

Council Meeting

held at Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 12 December 2023 commencing at 7:00pm.

Minutes

Carl Cowie
Chief Executive Officer

Friday 15 December 2023

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
Email nillumbik@nillumbik.vic.gov.au

THIS PAGE WAS LEFT INTENTIONALLY BLANK

Nillumbik Shire Council

Contents

1.	Welcome	1
2.	Acknowledgement	1
3.	Good Governance Pledge	1
4.	Prayer	1
5.	Apologies\Leave of Absence	2
6.	Declarations of conflict of interest	2
7.	Presentations	2
8.	Confirmation of Minutes	3
COM.001/23	Confirmation of Minutes Council Meeting held Tuesday 28 November 2023	3
9.	Petitions	4
10.	Questions from the gallery	4
11.	Reports of Advisory Committees	5
AC.011/23	Advisory Committee Report - 12 December 2023	5
12.	Officers' reports	7
CM.102/23	Draft Biodiversity Strategy 2024 - 2034 for public exhibition	7
CM.103/23	Neighbourhood Character Strategy (NCS) consideration of adoption	9
CM.104/23	Nillumbik Community Awards - Future Dates	11
CM.105/23	Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground	13
CM.106/23	Quarterly Risk and Safety Report - September 2023	15
CM.107/23	Audit and Risk Committee Meeting November 2023	17
CM.108/23	Nillumbik Integrated Transport Strategy - Community Consultation	19
CM.109/23	Lorimer Road, Wattle Glen - Proposed Special Charge Scheme	21
CM.110/23	Tender Report - Contract 2223-023 Kerbside Recycling Processing	23
CM.111/23	Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction	25
CM.112/23	Tender Report – Contract 2324-023 Nillumbik Youth Hub Redevelopment Works	27
CM.113/23	Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2	29
CM.114/23	Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works	31
CM.115/23	Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation	33

Council Meeting Minutes**12 December 2023**

CM.116/23	Tender Report – Contract 2324-008 Photography & Videography Services Panel	35
CM.117/23	Tender Report - Contract 2324-035 - Chair and Facilitation of CEO Employment Matters Committee	39
CM.118/23	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	41
CM.119/23	Informal Meetings of Councillors Records - 12 December 2023	43
13.	Notices of Motion	45
14.	Delegates' Reports	45
15.	Supplementary and urgent business	45
16.	Confidential reports	45
17.	Close of Meeting	45

Nillumbik Shire Council

Minutes of the Meeting of Nillumbik Shire Council held Tuesday 12 December 2023.
The meeting commenced at 7.00pm.

Councillors present:

Cr Ben Ramcharan	Sugarloaf Ward (Mayor)
Cr Richard Stockman	Blue Lake Ward
Cr Karen Egan	Bunjil Ward (Deputy Mayor)
Cr Natalie Duffy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Frances Eyre	Swipers Gully Ward
Cr Geoff Paine	Wingrove Ward

Officers in attendance:

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Rosa Zouzoulas	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Tracey Varley	Manager Communications and Engagement
Katia Croce	Manager Governance and Property

1. Welcome

2. Acknowledgement

Acknowledgement of Country was read by the Mayor, Cr Ben Ramcharan.

3. Good Governance Pledge

The Good Governance Pledge was ready by Cr Richard Stockman.

4. Prayer

A prayer was read by Matt Wyatt.

Matt Wyatt has been Senior Pastor at Manningham Christian Centre (MCC) for 18 years, a lecturer, Pastoral Counsellor and proud husband of Anna and Father to Shylah and Joshua. Matthew is an accomplished musician and recording artist having performed locally and overseas as well as a public speaker.

MCC is in the heart of Templestowe Village and celebrates its 43rd birthday next year. MCC launched an Emergency Food Relief project called CARENET which started as a cupboard stocked with non-perishable food and is now a registered charity. CareNet runs multiple models of food relief, diverting surplus food from local business away from landfill and into resourcing local food relief efforts. As well as the 100 families a week that CareNet feeds, CareNet also supports 11 other charities with logistics and food resources greatly increasing food security across Manningham, Banyule and Nillumbik.

5. Apologies\Leave of Absence

Nil

6. Declarations of conflict of interest

Nil

7. Presentations

Nil

8. Confirmation of Minutes

COM.001/23 Confirmation of Minutes Council Meeting held Tuesday 28 November 2023

Confirmation of the Minutes of the Council Meeting held on Tuesday 28 November 2023 and the Extraordinary Council Meeting held on Wednesday 29 November 2023.

Council Resolution

MOVED: Cr Frances Eyre

SECONDED: Cr Geoff Paine

That Council confirms the Minutes of the Council Meeting held on Tuesday 28 November 2023 (**Attachment 1**) and the Extraordinary Council Meeting held on Wednesday 29 November 2023 (**Attachment 2**).

CARRIED UNANIMOUSLY

9. Petitions

Nil

10. Questions from the gallery

John Fecondo has submitted the following questions:

Question 1

I refer to item 13 in the agenda of the previous OCM on 28th November in relation to the Arbiter's report where he states that he does not have the jurisdiction to consider a number of the allegations raised. Does any member of Council or its employees intend to pursue any of these allegations further or is the matter now closed?

Question 2

If it is intended that the matter will be pursued further by either a Councillor or Council officer, what is the estimated total cost involved in this process that will be incurred by Council, that is rate payers?

Response to Questions 1 & 2

It would be inappropriate for Council to comment on any potential future investigations. Any such matters would remain confidential as it is crucial to uphold the integrity of the process and safeguard the interests of all parties involved.

11. Reports of Advisory Committees

AC.011/23 Advisory Committee Report - 12 December 2023

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Author: Katia Croce, Manager Governance and Property

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 following minutes of Advisory Committee meetings are attached (**Attachment 1**) and presented to Council for noting:

1. Arts and Cultural Advisory Committee meeting held 25 September 2023.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Natalie Duffy

That Council notes the Minutes of the Advisory Committee meetings reported (**Attachment 1**).

CARRIED UNANIMOUSLY

11. Reports of Advisory Committees

AC.011/23 Advisory Committee Report - 12 December 2023

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.102/23 Draft Biodiversity Strategy 2024 - 2034 for public exhibition

Distribution: Public

Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy

Author: Leigh Northwood, Manager Strategic Planning and Environment

Summary

This report presents the draft Biodiversity Strategy 2024-2034 (**Attachment 1**) for endorsement for public exhibition from 1 February – 3 March 2024.

It includes four focus areas for action to guide Council's work in supporting the achievement of the two overarching goals of the strategy (which align with the goals of the Victorian Government's Biodiversity 2037 Strategy):

- Goal 1 - Biodiversity in Nillumbik is healthy
- Goal 2 - Nillumbik's community value nature.

A supporting implementation plan will be prepared annually, and considered through the budget process. Key biodiversity and invasive species management initiatives that will be focussed on during that period will be specified.

Public submissions will close on 3 March 2024 and submissions will be considered by the Planning and Consultation Committee on 14 May 2024.

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Geoff Paine

That Council:

1. Endorses the draft Biodiversity Strategy 2024-2034 for the purpose of community exhibition.
2. Invites written submissions on the draft Biodiversity Strategy to Council between 1 February and 3 March 2024.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held on 14 May 2024.
4. Notes that any person who requests to make a verbal submission in relation to the draft Biodiversity Strategy 2024-2034 be heard at the 14 May 2024 Planning and Consultation Committee meeting.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.102/23 Draft Biodiversity Strategy 2024 - 2034 for public exhibition

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports**CM.103/23 Neighbourhood Character Strategy (NCS) consideration of adoption**

Distribution: Public**Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy****Author: Leigh Northwood, Manager Strategic Planning and Environment****Summary**

The purpose of this report is to seek Council's:

1. Endorsement of the final draft of the Neighbourhood Character Strategy (NCS); and
2. Approval to seek authorisation to prepare and exhibit a planning scheme amendment to the Nillumbik Planning Scheme to insert the new adopted NCS.

The development of both a new Neighbourhood Character Strategy (NCS) and Housing Strategy (HS) are priority actions in the current Council Plan 2021-2025.

The areas covered by the Strategy include all residential land within the Shire (this does not include Green Wedge).

Community engagement in developing the draft NCS has been an iterative process, with three extensive rounds of engagement conducted in developing the strategy. Consultation has included feedback loops where analysis and response to feedback has been provided across commensurate Planning and Consultation Committees, where submitters were invited to speak to their submissions.

Subsequent re-drafting of the NCS to effectively refine the strategy based on community feedback has resulted in a well-developed and robust document.

Key changes identified in the NCS include improvements for protecting and enhancing neighbourhood character outcomes for Nillumbik's residential areas and include the introductions of definitions for canopy and amenity trees (in the Nillumbik context); introduction of definitions (to provide further clarity) around development outcomes; and recommendations for expansion of neighbourhood character protections in the planning scheme to areas not currently affected by such. The Strategy also recommends preparation of tree planting guidelines to ensure that vegetation can thrive and survive in the context of development outcomes.

These changes are fundamental in ensuring sustainable neighbourhood character outcomes in the future for Nillumbik, and providing clarity for applicants and VCAT going forward.

The amendment to introduce the Neighbourhood Character Strategy into the Nillumbik Planning Scheme will not be progressed until the Housing Strategy (now in development) is completed and adopted (programmed for August 2024). Consistent with the relevant Planning Practice Notes, the strategies are iterative in providing a strategic evidence base for the proposed residential framework for Nillumbik, and accordingly, it appropriate to implement them together.

Notwithstanding the draft Housing Strategy (subject to council approval) will undergo its own engagement process, the amendment process to implement the Neighbourhood Character Strategy and Housing Strategy into the Nillumbik Planning Scheme will involve another formal round of consultation whereby the final adopted version of the NCS and HS will be

12. Officers' reports

CM.103/23 Neighbourhood Character Strategy (NCS) consideration of adoption

exhibited to the community and stakeholders pursuant to the notification requirements of the *Planning & Environment Act 1987* (VIC), will have another opportunity to provide comment.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Natalie Duffy

That Council:

1. Notes all summaries, analysis and response to feedback to all three phases of engagement conducted in development of the Neighbourhood Character Strategy is available on Council's Participate Nillumbik project page.
2. Adopts the final Neighbourhood Character Strategy (NCS) which is provided as **Attachment 1** and instructs officers to make the final NCS available on the Participate Nillumbik webpage.
3. Advises all submitters in writing of Council's decision and thanks them for their participation.
4. Requests the Minister for Planning, under Section 8A of the *Planning and Environment Act 1987*, to authorise the preparation and exhibition of an amendment to the Nillumbik Shire Planning Scheme to insert the Neighbourhood Character Strategy; and
5. On receipt of that authorisation, places the amendment to the Nillumbik Planning Scheme on exhibition.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.104/23 Nillumbik Community Awards - Future Dates

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

On 22 November 2022 Council endorsed the position that the Nillumbik Community Awards Program will be held on the third Thursday of August each year.

The purpose of this report is to seek endorsement from Councillors that officers have flexibly in choosing a date in August for the Nillumbik Community Awards that meets both Council and community priorities.

Council Resolution

MOVED: Cr Frances Eyre

SECONDED: Cr Karen Egan

That Council resolves to hold the Nillumbik Community Awards in August each year.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.104/23 Nillumbik Community Awards - Future Dates

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.105/23 Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

Council owns the residential building located at 385 Eltham-Yarra Glen Road, Kangaroo Ground which is located in the grounds of the Kangaroo Ground War Memorial Park (the Park), and is shown in **Attachment 1**.

This is not the original stone caretaker's cottage located within the formal public boundary of the Kangaroo Ground War Memorial Park and which is currently undergoing restoration works.

The current Caretaker's Cottage is an aging brick veneer residence located at the eastern end of the reserve.

The building has been leased out since 1951 and has recently become vacant. Recent condition assessments of the building and surrounds indicate that it is no longer fit for purpose and presents a significant risk to both Council and any future tenants.

Part of the previous lease agreement required the tenant to perform various operational tasks within the Kangaroo Ground War Memorial Park for a fixed fee. This included the daily opening and closing the tower gates, undertaking passive surveillance and reporting any maintenance issues at the Park.

Council may now consider three future options for the building as detailed in the report.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

That Council resolves to demolish the residential building on the land known as Council owned residential building- 385 Eltham-Yarra Glen Road, Kangaroo Ground.

CARRIED UNANIMOUSLY

12. Officers' reports

**CM.105/23 Council owned residential building- 385 Eltham-Yarra Glen Road,
Kangaroo Ground**

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.106/23 Quarterly Risk and Safety Report - September 2023

Distribution: Public**Manager: Jeremy Livingston, Director Culture and Performance****Author: Craig Commane, Risk and Safety Lead****Summary**

This report provides a summary of Council's Risk and Safety Report for the quarter ending September 2023.

The report is presented in accordance with the *Local Government (Planning and Reporting) Regulations 2020*, which requires the presentation of a report to Council at least every six months, detailing the strategic risks, operational risks, the consequences and likelihood of occurrence, and risk mitigation strategies.

Risk and Safety reporting to Council is tabled each quarter following consideration by Council's Audit and Risk Committee, which in this quarter occurred on 20 November 2023.

The full confidential Risk and Safety Report for September 2023 is attached to this report (**Attachment 1**) and provides detailed information for Council's consideration.

Council Resolution

MOVED: Cr Geoff Paine**SECONDED: Cr Frances Eyre****That Council:**

1. Notes the summary of the confidential Risk and Safety Report (**Attachment 1**) for the quarter ending September 2023.
2. Resolves that the attached Risk and Safety Report (**Attachment 1**) remains confidential in accordance with section 3(1)(a) and (f) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.106/23 Quarterly Risk and Safety Report - September 2023

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.107/23 Audit and Risk Committee Meeting November 2023

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Melika Sukunda, Manager Finance, Assets and Procurement

Summary

In accordance with section 53 of the *Local Government Act 2020* and good governance principles, councils must have an Audit and Risk Committee.

As resolved at the 23 June 2020 Ordinary Council Meeting, the minutes of an Audit and Risk Committee meeting are to be reported and presented to a subsequent Council Meeting.

The Audit and Risk Committee met on 20 November 2023. The minutes for the meeting are shown in **Attachment 1**.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

That Council notes the Minutes of the Audit and Risk Committee meeting held on 20 November 2023 (**Attachment 1**).

CARRIED UNANIMOUSLY

12. Officers' reports

CM.107/23 Audit and Risk Committee Meeting November 2023

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.108/23 Nillumbik Integrated Transport Strategy - Community Consultation

File: FOL/21/24660

Distribution: Public

Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy

Author: Lawrence Seyers, Lead Transport Planner

Summary

In recognition of the outdated strategic transport planning framework at Nillumbik, Council Plan 2021-2025 identified a 'priority action' to:

“Develop a new Integrated Transport Strategy (ITS) to guide transport planning, sustainable outcomes and advocacy”.

This report outlines the planned community consultation process on the Council Plan 2021-2025 'priority action' to develop a new Integrated Transport Strategy (ITS) to guide transport planning, sustainable outcomes and advocacy and seeks Council's endorsement of its engagement strategy.

Council Resolution

MOVED: Cr Richard Stockman

SECONDED: Cr Natalie Duffy

That Council endorses the planned community consultation process on the Council Plan 2021-2025 'priority action' to develop a new Integrated Transport Strategy (ITS) to commence in Q1 2024.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.108/23 Nillumbik Integrated Transport Strategy - Community Consultation

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports**CM.109/23 Lorimer Road, Wattle Glen - Proposed Special Charge Scheme**

File: FOL/20/3711**Distribution:** Public**Manager:** Vince Lombardi, Chief Operating Officer**Author:** Steven Blight, Manager Capital and Infrastructure**Summary**

On 22 July 2020, Council received a petition by property owners to seal Lorimer Road, Wattle Glen, with costs recovered via the implementation of a Special Charge Scheme.

The result of the initial questionnaire confirmed sufficient support to proceed further with an investigation into a Special Charge Scheme to seal the full length of Lorimer Road.

Council officers held an online information session on 25 May 2022. On 23 August 2022, a formal questionnaire was sent to property owners to confirm their support.

The level of support for a Special Charge Scheme for the full length of Lorimer Road was 49 percent (17 of the 35 property owners), which is less than the threshold to proceed.

Responses also indicated a clustered group of property owners located at the southern end of the road were supportive of the proposal.

Council officers engaged with the relevant property owners to ascertain if there was sufficient support for a partial scheme at the southern end of the road.

On 22 May 2023 a new formal questionnaire was sent to the southern residents of Lorimer Road (between 29 Lorimer Road and Reynolds Road), 61 percent of property owners were in support (14 out of 23 property owners).

As the level of support for the partial scheme is over the 60 percent threshold, it is recommended that the development process proceeds and Council invites affected property owners for nominations to join the task group.

Council Resolution

MOVED: Cr Karen Egan**SECONDED:** Cr Peter Perkins**That Council:**

1. Proceeds with the development of a Special Charge Scheme for the sealing of Lorimer Road, Wattle Glen, between 29 Lorimer Road and Reynolds Road.
2. Invites affected property owners for nominations to join the task group and to provide comments for consideration within the design process.
3. Abandons further investigations into a Special Charge Scheme for the full length of Lorimer Road, Wattle Glen.
4. Places any further investigations into a Special Charge Scheme for the full length of Lorimer Road, Wattle Glen on a three year moratorium.
5. Notifies affected property owners accordingly

CARRIED UNANIMOUSLY

12. Officers' reports

CM.109/23 Lorimer Road, Wattle Glen - Proposed Special Charge Scheme

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.110/23 Tender Report - Contract 2223-023 Kerbside Recycling Processing

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Lance Clark, Senior Procurement Specialist
Heath Gillett, Manager Operations Centre

Summary

This report recommends the awarding of contract 2223-023 for Kerbside Recycling Processing.

The contract is a critical, business as usual contract for the receipt and processing of material from Council's kerbside recycling bins.

The contract term is for an initial period of five (5) years, with three (3) x one (1) year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed eight (8) years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2223-023 for Kerbside Recycling Processing.

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:

1. Accepts the tender submitted by the **preferred tenderer** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2223-023
Title: Kerbside Recycling Processing
Term: 1 January 2024 to 31 December 2028
Options: Term extensions up to 31 December 2031
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Authorises the Chief Operating Officer to approve variations that are a result of changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2223-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

12. Officers' reports

CM.110/23 Tender Report - Contract 2223-023 Kerbside Recycling Processing

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Frances Eyre

That Council:

1. Accepts the tender submitted by the **preferred tenderer Cleanaway Pty Ltd** for the schedule of rates disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2223-023
Title: Kerbside Recycling Processing
Term: 1 January 2024 to 31 December 2028
Options: Term extensions up to 31 December 2031
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Authorises the Chief Operating Officer to approve variations that are a result of changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2223-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.111/23 Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-022 for Hurstbridge Mens Shed Construction.

The contract commencement date is 13 December 2023 with a completion date of 31 August 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-022 for Hurstbridge Mens Shed Construction.

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:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **#[Redacted]** plus **#[Redacted]** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-022
Title: Hurstbridge Mens Shed Construction
Term: 13 December 2023 to 31 August 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the agreed total contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-022 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

12. Officers' reports

CM.111/23 Tender Report – Contract 2324-022 Hurstbridge Mens Shed Construction

7. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Karen Egan
SECONDED: Cr Peter Perkins

That Council:

1. Accepts the tender submitted by the **preferred tenderer Unlimited Commercial Constructions Pty Ltd** for the sum of **\$989,015.50** plus **\$148,352.33** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-022
Title: Hurstbridge Mens Shed Construction
Term: 13 December 2023 to 31 August 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the agreed total contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-022 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.112/23 Tender Report – Contract 2324-023 Nillumbik Youth Hub Redevelopment Works

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure
Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2324-023 for Nillumbik Youth Hub Redevelopment Works.

The contract commencement date is 13 December 2023 with a completion date of 10 May 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-023 for Nillumbik Youth Hub Redevelopment 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.

Recommendation

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **#[Redacted]** plus **#[Redacted]** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-023
Title: Nillumbik Youth Hub Redevelopment Works.
Term: 13 December 2023 to 10 May 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

12. Officers' reports

CM.112/23 Tender Report – Contract 2324-023 Nillumbik Youth Hub
Redevelopment Works

7. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Karen Egan

That Council:

1. Accepts the tender submitted by the **preferred tenderer C.A. Property Group Pty Ltd** for the sum of **\$1,277,486.10** plus **\$191,622.92** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-023
Title: Nillumbik Youth Hub Redevelopment Works.
Term: 13 December 2023 to 10 May 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-023 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.113/23 Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

**Author: Steven Blight, Manager Capital and Infrastructure
Lance Clark, Senior Procurement Specialist**

Summary

This report recommends the awarding of contract 2324-026 for Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2.

The contract commencement date is 13 December 2023 with a completion date of 29 March 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-026 for Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2.

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:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$Redacted]** plus **[\$Redacted]** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-026
Title: Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2
Term: 13 December 2023 to 29 March 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-026 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

12. Officers' reports

CM.113/23 Tender Report – Contract 2324-026 Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Frances Eyre

That Council:

1. Accepts the tender submitted by **preferred tenderer Prestige Paving Pty Ltd** for the sum of **\$899,288.79** plus **\$ \$134,893.32** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-026
Title: Urban Congestion Fund - Pryor and Arthur St, St Laurence Lane/Main Road - Contract 2
Term: 13 December 2023 to 29 March 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-026 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.114/23 Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works

Distribution: Public**Manager: Vince Lombardi, Chief Operating Officer****Author: Steven Blight, Manager Capital and Infrastructure
Lance Clark, Senior Procurement Specialist****Summary**

This report recommends the awarding of contract 2324-033 for Alistair Knox Park - Universal Design Access and Landscaping Works.

The contract commencement date is 8 January 2024 with a completion date of 26 April 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-033 for Alistair Knox Park - Universal Design Access and Landscaping 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.

Recommendation

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) and enter into the following contract:

Number: 2324-033

Title: Alistair Knox Park - Universal Design Access and Landscaping Works.

Term: 8 January 2024 to 26 April 2024

Options: Not applicable

2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-033 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

12. Officers' reports

CM.114/23 Tender Report – Contract 2324-033 Alistair Knox Park - Universal Design Access and Landscaping Works

Council Resolution

MOVED: Cr Frances Eyre

SECONDED: Cr Geoff Paine

That Council:

1. Accepts the tender submitted by the **preferred tenderer Regal Innovations Pty Ltd** for the sum of **\$546,480.00** plus **\$81,972.00** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-033
Title: Alistair Knox Park - Universal Design Access and Landscaping Works.
Term: 8 January 2024 to 26 April 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-033 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.115/23 Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation

Distribution: Public**Manager: Vince Lombardi, Chief Operating Officer****Author: Steven Blight, Manager Capital and Infrastructure****Lance Clark, Senior Procurement Specialist****Summary**

This report recommends the awarding of contract 2324-015 for Diamond Valley Library Outdoor Space Rejuvenation

The contract commencement date is 13 December 2023 with a completion date of 28 June 2024.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-015 for Diamond Valley Library Outdoor Space Rejuvenation.

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:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **#[Redacted]** plus **#[Redacted]** for contingency (inclusive of GST) and enter into the following contract:
Number: 2324-015
Title: Diamond Valley Library Outdoor Space Rejuvenation
Term: 13 December 2023 to 28 June 2024
Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-015 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

12. Officers' reports

CM.115/23 Tender Report – Contract 2324-015 Diamond Valley Library Outdoor Space Rejuvenation

7. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Richard Stockman

SECONDED: Cr Karen Egan

That Council:

1. Accepts the tender submitted by the **preferred tenderer Yellowstone Landscaping Pty Ltd** for the sum of **\$752,466.07** plus **\$75,246.61** for contingency (inclusive of GST) and enter into the following contract:
 - Number: 2324-015
 - Title: Diamond Valley Library Outdoor Space Rejuvenation
 - Term: 13 December 2023 to 28 June 2024
 - Options: Not applicable
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to requirements throughout the term of the contract with a value of no more than the total agreed contract and contingency value for the project.
4. Notes that any variations that exceed the total agreed contract and contingency value will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-015 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

**Author: Lance Clark, Senior Procurement Specialist
Tracey Varley, Manager Communications and Engagement**

Summary

This report recommends the awarding of a panel contract 2324-008 for Photography & Videography Services Panel.

There are seven different service categories as part of this contract:

- Photography 1.1 - Event and Editorial photography
- Photography 1.2 - Portrait photography
- Photography 2.1 - Brand, advertising and lifestyle photography
- Photography 2.2 - Artwork, exhibition and commission photography
- Videography 1 - Corporate and promotional videography
- Videography 2 - Mixed media animation
- Videography 3 - Drone/aerial videography and photography

The contract term is for an initial period of 3 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 5 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-008 for Photography & Videography Services Panel.

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:

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers** and enter into a panel contract arrangement for the **listed categories** by tenderers as disclosed in **(Attachment 1)**:

Number: 2324-008

Title: Photography & Videography Services Panel.

Term: 13 December 2023 to 12 December 2026

Options: Term extensions up to 12 December 2028

12. Officers' reports

CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel

2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-008 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderers be named.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Geoff Paine

That Council:

1. Accepts the tenders and tendered schedule of rates submitted by the **preferred tenderers** and enter into a panel contract arrangement for the **listed categories** by tenderers as disclosed in (**Attachment 1**):

Number: 2324-008

Title: Photography & Videography Services Panel.

Term: 13 December 2023 to 12 December 2026

Options: Term extensions up to 12 December 2028

12. Officers' reports

CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel

No.	Recommended Tenderers Names	Awarded Photography Categories	Awarded Videography Categories
1.	Black Photography	1.2	
2.	Cassidy Chappell Photography	1.1 & 1.2	
3.	Ceballos Photography & Video	1.1	
4.	Darcy K Scales Photograph	1.1	
7.	Darren James Photography	2.1	
9.	Greenlight Media	2.2	1 & 3
10.	Hstudios Pty Ltd	2.2	
11.	Jesse Thompson	1.2	
12.	Martin Philbey Photography	1.1	
13.	Media Strategy Australia		2 & 3
14.	Misheye Image		1
15.	Momentum Studios Australia		1
16.	Monty Studio	2.2	
18.	Nick Addison Photography		3
20.	OHO Media	2.1	1
21.	Orchard Film		2 & 3
22.	Paoli Smith	2.1	
26.	Red Flair Photography & Imaging	1.1	
30.	Stephen McKenzie	1.2	
32.	Weightless Films		2

2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2324-008 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderers be named.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.116/23 Tender Report – Contract 2324-008 Photography & Videography Services Panel

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.117/23 Tender Report - Contract 2324-035 - Chair and Facilitation of CEO Employment Matters Committee

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Summary

This report recommends the awarding of contract 2324-035 for Chair and Facilitation of CEO Employment Matters Committee.

The contract term is for an initial period of 2 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 4 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2324-035 for Chair and Facilitation of CEO Employment Matters Committee.

Recommendation

That Council:

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **#[Redacted]** (exclusive of GST) and enter into the following contract:
 - Number: 2324-035
 - Title: Chair and Facilitation of CEO Employment Matters Committee
 - Term: 31 January 2024 to 30 January 2026
 - Options: Term extensions up to 30 January 2028
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Summary Report (**Attachment 1**) and Consolidated Scorecard (**Attachment 2**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8. Resolves that the preferred tenderer be named.

12. Officers' reports

CM.117/23 Tender Report - Contract 2324-035 - Chair and Facilitation of CEO Employment Matters Committee

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Karen Egan

That Council:

1. Accepts the tender submitted by the **preferred tenderer Centre for Organisation Development** for the sum of **\$54,200.00** (exclusive of GST) and enter into the following contract:
 - Number: 2324-035
 - Title: Chair and Facilitation of CEO Employment Matters Committee
 - Term: 31 January 2024 to 30 January 2026
 - Options: Term extensions up to 30 January 2028
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve changes to operational requirements throughout the term of the contract.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Summary Report (**Attachment 1**) and Consolidated Scorecard (**Attachment 2**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8. Resolves that the preferred tenderer be named.

CARRIED

For: Crs Karen Egan, Frances Eyre, Geoff Paine, Peter Perkins, Ben Ramcharan and Richard Stockman

Against: Cr Natalie Duffy

12. Officers' reports

CM.118/23 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

File: GF/20/96

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Author: Katia Croce, Manager Governance and Property

Summary

Section 224 of the *Local Government Act 1989* provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

The Chief Executive Officer makes these appointments by authority conferred by Instrument of Delegation by Council dated 27 July 2021.

Section 147(4) of the *Planning and Environment Act 1987* provides for the appointment and authorisation of Council Officers for the purpose of the *Planning and Environment Act 1987*.

To strengthen Council's decision making and enforcement processes, appointment of authorisation under the *Planning and Environment Act 1987* is being recommended by Council Resolution.

Council Resolution

MOVED: Cr Frances Eyre

SECONDED: Cr Geoff Paine

That Council in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:

- a) The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument.
- b) The common seal of Council be affixed to the Instrument.
- c) The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.118/23 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

THIS PAGE WAS LEFT INTENTIONALLY BLANK

12. Officers' reports

CM.119/23 Informal Meetings of Councillors Records - 12 December 2023

Distribution: Public

Manager: Blaga Naumoski, Director Governance, Communications and Community Safety

Author: Katia Croce, Manager Governance and Property

Summary

In accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, adopted on 25 July 2023, Council is required to report as soon as practicable to a Council Meeting a record of each Informal Meeting of Councillors held.

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 28 November 2023.

An Informal Meeting of Councillors Record was kept for the following meetings (**Attachment 1**):

1. Planning and Consultation Committee meeting pre-meet held 14 November 2023;
2. Recreation Trails Advisory Committee meeting held 15 November 2023;
3. Panton Hill bushland Reserve System User Group Advisory Committee meeting held 16 November 2023;
4. Arts and Cultural Advisory Committee meeting held 20 November 2023;
5. Councillor Briefing held 21 November 2023;
6. Environment and Sustainability Advisory Committee meeting held 22 November 2023;
7. Council Meeting pre-meet held Tuesday 28 November 2023; and
8. Extraordinary Council Meeting pre-meet held Wednesday 29 November 2023.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Frances Eyre

That Council, in accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, receives the Informal Meetings of Councillors Records (**Attachment 1**) for the meetings held.

CARRIED UNANIMOUSLY

12. Officers' reports

CM.119/23 Informal Meetings of Councillors Records - 12 December 2023

THIS PAGE WAS LEFT INTENTIONALLY BLANK

13. Notices of Motion

Nil

14. Delegates' Reports

Nil

15. Supplementary and urgent business

Nil

16. Confidential reports

Nil

17. Close of Meeting

The meeting closed at 8:30pm.

Confirmed: _____
Cr Ben Ramcharan, Mayor