigation Strategy

Policy context

7. This report directly supports the achievement of Council Plan 2017-2021 strategy:
- Ensure that Council meets its legal responsibilities and manages its risks.

Budget implications

8. Actions and programs generated by the implementation plan will be developed in more detail at the next phase and will be funded primarily through Council's operational budgets.

Consultation/communication

9. To help inform the *Emergency Management Future Directions Plan* and the revised *Bushfire Mitigation Strategy*, consultation was undertaken with all Councillors, Council's Executive Management Team, officers, as well as community members and agency representatives, that had previous involvement in the draft Strategy or had made previous submissions on the draft Strategy. This has resulted in over 40 individuals providing explanation and interaction regarding the challenges and opportunities for the Council in Emergency Management and in particular bushfire.
10. A progress report was tabled at Council's Municipal Emergency Management committee in December 2018 and March 2019 providing an overview of the issues, all of which have been taken into consideration when redrafting the Strategy.
11. The revised Strategy was tabled at the March 2019 Fire Management Planning Committee and a working group has been established to prepare an Implementation Plan to determine the actions that will help deliver on the goals identified in the revised Strategy.

Next Steps

12. Following Council's endorsement of the revised Strategy, the community will be given the opportunity to lodge submissions. Public exhibition will be for 28 days, concluding on 28 May 2019. The revised Strategy and supporting documentation will also be available on Council's Participate Nillumbik website.
13. Public submissions in relation to the draft Strategy will be considered at the Future Nillumbik Committee meeting on 11 June 2019.
14. Following the consideration of any submissions reviewed, Council refers the decision to adopt the strategy to a future Ordinary Council Meeting concluding the consultation period and subsequent work required to be undertaken by officers.

Conclusion

15. The revised Strategy specifically addresses how Council meets its bushfire mitigation responsibilities and sets the foundations from which to build work programs, projects and community centred action.
16. Officers encourage Council to endorse the revised Strategy with all supporting documentation for further public comment.

12. Officers' reports

OCM.051/19 VEC Preliminary Report - Nillumbik Electoral Representation Review

Distribution: Public

Manager: Blaga Naumoski, Executive Manager Governance and Legal Services

Author: Katia Croce, Governance Lead

Summary

This report allows Council the opportunity to consider its submission in response to the recommendations of the Victorian Electoral Commission's (VEC) Preliminary Report on the Electoral Representation Review of Nillumbik Shire Council released on 10 April 2019.

It is suggested that, as part of its response submission, Council advise the VEC that whilst it welcomes the Electoral Representation Review of Nillumbik Shire Council, it is disappointed that the VEC has recommended the seven councillors be elected from three wards (one three-councillor ward and two, two-councillor wards). The recommendation introduces a divide between the populated urban and rural areas of the Shire and does not adequately represent all communities in the Shire.

It is recommended that the response submission, as attached, be approved and that a copy be forwarded to the VEC.

Submissions in relation to the Preliminary Report will be received by the VEC until 8 May 2019.

Recommendation

That Council:

1. Endorses Council's submission in response to the Preliminary Report – Electoral Representation Review for the Nillumbik Shire Council (**Attachment 1**).
2. Officers forward the submission to the VEC Review Panel prior to the due date of 8 May 2019.

Attachments

1. Nillumbik Electoral Representation Review Final Submission 2019

Background

1. In response to the VEC's call for submissions on the Nillumbik Electoral Representation Review, Council at its February meeting adopted and forwarded a preliminary submission to the Review Panel. In summary, Council's submission was to retain the current seven single-councillor ward structure, with some modifications to the existing wards to account for the 10 per cent tolerance rule.
2. The VEC received 76 submissions relating to the Nillumbik Review, all of which were considered in deciding the options. The VEC also analysed demographic, geographic and electoral data and trends.
3. Submissions closed on 13 March 2019, and as scheduled the VEC released its Preliminary Report on 10 April 2019.
4. The Preliminary Report provides a preferred recommendation and one alternative option for the ward restructure. Both options feature a seven-councillor proposal.

12. Officers' reports**OCM.051/19 VEC Preliminary Report - Nillumbik Electoral Representation Review**

Policy context

5. This report directly supports the achievement of Council Plan 2017-2021 strategy:

- Maintain good governance and effective leadership.

Budget implications

6. The mandatory costs associated with the conduct of the Review by the VEC have been included in the 2018/2019 Budget.

Consultation/communication

7. As advised at the Future Nillumbik Committee meeting on 12 February 2019, the VEC is conducting its own information campaign in relation to the Review, which commenced earlier this month and has included two public information sessions.

8. The VEC Review Panel will hold a hearing at Nillumbik Council Chamber on 13 May 2019 at 7.30pm, allowing an opportunity for submitters to present their case to the Panel.

Analysis of the VEC Preliminary Report Recommendations

9. The VEC had presented two options included in the report. These are:

- **Option A (preferred option)** – seven councillors elected from one three-councillor ward and two two-councillor wards.
- **Option B** – seven councillors elected from seven single-councillor wards.

10. The Preliminary Report contains a summary of the recommendations; background information and a profile of Nillumbik; a summary and brief analysis of the submissions received and the VEC's findings and recommendations.

11. The main rationale the VEC uses for seven councillors at Nillumbik is the desire for consistency in the Councillor/Voter ratio across the metropolitan/rural fringe group of councils. This option recognises arguments and reasoning presented for single-councillor wards in Council's preliminary submission.

12. The preliminary preferred option is **Option A**. A summary of the reasons are:

- there has been an increase in active interest groups established on concerns for the environment, housing and property development, as well as different industries that exist across the Shire.
- appropriately facilitate representation of non-geographic communities, so that Council is more likely to reflect the diversity of the population and voters are offered a choice of councillors to approach for local issues.
- ensures that the same counting system will be used in all three wards (i.e. proportional representation).
- addresses some of the concerns of rural voters in the Green Wedge by providing two councillors to represent the predominantly rural part of the Shire.

13. In response to the VEC's rationale for **Option A**, Council believes that irrespective of ward structure, managing the Green Wedge and in particular the pro-development and pro-conservation interest groups is challenging. The challenges can be attributed

12. Officers' reports

OCM.051/19 VEC Preliminary Report - Nillumbik Electoral Representation Review

to stringent state and local government planning laws, minimal high-density housing, and large privately-owned properties and are not necessarily related to councillor representation and ward structures.

14. Regardless of the challenges that face the Shire, single-councillor wards maximise accountability, encourages councillors to work cooperatively with fellow councillors and promotes teamwork amongst all councillors, which is considered particularly important in a municipality where councillors have to make important decisions due to its unique setting.

Recommended Ward Names

15. Should the VEC decide to proceed with its preferred option, Council would ask that the suggested names for each ward supports historical, Aboriginal and geographic names.

Further process

16. Response submissions will close on 8 May 2019. A public hearing will be conducted by the Review Panel at Nillumbik Council Chamber at 7.30pm on 13 May 2019, allowing an opportunity for submitters to directly present their case to the Panel.
17. The Mayor, Cr Karen Egan, will speak on behalf of Nillumbik Shire Council at this hearing with support from relevant Council officers. The final report of the Review Panel, containing the recommendations it will make to the Minister for Local Government, will be released on 5 June 2019.

Conclusion

18. Council, in February 2019, submitted a preliminary submission to the VEC Review Panel on the Electoral Representation Review of Nillumbik Shire Council which argued for the retention of a seven single-councillor ward structure for Nillumbik Shire.
19. The VEC, in its Preliminary Report – Electoral Representation Review for the Nillumbik Shire Council, released on 10 April 2019, has recommended a preferred option whereby seven councillors are elected from one three-councillor ward and two two-councillor wards.
20. Council now has the opportunity to comment on the Review Panel's recommendations and to reiterate its preferred position for the retention of the current seven ward electoral structure. Council continues to strongly support a single-councillor ward structure.
21. It is recommended that Council formally adopts its submission in response to the VEC's Preliminary Report prior to it being forward to the Review Panel.

12. Officers' reports

OCM.052/19 Nillumbik Shire Council brand refresh

Distribution: Public

Manager: Carl Cowie, Chief Executive Officer

Author: Kylie Lethbridge, Executive Manager Economic Development and Tourism

Summary

The Council Plan identifies a requirement to rationalise Council’s communications and promotional material to ensure consistent messaging.

The logo currently in use was created at the point of amalgamation, well over 20 years ago when many of the modern and current uses for it did not exist, accessibility was not a consideration and it has not been revisited since its creation.

Having brand consistency is vital, whether it be on or offline. Every interaction customers have with our brand needs to build trust and recognition. Consistency across our brand including our website, social media channels, customer experience, buildings and services makes customers feel more comfortable and more likely to engage with us.

With the Council objectives and the creation of a dedicated Communications and Engagement Department, it has afforded the opportunity to look at a refresh and evolve the branding guidelines and to develop new processes and policies for their consistent use.

The new guidelines would be implemented using existing 2018/2019 operational budget then on a renewal or as needs basis from then on.

This report seeks Council endorsement of the new branding guidelines with a view to commencing implementation.

Recommendation

That Council:

1. Endorses the Nillumbik Shire Council Branding Guidelines 2019 (**Attachment 1**).
2. Instructs officers to commence implementation.

Attachments

1. Nillumbik Shire Council Branding Guidelines 2019

Background

1. An action required in the 2017-2020 Council Plan asks officers to: *Develop a new Brand Style Guide*, supported by an implementation and training plan.
2. The current Nillumbik Shire Council logo was created via a community competition when the Shires of Diamond Valley and Eltham amalgamated in 1994.
3. The original logo was designed based on the following rationale:
 - a) The sweeping stroke beneath the land and trees empathises the length of the horizon line and brings subtle reference to the Aboriginal meaning of Nillumbik ‘shallow earth’.

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OCM.052/19 Nillumbik Shire Council brand refresh

- b) The square block nestled within the landscape represents the urban element working in harmony with the environment as a square could be a window, house or farm.
 - c) The artistic heritage of the Shire is of great importance and a brushstroke has been used for the sweep of the land, to reinforce the value of the arts and culture of Nillumbik.
4. Many of the current applications for the logo were not envisaged at that time and the logo now does not reproduce with clarity or cohesion.
 5. Prior to 2018 Council has not had a marketing team to oversee the consistent use of the brand which has resulted in an evolution of its use with little strategy or justification. In some cases completely alternate brands exist without the connection back to Council which negatively impacts the recognition the organisation receives for delivering a range of important services to the community.
 6. The logo is a prominent marketing and communication asset that has undergone review to determine if it is fit for purpose in its current form and being used effectively and consistently across the organisation. **Attachment 1** outlines the issues that are currently being faced with the logo and provides a solution.
 7. The solution presented is not a significant change but a simple evolution, drawing on the guiding principles of the current logo with the following changes proposed:
 - i) Change from blue and orange as the master brand to colours that reflect the actual landscape in the Shire.
 - ii) The sweeping brushstrokes in the logo have been streamlined to create strength and harmony.
 - iii) The logo embraces the key elements of the original and harmoniously refines them in a contemporary way.
 - iv) The modern typeface reflects the modern evolution and progressive nature of Nillumbik and the use of upper and lower case makes it friendlier and more approachable as well as being legible.
 - v) The tagline "The Green Wedge Shire" will appear in uses of the logo when the size of the font is large enough to be legible and not take away from the core logo identity. An option has also been developed for smaller applications and will be controlled in terms of its use. Centralising all marketing will ensure that different iterations of the logo are used appropriately and that messaging regarding the Green Wedge Shire is still a prominent feature elsewhere.
 - vi) Transition from departments having individual 'brands' to alignment with the new master brand via dedicated colour palettes.

In addition, **Attachment 1** also illustrates examples of use across a range of applications.

Policy context

8. This report directly supports the achievement of Council Plan 2017-2021 objectives:
 - 1.1 Improve community trust through better communications and genuine engagement.

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OCM.052/19 Nillumbik Shire Council brand refresh

In particular the priority action identified is to “Audit and rationalise Council’s communications and promotional material to ensure a coordinated approach with consistent messaging”.

Budget implications

9. The implementation plan is still being finalised and quotes are being sought to determine the extent of branded resources and assets. Considerations such as signage (on building and roads) require a tender process.
10. The implementation plan is based on a detailed audit and is prioritised based on sites and assets with the highest level of visibility/prominence, those that require renewal or those that have availability applicable of operating budget.
11. In order to ensure the most judicious use of Council funds, it is recommended that the remainder of the audit be undertaken as part of ongoing renewal or maintenance programs.
12. The new template designs will ensure efficiencies in staff time and in expenditure on print and graphic design. Officers will be upskilled to use the templates, therefore saving the organisation an estimated \$100,000 per annum.

Conclusion

13. Council can continue to use the existing 25 year-old logo however new branding guidelines would need to be developed to ensure consistency. The centralised marketing function and supporting processes and procedures would still be critical to ensure consistent production of assets that carry the Nillumbik Shire Council brand.
14. The draft guidelines provides the rules and resources for staff and external suppliers to accurately and effectively apply the Nillumbik brand to any application and our aim is to present a strong, unified look and feel while providing message while affording the opportunity for creative flexibility and messaging.
15. The current Council and Council Plan signalled significant change for the organisation and the community. A refreshed logo and brand elements will go a long way in reinforcing this new paradigm and signal an innovative, professional modern approach to business and corporate reputation.
16. Applied consistently the logo and brand should also act as a catalyst for building recognition and trust in our brand across all sites/facilities/programs.
17. The brochure issued when the original logo was created stated: The new logo signals to the community, the creation of a new shire and the positive future ahead. The new branding guidelines reflect the original intent of the branding elements and continue the evolution of our Council and community.

12. Officers' reports**OCM.053/19 De Fredericks Road Special Charge Scheme, Yarrambat**

Distribution: Public**Manager: Hjalmar Philipp, Director Operations and Infrastructure****Author: Matthew Theuma, Engineer****Summary**

On 26 June 2018, Council received a petition signed by property owners in De Fredericks Road, Yarrambat requesting that Council investigate road sealing.

On 4 September 2018, an initial questionnaire was sent to property owners of De Fredericks Road to ascertain the level of support for Council to investigate the sealing of De Fredericks Road, via a Special Charge Scheme.

The initial questionnaire indicated that 8 of 13 (61.5 per cent) property owners supported further investigation into a scheme. On 20 February 2019, an information session was held for all interested property owners.

Following the information session, a formal questionnaire was sent to all property owners on 6 March 2019. The results indicated that 8 of 13 (61.5 per cent) property owners supported the development of a scheme.

Given that the level of support is above 60 per cent, it is recommended that the development process proceeds and Council invites affected property owners for nominations to join the task group and provide comments for consideration within the design process.

Recommendation**That Council:**

1. Proceeds with the development of a Special Charge Scheme for the sealing of De Fredericks Road, Yarrambat, with a rural standard of construction.
2. Invites affected property owners for nominations to join the task group and to provide comments for consideration within the design process.

Attachments

1. De Fredericks Road Special Charge Scheme Area
2. Apportionment to affected properties
3. Guidelines for apportionment of costs for road construction

Background

1. On 26 June 2018, Council received a petition signed by property owners in De Fredericks Road, Yarrambat requesting that Council investigate road sealing.

Policy context

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

12. Officers' reports

OCM.053/19 De Fredericks Road Special Charge Scheme, Yarrambat

Budget implications

- 3. All costs associated with the investigation of the scheme are accommodated within existing operational budgets. The survey costs incurred will be recovered if the scheme proceeds and the charge is levied.

Consultation/communication

- 4. The properties engaged as part of this scheme can be viewed in **Attachment 1**.
- 5. Consultation has been carried out in line with Council's *Special Charge Schemes for Roads and Drainage Works Policy and Guidelines*. This has involved:
 - An initial questionnaire being sent to property owners on 4 September 2018 to establish the level of support for further investigation into sealing De Fredericks Road, Yarrambat. The results are shown in Table 1 below.

	Support for further investigation			Total
	Yes	No	No response	
Votes	8	3	2	13
Percentage	61.5%	23.1%	15.4%	100%

Table 1 – Results from initial questionnaire

- An information session being held for all interested property owners on 20 February 2019, to discuss a construction proposal, cost apportionment and the special charge process. 11 of the 13 properties were represented at this information session.
- A formal questionnaire being sent to property owners on 6 March 2019 to establish the level of support for the development of a scheme for the sealing De Fredericks Road, Yarrambat. The results are shown in Table 2 below.

	Support for the development of a scheme		Total
	Yes	No	
Votes	8	5*	13
Percentage	61.5%	38.5%	100%

Table 2 – Results from formal questionnaire

*One vote was received in support of sealing, with conditions. As these conditions may not be able to be met, the response has been treated as a 'no'.

Progress on the development of the Special Charge Scheme is typically reported to Council at three points in the process:

12. Officers' reports

OCM.053/19 De Fredericks Road Special Charge Scheme, Yarrambat

- Advise Council of the level of support for sealing and recommend proceeding or abandoning (this report).
- At the completion of the design, when Council is required to commence the statutory process by notifying residents and publicly advertising its intention to declare the special charge.
- Via a Future Nillumbik Committee report to consider any objections or submissions on Council's intention to declare the Special Charge. At this time Council can decide to formally declare, amend or abandon the Special Charge Scheme.

Issues/options

6. The level of support established for a Special Charge Scheme for De Fredericks Road (refer to Table 2) is above the 60 per cent requirement for the scheme to proceed.
7. Property owners were given the opportunity to include comments in their questionnaire responses. A summary of the comments received is listed below:
 - a) Cost:
 - i) It is too expensive and unable to afford repayments.
 - ii) Keep the cost as low as possible.
 - b) Access:
 - i) Do not use De Fredericks Road to access property.
 - c) Traffic Management:
 - i) Traffic management treatments are required to control speed.
 - ii) Concerns with the impacts of speeding vehicles on pedestrians, horses and dogs if the road is sealed.
 - iii) Traffic management treatments will discourage motorists from using the road and reduce maintenance costs in the future.
 - iv) Council should consider/trial banning turning movements into De Fredericks Road in the morning and afternoon, or place 'local traffic only' signs before sealing the road.
8. Indicative costs for the properties involved in the proposed special charge scheme for De Fredericks Road are outlined in **Attachment 2**.
9. The apportionment of costs for the scheme is based on 75 per cent of the total cost being distributed on the basis of benefit and the remaining 25 per cent on the basis of frontage. A more detailed explanation of the apportionment can be found in **Attachment 3**.
10. The proposal for De Fredericks Road is a rural construction standard with open table drains and a sprayed seal surface. This standard is considered appropriate as property sizes are greater than 0.4ha and are considered able to absorb storm water on site.

12. Officers' reports

OCM.053/19 De Fredericks Road Special Charge Scheme, Yarrambat

Conclusion

11. The results of the questionnaire of property owners in De Fredericks Road demonstrates majority support for the sealing of the road via a Special Charge Scheme, with a rural construction standard.
12. Based on this support, it is recommended that the development process proceeds and that Council invites affected property owners for nominations to join the task group and provide comments for consideration within the design process.

12. Officers' reports

OCM.054/19 Cassells Road Special Charge Scheme, Research

Distribution: Public

Manager: Hjalmar Philipp, Director Operations and Infrastructure

Author: Azad Abul, Engineer

Summary

On 26 February 2018, Council received a petition signed by property owners in Cassells Road, Research requesting that Council investigate road sealing. On 19 July 2018, an initial questionnaire was sent to property owners of Cassells Road, Research to ascertain the level of support for Council to investigate the construction of Cassells Road, via a Special Charge Scheme.

The initial questionnaires indicated that 15 of 20 (75 per cent) property owners supported further investigation into a scheme. On 15 November 2018, an information session was held for all interested property owners. Following the information session, a formal questionnaire was sent to all property owners in Cassells Road, Research on 14 December 2018 and the results indicated that 7 of 20 (35 per cent) property owners supported proceeding with the development of a scheme.

Given that the level of support is below 60 percent, it is recommended that Council abandon the scheme and place further investigations for road construction in Cassells Road, Research on a 3 year moratorium.

Recommendation

That Council:

1. Abandons the development of a Special Charge Scheme for Cassells Road, Research.
2. Places any further investigations into a Special Charge Scheme for Cassells Road on a three year moratorium.
3. Notifies affected property owners accordingly.

Attachments

1. Cassells Road Special Charge Scheme Area

Background

1. On 26 February 2018, Council received a petition signed by property owners in Cassells Road, Research requesting that Council investigate road sealing.
2. On 19 July 2018, an initial questionnaire was sent to property owners of Cassells Road, Research to ascertain the level of support for Council to investigate the construction of Cassells Road, via a Special Charge Scheme.
3. Council previously investigated a scheme for Cassells Road in 2013, resulting in 25 per cent support in the rural section (from 15 Crest Road to 26 Cassells Road) and 41.6 per cent support in the urban section (from 66 Ingrams Road to 24 Cassells Road). At the Ordinary Council Meeting on 30 April 2013, Council resolved to abandon further investigations into a Special Charge Scheme due to insufficient support.

12. Officers' reports

OCM.054/19 Cassells Road Special Charge Scheme, Research

Policy context

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

Budget implications

5. All costs associated with the investigation of the scheme are accommodated within existing operational budgets.

Consultation/communication

6. The properties engaged as part of this scheme can be viewed in **Attachment 1**.
7. Consultation has been carried out in line with Council's Special Charge Schemes for *Road and Drainage Works Policy and Guidelines*. This has involved:
- An initial questionnaire being sent to property owners on 19 July 2018, to establish the level of support for further investigation into constructing Cassells Road. The results are shown in Table 1 below.

	Support further investigation			Total
	Yes	No	No response	
Votes	15	4	1	20
Percentage	75%	20%	5%	100%

Table 1 – Results from initial questionnaire

- An information session being held on 15 November 2018, for all interested property owners to discuss a construction proposal, cost apportionment and the special charge process. 14 of the 20 properties were represented at this information session.
- A formal questionnaire being sent to owners on 14 December 2018 to establish the level of support for further investigation into constructing Cassells Road. The results are shown in Table 2 below.

	Support for development of Special Charge Scheme				Total
	Yes	No	Undecided	No response	
Votes	7	10	1	2	20
Percentage	35%	50%	5%	10%	100%

Table 2 – Results from formal questionnaire

12. Officers' reports

OCM.054/19 Cassells Road Special Charge Scheme, Research

Issues/options

8. The level of support established for a Special Charge Scheme for Cassells Road is below the 60 percent requirement for the scheme to proceed (refer to Table 2).
9. Property owners were given the opportunity to include comments in their questionnaire response. A summary of the comments is listed below:
 - Wish to preserve the existing street character
 - Sealing the road will result in an increase in the amount of traffic using the road
 - The road is currently dust a hazard
 - Cassells Road was created as a 'Government Road' and therefore, construction should be funded by Council
 - The road currently has high vehicle speeds

Conclusion

10. The results of the questionnaire demonstrate insufficient support from a majority of property owners in Cassells Road, Research for the construction of the road via a Special Charge Scheme.
11. Based on this support, it is recommended that the development of the scheme be abandoned, further investigation placed on a three year moratorium and all affected property owners be formally advised.

12. Officers' reports**OCM.055/19 Council Plan Quarterly Performance Report**

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

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

Of the 51 actions in the 2018-2019 Annual Plan, 38 are on track to be completed within the financial year, 8 have minor issues/delays, two actions are completed, one action is yet to commence, and two actions are being completed as part of 'business as usual' activities.

Performance against the delivery of the Council Plan is presented to Council and the community on a quarterly basis, and is also published in the Annual Report.

Recommendation

That Council receives the Council Plan Quarterly Performance Report (**Attachment 1**) for the third quarter of 2018-2019, being the period ending 31 March 2019.

Attachments

1. Council Plan Quarterly Performance Reporting - Third Quarter

Background

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

Policy context

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

Budget implications

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

12. Officers' reports

OCM.055/19 Council Plan Quarterly Performance Report

Consultation/communication

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

Commentary on performance report

8. The 2018-2019 Annual Plan contributes to the delivery of the Council Plan 2017-2021 through 51 priority actions that sit under the five high-level strategic objectives of:
 - Engaged, connected communities – a place where communities and ideas thrive, underpinned by trust, confidence and continuous learning.
 - Active and creative people – active lifestyles and artistic expression are fostered through participation and innovation.
 - Safe and healthy environments – healthy and safe communities enjoy living in our iconic Green Wedge environment.
 - A prosperous economy – a strong local economy that supports business growth, jobs and community wealth.
 - Responsible leadership – collaborative and consultative leadership that builds trust and makes the best use of available resources to the benefit of all in the pursuit of excellence.
9. Of the 51 actions in the 2018-2019 Annual Plan, 38 are on track to be completed within the financial year, 8 have minor issues/delays, two actions are completed, one action is yet to commence, and two actions are being completed as part of 'business as usual' activities.
10. Some highlights of the deliverables achieved and activities completed during the reporting period (January 2019 to March 2019) include:
 - A proposed brand style guide was presented to Council in March and is now awaiting formal consideration from Council in Quarter 4, 2018-2019 (Action 2);
 - A Council-wide Community Engagement Calendar has been developed to ensure the community has regular opportunities to have input into projects that interest or impact them (Action 5);
 - Sportsgrounds are being maintained by contractors with change over from Summer to Winter sports completed (Action 11);
 - A Phase One Draft Feasibility Study Report for the Renewable Energy Generation Project was sent to project stakeholders in late March 2019 for review and feedback (Action 15);
 - A new framework for festival and events has been presented to Council and a detailed consultation plan is now being developed (Action 20);

12. Officers' reports

OCM.055/19 Council Plan Quarterly Performance Report

- A State Government affordable housing grant for \$35,000 has been secured to progress the Housing Strategy. The project will identify housing needs for our vulnerable community members informing both an Affordable Housing Policy and potential locations for affordable housing in the Shire (Action 24);
- Community Bank Stadium solar panels, battery and inverters are complete and operational. The Electric Vehicle station is installed, operational and live on the charge network so that people who are looking for a charging station can locate it and people using Community Bank Stadium can charge their vehicles (Action 27);
- The Sugarloaf Link project designed to control deer, fox and blackberry is underway with a contractor engaged to provide the first round of deer control; eligible landholders have been contacted to express interest in joining the program (Action 28);
- The procurement process for the hard waste collection service was completed with appointment of a contractor at the March Ordinary Council Meeting to continue service delivery from 1 August 2019 when the current contract expires. The kerbside collection service procurement strategy was completed; a service specification developed and tendered on 30 March 2019 (Action 33);
- Significant land use, economic, housing, community infrastructure and transport research and analysis has been completed under the Eltham and Diamond Creek Activity Centre Structure Plans (Action 42); and
- The Customer First Strategy was adopted by Council at the March Ordinary Council Meeting (Action 46).

Conclusion

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

12. Officers' reports

OCM.056/19 March Quarter Financial Report

Distribution: Public

Manager: Vince Lombardi, Chief Financial Officer

**Author: Robert Malignaggi, Management Accounting Coordinator
Melika Sukunda, Manager Finance**

Summary

This report outlines Council's financial performance and financial position for the period ending 31 March 2019.

The Income Statement shows an overall favourable year to date (YTD) variance of \$5.909 million representing 35.82 per cent of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$6.080 million and higher than budgeted operating expenses of (\$171,051).

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 31 March 2019 (**Attachment 1**).

Attachments

1. Financial Report

Background

1. In June 2018, Council adopted the 2018-2019 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.056/19 March Quarter Financial Report**

Issues/options

8. The detailed Financial Report for the period ended 31 March 2019 is provided in **Attachment 1**. This Report is an analysis of Council's financial performance and financial position as at 31 March 2019. The Report also includes an analysis of budget variances.

Income statement

9. Council closed the period ending 31 March 2019 with a favourable YTD variance of \$5.909 million based on actual operating revenue, costs and commitments. This represents 35.82 per cent of the YTD Budget.
10. The overall variance is made up of the following:
- Income – \$6.080 million (7.51 per cent) favourable variance. This includes additional developer contributions received \$411,901 and new/additional grant funding \$5.476 million, (refer to page 6 in **Attachment 1**).
 - Expenditure – (\$171,051) (0.30 per cent) unfavourable, mainly attributed to higher than anticipated costs relating to external contracts (\$549,983) and materials and related costs (\$160,165) and offset by a favourable variance in employee benefits of \$354,707. Additional details on variances are located on page 8 in **Attachment 1**.

Balance sheet

11. The balance sheet reflects Council's financial position at 31 March 2019 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 \$1.011 billion of assets which is largely made up of Council's Property, Plant and Equipment. Council's total liabilities are \$36.75 million, which results in net assets of \$974 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 \$49.3 million after all cash transactions for the period to date.
15. The \$49.3 million includes \$45.3 million held in investments as detailed on page 11 of **Attachment 1**.

Capital works

16. The YTD expenditure relating to capital works is reported on page 9 in **Attachment 1**.
17. This shows a favourable variance of \$113,110 relative to YTD budget. The capital works report detailing spend by asset class is on page 9 (**Attachment 1**).

Conclusion

18. Council's overall financial position at the end of March 2019 is considered sound and continues to be closely monitored to ensure budgeted outcomes are achieved.

12. Officers' reports

OCM.057/19 Assembly of Councillors

Distribution: Public

Manager: Blaga Naumoski, Executive Manager Governance and Legal Services

Author: Alena Spry, 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 26 March 2019.

An Assembly of Councillors record was kept for:

- Economic Development Advisory Committee – 20 February 2019;
- Arts Advisory Committee – 18 March 2019;
- Councillor Briefing Session – 19 March 2019;
- Municipal Fire Management Planning Committee – 20 March 2019;
- Municipal Emergency Management Planning Committee – 20 March 2019;
- Councillor Briefing Session and Pre-meeting to Ordinary Council Meeting – 26 March 2019;
- Positive Ageing Advisory Committee – 4 April 2019;
- Councillor Briefing Session – 9 April 2019;
- Councillor Briefing Session and Pre-meeting to Future Nillumbik Committee – 16 April 2019; and
- Inclusion Advisory Committee and Disability Action Planning Subcommittee – 18 April 2019.

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 20 February 2019, 18 March 2019, 19 March 2019, 20 March 2019, 20 March 2019, 26 March 2019, 4 April 2019, 9 April 2019, 16 April 2019 and 18 April 2019 (**Attachment 1**).

Attachments

1. Assembly of Councillors reported 30 April 2019

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.

12. Officers' reports

OCM.057/19 Assembly of Councillors

Policy context

2. This report directly supports the achievement of Council Plan 2017-2021 strategy:
 - Ensure that Council meets its legal responsibilities and manages its risks.

Budget implications

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

Consultation/communication

4. None required.

Issues/options

5. An assembly of Councillors is defined in section 76AA of the Act. It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of delegated authority and which is either of the following:
 - A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer. These assemblies do not include meetings of Councillors and Council staff that are not planned or scheduled.
 - A meeting of an advisory committee where at least one Councillor is present. An advisory committee is any committee established by the Council, other than a special committee, that provides advice to the Council or to a special committee or to a member of Council staff who has been delegated a power or duty or function of the Council.
6. A record must be kept of an assembly of Councillors and include the names of all Councillors and Council staff attending, the matters considered, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.
7. In accordance with section 80A(2) of the Act, Council is required to report as soon as practicable to an Ordinary Meeting of Council a record of any assemblies of Councillors held.
8. The recommendation contains the list of assemblies of Councillor forms that have been submitted since the matter was last reported to Council on 26 March 2019.

Conclusion

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

12. Officers' reports

OCM.058/19 Tender Report - Contract 1819-088 - Yarrambat Oval Floodlighting - Design and Installation of Sportsfield Floodlighting

Distribution: Public

Manager: Hjalmar Philipp, Director Operations and Infrastructure

Author: Jake Hart, Road and Drain Maintenance Coordinator

Enrique Gutierrez, Manager Capital Works

Summary

Yarrambat War Memorial Park has sport-field lighting system that does not comply with current Australian Standards. It causes excessive glare and does not provide sufficient light levels for junior AFL competition.

This report is an overview of a separate confidential report recommending the award of a contract for works involving the design and construction of a sports-field LED lighting system for the Yarrambat oval to meet current Australian standards and the decommissioning of the old lighting system.

The Tender Evaluation Panel has assessed all submissions. This report outlines their evaluation and recommendation to award the contract.

Pursuant to the Instrument of Delegation to the Chief Executive Officer the forecast total value of this contract could exceed its specified financial limit 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 remain confidential.

Recommendation

That Council notes this report.

Attachments

Nil

12. Officers' reports

OCM.059/19 RFT 1819-63 Provision of Internal Audit Services

Distribution: Public

Manager: Vince Lombardi, Chief Financial Officer

Author: Melika Sukunda, Manager Finance

Lance Clark, Senior Procurement Specialist

Summary

This report is an overview of a separate confidential report that considers the awarding of the contract for the provision of Internal Audit Services.

The existing contract 1314-43 for internal audit services is due to expire on 30 June 2019.

The new contract arrangement will commence on 1 July 2019 with a three-year initial term and a two-year option to extend at the discretion of Council.

The Tender Evaluation Panel has agreed to the results of the evaluation and recommendation to award the contract.

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.

Recommendation

That Council notes this report.

Attachments

Nil

- 13. Notices of Motion
- 14. Delegates' reports
- 15. Supplementary and urgent business
- 16. Confidential reports

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

OCM.058/19 Tender Report – Contract 1819-088 – Yarrambat Oval Floodlighting – Design and Installation of Sportsfield Floodlighting

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

OCM.059/19 RFT 1819-63 Provision of Internal Audit 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.