

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 28 April 2026 commencing at 7:00 PM.

Agenda

Carl Cowie
Chief Executive Officer

Thursday 23 April 2026

Distribution: Public

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Council Chamber Council Meeting Seating Plan

Cr Peter Perkins
Ellis Ward

Cr Kelly Joy
Edendale Ward

Cr Grant Brooker
Blue Lake Ward

Cr Kim Cope
Sugarloaf Ward

Cr Kate McKay
Swipers Gully Ward
(Deputy Mayor)

Cr John Dumaresq
Wingrove Ward

Katia Croce
Manager
Governance and
Property

Blaga Naumoski
Director Governance
Communications and
Community Safety

Cr Naomi Joiner
Bunjil Ward
(Mayor)

Carl Cowie
Chief
Executive
Officer

Nillumbik Shire Council

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Nillumbik Shire Council

Agenda of the Meeting of Nillumbik Shire Council to be held Tuesday 28 April 2026 commencing at 7:00pm

1. Welcome

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

2. Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges and recognises the Wurundjeri Woiwurrung as the Traditional Owner of the land on which Nillumbik is located. We pay tribute to all First Peoples living in the Nillumbik Shire, give respect to Elders past, present and emerging, and extend our respect to all First Peoples. We acknowledge that sovereignty was never ceded.

3. Good Governance Pledge

As Councillors, we are mindful of our civic responsibilities and obligations. We pledge to take them seriously, and to carry them out with diligence and integrity.

We know the decisions we take will affect the people and environment of Nillumbik, now and in the future. We undertake, therefore, to make sound and principled decisions of lasting value, in a spirit of fairness and for the good of all.

We also pledge to serve the needs and wellbeing of the community and the environment, in an open and honest manner and to the best of our abilities.

4. Prayer

A prayer will be read.

5. Apologies/Leave of Absence

Council to note any apologies by Councillors not in attendance and or consider requests for any leave of absence submitted.

6. Declarations of conflict of interest

Councillors should note that any conflicts of interest should also be disclosed immediately before the relevant item.

7. Presentations

Sporting Grants

Chelsea King (Bluelake Ward) receives \$200 for being selected to represent Victoria at the 2026 Australian Athletics Junior Championships in Queensland.

Aria-Rose Cerqueira (Edendale Ward) receives \$200 for being selected to represent Victoria at the 2026 Australian Athletics Junior Championships in Queensland.

Kayden Ramirex (Edendale Ward) receives \$250 for being selected to represent Australia at NBTC (National Basketball Training Centre) basketball tournament in the Philippines.

Nillumbik Shire Council wishes them every success with their future sporting pursuits.

8. Confirmation of Minutes


COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 24 March 2026

Confirmation of the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 24 March 2026.

Recommendation

That Council confirms the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 24 March 2026 (**Attachment 1 and 2**).

Attachments

1. Confirmation of Minutes Council Meeting held Tuesday 24 March 2026

2. Confirmation of Confidential Minutes Council Meeting held Tuesday 24 March 2026 - *CONFIDENTIAL*

8. Confirmation of Minutes

COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 24 March 2026

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9. Petitions

PT.001/26 Petition - Urgent Sealing and Drainage Remediation of View Hill Crescent (Nos, 1-21) Eltham

A petition containing 29 signatures from residents requests the urgent sealing of View Hill Crescent between Nos. 1 and 21, and complete the associated drainage and safety works.

The petition contained the following statement;

“We, the undersigned, petition Council to:

- Urgently seal View Hill Crescent between Nos. 1-21
- Address associated drainage, flooding, and safety issues
- Provide transparency regarding the removal of the previously settled sealing requirement”

Recommendation

That Council:

1. Receives and notes the “Urgent Sealing and Drainage Remediation of View Hill Crescent (Nos, 1-21) Eltham” petition which requests the urgent sealing of View Hill Crescent between Nos. 1 and 21, and complete the associated drainage and safety works, in accordance with the Governance Rule - Meeting Procedure.
2. Refers this petition to the Chief Operating Officer for investigation and response.
3. Notes that officers will advise the petition organiser of the outcome.

10. Questions from the gallery

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11. Reports of Advisory Committees

AC.003/26 Advisory Committee Report 28 April 2026

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. Environment & Sustainability Advisory Committee (ESAC) meeting held 18 February 2026; and
2. Inclusion and Access Advisory Committee meeting held 27 February 2026.

Attachments

1.  Advisory Committee meeting Minutes reported 28 April 2026

Recommendation

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

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12. Officers' reports**CM.030/26 March Quarter Financial Report**

Distribution: Public**Manager: Jeremy Livingston, Director Culture and Performance****Author: Bulent Oz, Chief Financial Officer****Summary**

This report outlines Council's financial performance and position for the period ended 31 March 2026.

Council's financial position remains sound and stable at quarter-end, with a cash position of \$34.7 million and funds held in investments of \$34.89 million. Total net assets stand at \$1.063 billion.

The Income Statement shows an overall favourable year-to-date (YTD) variance of \$4.69 million, representing 15.22% of the YTD budget. Net operating income is \$35.5 million, reflecting a favourable variance of \$4.69 million against budget. This result is driven primarily by timing differences in the receipt of non-recurrent income and the phasing of expenditure, rather than underlying structural factors.

Rates revenue continues to track largely as anticipated. The third instalment was issued on 28 February 2026, with 70.12% collected year-to-date.

YTD expenditure on capital works projects totalled \$20.6 million, with delivery progressing across a range of projects. YTD loan repayments of \$2.0 million have been made, with total borrowings currently at \$15.0 million.

The key financial focus for the remainder of the year is the continued monitoring of income and expenditure forecasts, with a view to working towards a balanced year-end position.

Recommendation

That Council receives and notes the Financial Report for the period ended 31 March 2026 (**Attachment 1**).

Attachments

1. Quarterly Finance Report March 2026

Discussion

1. Council adopted the 2025-2026 Budget in May 2025.
2. The quarterly financial report compares actual performance with budget expectations at the end of the first quarter.
3. Operating results exclude non-operating items such as capital works and investments, which are detailed separately.

12. Officers' reports

CM.030/26 March Quarter Financial Report

Income statement

4. Council recorded a favourable YTD income variance of \$4.69 million (4.13%).

5. Key contributing factors are:

Category	Variance	Commentary
Non-recurrent grants	+\$1.76M	<p>New funding received from:</p> <ul style="list-style-type: none"> • Department of Industry, Science and Resources for Eltham Leisure Centre electrification \$747k • Department of Jobs, Precincts and Regions <ul style="list-style-type: none"> - Bridge Street oval reconstruction \$225k - Eltham Bowls Club lighting \$126k • Cricket Victoria – \$27,000. <p>Additional funding received from:</p> <ul style="list-style-type: none"> • Department of Energy, Environment and Climate Action for environmental programs – \$450k. • Melbourne Water for environmental programs – \$85k. • Department of Government Services – \$80k.
Contributions	+1.79M	Developer contributions received for open space and infrastructure \$1.79m
Other revenue	+\$592k	Container deposit scheme refunds, Emergency Services Volunteer Fund administration support and profit share income associated with the leisure facilities.
Reimbursements	+\$283k	Reimbursement for weather events in January and September 2024
Rates & Waste charge	+\$236k	Supplementary valuations

12. Officers' reports

CM.030/26 March Quarter Financial Report

- 6. Total operating expenditure was slightly favourable to budget (\$98k or 0.14%).
- 7. Key contributing factors are:

Category	Variance	Commentary
Employee benefits	+\$1.26M	Vacancies, secondments and long service leave
External contracts	-\$655k	Agency staff, consulting support and leisure facilities expenditure.
Materials and related costs	-\$215k	Specialist legal advice and services incurred.
Other expenditure	-\$103k	Emergency Service Levy and electoral costs.
New operating initiatives	-\$189k	Expenditure associated with unbudgeted grant funded programs.

Balance sheet

- 8. At 31 March 2026:
 - Total assets: \$1.114 billion
 - Total liabilities: \$51.34 million
 - Net assets: \$1.063 billion.
- 9. This strong position reflects Council’s substantial infrastructure base and prudent debt management.

Statement of cash flows

- 10. The statement of cash flows reports cash holdings including term deposits of \$34.7 million at quarter-end (down \$3.9 million since 30 June 2025), mainly due to timing of rates receipts and capital expenditure.
- 11. \$34.89 million is currently held in term deposit investments as detailed on page 10 of **Attachment 1**, with the balance held in the general account for operational purposes.

Capital works

- 12. The capital works report detailing YTD spend by asset class is detailed on page 9 of **Attachment 1**.
- 13. YTD capital expenditure is \$20.6 million (10.13% ahead of budget). Key projects include:
 - Hurstbridge Community Shed
 - Eltham Lower Park Dog Park
 - Diamond Creek Outdoor Pool upgrades.
- 14. Recently completed projects include Kangaroo Ground War Memorial Tower restoration, Diamond Creek Dog Park upgrade, Research Preschool extension, Eltham Bowls Club LED lighting and Eltham Lower Park Pavilion improvements.

12. Officers' reports

CM.030/26 March Quarter Financial Report

Related Council decisions

15. Council adopted the 2025-2026 Budget at the Council Meeting held on 27 May 2025.

Options

16. The detailed Financial Report for the period ended 31 March 2026 is provided in Attachment 1. This report is an analysis of Council's financial performance and financial position as 31 March 2026. The report also includes an analysis of budget variances.

Council plans and policies

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:

- Strengthen financial sustainability to support long-term service delivery and community infrastructure.

Access, Equity and Inclusion

18. A Gender Impact Assessment has been conducted on the budget process and Gender Responsive Budgeting principles continue to be applied through budget development and review.

Sustainability implications

19. Council's financial sustainability is informed by the indicators set by the Victorian Auditor General's Office (VAGO). These indicators comprise of both short term and longer-term measures. This is monitored through the annual external audit and presented to the Audit and Risk Committee.

20. The quarterly financial statements are used as an ongoing mechanism to monitor Council's financial position during the year.

Community engagement

21. The budget was put on public exhibition prior to its adoption by the Council in May 2025.

Innovation and continuous improvement

22. Not applicable.

Collaboration

23. Not applicable.

Budget considerations

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

Relevant law

25. The following is relevant to this report:

- *Local Government Act 2020*, section 101 Financial Management Principles.
- *Local Government Act 2020*, section 97 Quarterly Budget Report.
- *Australian Account Standards*.

12. Officers' reports

CM.030/26 March Quarter Financial Report

Regional, state and national plans and policies

26. Not applicable.

Conflicts of interest

27. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

12. Officers' reports

CM.030/26 March Quarter Financial Report

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12. Officers' reports

CM.031/26 Jayson Avenue Special Charge Scheme, Eltham - Declaration

Distribution: Public

Manager: Derek Rotter, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

Council resolved on 9 December 2025 (CM.155/25) to give public notice of its intention to declare a special charge for the sealing and upgrade of Jayson Avenue in Eltham.

Council's notice of its intention to declare was publicly advertised in *The Age* newspaper and on Council's website on 18 December 2025. A letter and notice of the declaration were sent to all property owners with a liability under the scheme. The closing date for submissions and/or objections was specified as 5 February 2026.

Council did not receive any written submissions and/or objections to Council's intention to declare a special charge. Council did not receive any registrations to speak at the Planning and Consultation Committee on March 2026 in relation to the matter.

This report recommends that Council declares the Jayson Avenue Special Charge Scheme, Eltham and levies the special charge.



Recommendation

That Council:

1. Declares a special charge under Section 163(1) of the *Local Government Act 1989* for the purposes of defraying the expenses to be incurred by Council for the sealing and upgrade of Jayson Avenue, Eltham.
2. Bases the declaration on the following key matters detailed in the intention to declare notice:
 - a) The Special Charge Scheme shall apply to the properties at 2, 3, 4, 5, 6, 24 and 26 Jayson Avenue and 15 Homestead Road, Eltham, as shown in **Attachment 1**.
 - b) The estimated total project cost is \$389,000 with a benefit ratio of 0.824. The total amount to be levied under the Scheme based on Council's Special Rate and Special Charge Policy and Guidelines (June 2024) is \$320,623.79. Council will contribute \$68,376.21 for the Crown Land (Hohnes Hill Reserve) at 560 Main Road.
 - c) The total estimated cost to each property is shown in **Attachment 2** and may be paid as a lump sum within the 30 days of invoice or by quarterly instalments over a 10-year period with interest.
 - d) The Scheme shall remain in force for 10 years.
3. Levies the special charge to each person liable to pay it by giving notice under Section 163(4) of the *Local Government Act 1989*.

12. Officers' reports**CM.031/26 Jayson Avenue Special Charge Scheme, Eltham - Declaration**

Attachments

- 1  Scheme Area - Jayson Avenue SCS
- 2  Cost Apportionment - Jayson Avenue SCS

Discussion

1. The properties affected by the Jayson Avenue Special Charge Scheme are shown in **Attachment 1**.
2. The total estimated cost of the scheme is \$389,000. Council is liable for the contribution of the Crown Land (Hohnes Hill Reserve) at 560 Main Road, which is estimated at \$68,376.21. The remaining amount of \$320,623.79 is levied between eight properties in accordance with the apportionment principles in Council's Special Rate and Special Charge Policy and Guidelines (June 2024).
3. Consultation with property owners during the investigation and development of the design for sealing Jayson Avenue has included an initial and formal questionnaires, two information sessions and two task group meetings.
4. The results of the formal questionnaire demonstrated that 62.5% (5 of 8 property owners) were in favour to proceed with the Jayson Avenue Special Charge Scheme.
5. Council resolved its intention to declare the Jayson Avenue Special Charge Scheme, Eltham on 9 December 2025 (CM.155/25).
6. Council's notice of its intention to declare a scheme was publicly advertised in *The Age* newspaper and on Council's website on 18 December 2025. A letter and notice of the declaration were sent to all property owners with a liability under the scheme.
7. The public notice and letter sent to the property owners outlined the rights of any person to make a submission in accordance with Section 223 of the Act, and the rights of persons liable to pay the special charge to make an objection in accordance with Section 163B of the Act.
8. The closing date for submissions and/or objections was specified as 5 February 2026. Council did not receive any submissions or objections to the intention to declare.
9. Council did not receive any registrations to speak at the Planning and Consultation Committee on 10 March 2026 in relation to the intention to declare.

Related Council decisions

10. Council resolved on 25 March 2025 (CM.023/25), to proceed with development of a Special Charge Scheme for the sealing of Jayson Avenue, Eltham.
11. Council resolved on 9 December 2025 (CM.155/25) to give public notice of its intention to declare a special charge scheme for the sealing and upgrade of Jayson Avenue, Eltham.
12. Council's Planning and Consultation Committee resolved on 10 March 2026 (PCC.002/26) that a further report be presented at the Council Meeting on 28 April 2026 to consider the declaration of the Jayson Avenue Special Charge Scheme.

12. Officers' reports

CM.031/26 Jayson Avenue Special Charge Scheme, Eltham - Declaration

Options

13. Options available to Council are to:

- a) Declare the Special Charge Scheme for the sealing and upgrade of Jayson Avenue, Eltham and levy the amounts shown in **Attachment 2**, as per the recommendations of this report.
- b) Not to declare a Special Charge Scheme for the sealing and upgrade of Jayson Avenue, Eltham, which would not be consistent with the views of the majority of property owners affected by the scheme.

Council plans and policies

14. This report directly supports the achievement of the Council Plan 2025-2029 strategy:

- Improve local road infrastructure to meet community needs while respecting neighbourhood character.

15. The special charge scheme is consistent with the policies and objectives of the Nillumbik Planning Scheme, including the protection of neighbourhood character and environment.

Access, Equity and Inclusion

16. The project scope is limited to road and drainage improvements.

Sustainability implications

17. Construction of the works will make use of recycled materials where appropriate and include environmental management practices.

18. The project includes drainage improvements to minimise the risk of flooding to local properties in the event of heavy rainfall.

Community engagement

19. Consultation was carried out in accordance with Council's Special Rate and Special Charge Policy and Guidelines (June 2024).

Innovation and continuous improvement

20. Not applicable.

Collaboration

21. Not applicable.

Budget considerations

22. All internal costs associated with the scheme's investigation and design are accounted within existing operational budgets.

23. Council is liable for \$68,376.21 of the total cost of the Scheme, which represents the Council contribution for the Crown Land at 560 Main Road (Hohnes Hill Reserve).

12. Officers' reports

CM.031/26 Jayson Avenue Special Charge Scheme, Eltham - Declaration

Relevant law

24. The 'Special Charge Scheme' and 'Rights of Submission' legislation under Parts 8 and 11 of the *Local Government Act 1989* (the Act).

Regional, state and national plans and policies

25. Not applicable.

Conflicts of interest

26. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter for this report.

12. Officers' reports**CM.032/26 Councillor Ward Meeting and Ward Communications Policy**

Distribution: Public**Manager: Elishia Jansz, Acting Director Governance, Communications and Community Safety****Author: Michele Purtle, Manager Advocacy Communications and Engagement****Summary**

The purpose of this report is to establish a fair, consistent, and transparent policy to support Councillors in producing ward communications, specifically ward newsletters (and other digital correspondence) and hosting ward meetings.


While Council is not legislatively required to provide ward communications, they have been undertaken by Councillors in the past to engage with their residents on ward based matters.

This report seeks to embed a clear process that acknowledges the cost and staff resourcing implications associated with producing and coordinating these activities and ensures appropriate transparency and accountability.

Recommendation

That Council endorses the Councillor Ward Meeting and Ward Communications Policy (**Attachment 1**).

Attachments

1.  Councillor Ward Meeting and Ward Communications Policy

Discussion

1. Currently, ward meetings and ward newsletters are undertaken in line with the protocols outlined in the Good Governance Policy. This Policy was endorsed by Council in 2017 and is now out-of-date. Since its introduction, there have been significant changes in community engagement practices, governance expectations, and communication opportunities.
2. The existing Policy does not adequately address issues of equity between Councillors, staff resourcing impacts, or transparency in the use of Council resources.
3. In the absence of a contemporary framework, ward newsletters and ward meetings have been supported inconsistently, placing unplanned demands on existing staff resources and creating a lack of clarity for Councillors. There has been limited support in designing and distributing newsletters.
4. The provision of ward newsletters and meetings are an effective way for Councillors to engage with residents, share information, and support local participation in Council matters.

12. Officers' reports

CM.032/26 Councillor Ward Meeting and Ward Communications Policy

5. Notwithstanding their value, ward communications involve a cost to Council, including staff time for coordination, content support, design, distribution, venue management, and administration. It is therefore important that Council manages these activities in a way that is equitable, sustainable and transparent.

Councillor Ward Meetings and Ward Communications Policy

6. It is proposed that each Councillor be entitled to either one ward newsletter (or other appropriate messaging) or one ward meeting per calendar year.
7. This policy:
- a. Ensures fairness by providing equal entitlement to all Councillors;
 - b. Recognises that both newsletters and ward meetings require levels of staff support and coordination; and
 - c. Provides Councillors with flexibility to choose the engagement method most appropriate for their ward, while managing organisational capacity.
8. Importantly, the Policy enables Council to plan and manage ward communications within existing resources, ensuring that the additional workload associated with producing and coordinating newsletters and meetings can be accommodated without adversely impacting core service delivery.

Related Council decisions

9. The Good Governance Policy 2017 was endorsed by Council Resolution at the 30 May 2017 Council Meeting.

Options

10. Option 1 – Approve Policy with no Amendments

Councillors review the Councillor Ward Communications Policy and determine that no amendments are required.

11. Option 2 – Approve Policy with Minor Amendments

Councillors review the draft Councillor Ward Communications Policy and provide any minor amendments or clarifications.

12. Option 3 – Request Substantial Amendments and Delay Endorsement

Councillors identify broader or more substantive areas requiring revision and bring an updated draft back to a future Council Meeting.

Council plans and policies

13. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Build strong community relationships through clear, consistent communication and meaningful engagement.

Access, Equity and Inclusion

14. Not applicable.

Sustainability implications

15. Not applicable.

12. Officers' reports

CM.032/26 Councillor Ward Meeting and Ward Communications Policy

Community engagement

16. Not applicable.

Innovation and continuous improvement

17. Council continues to look at innovative ways to communicate with residents, particularly in the digital space.

Collaboration

18. Not applicable.

Budget considerations

Resourcing and Cost Transparency

19. Ward newsletters and ward meetings require the use of Council resources, including staff time and direct production or event costs. To support transparency and accountability, it is proposed that:

- a. The full cost of production and delivery, including staff resourcing, be captured for each ward newsletter or ward meeting; and
- b. This information be reported annually in Council’s Annual Report alongside the relevant Councillor’s name requesting the communications. This annual reporting will provide clear visibility of ward-level costs and support informed decision-making regarding future funding and resource allocation.

20. This approach ensures the community has clear visibility of how Council resources are used and reinforces responsible governance practices.

21. Should Council endorse this Policy, the associated activities will be incorporated into the annual budget allocation and embedded into operational work programs. This will ensure that the planning, delivery, and reporting of ward newsletters and ward meetings are fully integrated into existing service delivery frameworks, with costs managed and monitored through standard operational budgeting processes.

22. An estimate of costs is included in the table below:

Estimated cost of producing a WARD NEWSLETTER		Estimated cost of conducting a WARD MEETING	
Printing	\$1250	Hall Hire	\$150
Distribution	\$1700-\$2500	Refreshments	\$100
Officer time	2 days	Promotions	\$2300
		Officer time	5 days

12. Officers' reports

CM.032/26 Councillor Ward Meeting and Ward Communications Policy

Relevant law

23. Not applicable.

Regional, state and national plans and policies

24. Not applicable.

Conflicts of interest

25. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

12. Officers' reports**CM.033/26 Councillor Recognition and Bereavement Policy**

Distribution: Public**Manager: Blaga Naumoski, Director Governance, Communications and Community Safety****Author: Katia Croce, Manager Governance and Property****Summary**

The purpose of the Councillor Recognition and Bereavement Policy is to outline the processes for publicly acknowledging and recognising the service and contributions of current and former Councillors and community members, as well as for acknowledging bereavements of Councillors and prominent members of the Nillumbik community.

This report presents the draft Councillor Recognition and Bereavement Policy (**Attachment 1**) for endorsement, and revokes in full the Good Governance Policy 2017.

Recommendation

That Council:

1. Endorses the Councillor Recognition and Bereavement Policy (**Attachment 1**).
2. Revokes in full the Good Governance Policy 2017.

Attachments

- 1  Councillor Recognition and Bereavement Policy

Discussion

1. Council's current Recognition and Bereavement Policy is referred to as Appendix 6 of the Good Governance Policy 2017 that was endorsed at the Council Meeting on 30 May 2017.
2. The Good Governance Policy 2017 was developed to meet Council's goal of good governance and to provide a framework for Councillors and Council Officers to work together in the best interests of the Nillumbik community.
3. The Good Governance Policy 2017 explained key features of Council's decision-making processes in relating to Agenda setting, information gathering, opinion formation and the final decision of Council.
4. In addition to defining roles and the decision-making processes of Council, the Good Governance Policy 2017 contained a number of Policies and Protocols that support good governance, including but not limited to: Media and Social Media Protocol, Officer Briefings of Councillors Protocol, Councillors' Receipt of Gifts Policy, Recognition and Bereavement Policy, Protocol for ward meetings and ward Communications and Election Period Policy.

12. Officers' reports

CM.033/26 Councillor Recognition and Bereavement Policy

5. The implementation of the *Local Government Act 2020* (the Act) required Council's to create and implement a set of Governance Rules in accordance with section 60 of the Act, which subsequently superseded many aspects of the Good Governance Policy 2017.
6. Council endorsed Governance Rules at the Council Meeting on 25 August 2020 including, the Governance Rules – Decision-making Policy, Conflict of Interest, Election of the Mayor and Deputy Mayor, Election Period Policy and Meeting Procedures.
7. The Governance Rules Meeting Procedures and Election Period Policy have since been reviewed and endorsed in July 2023 and May 2024 respectively.
8. In addition to the Governance Rules, other policies and protocols within the Good Governance Policy 2017 have been reviewed and superseded either by legislative or operational requirements over time. The Recognition and Bereavement Policy and the Protocol for ward meetings and ward communications have remained in effect.
9. Implementation of the Governance Rules and other Policy and Protocol reviews mean that the Good Governance Policy 2017 is mostly redundant, with exception of the Recognition and Bereavement Policy and the Protocol for ward meetings and ward communications.
10. It is timely that the Recognition and Bereavement Policy is reviewed and updated to reflect current Councillor expectations as well as ensuring that the practices and language are reflective of current operational practices and standards.
11. Specifically, the following changes to the Recognition and Bereavement Policy contained in the 2017 Policy are summarised below:
 - Language clarified and process updated under point 2. Recognition of Councillor service. Past Councillors regardless of length of service would be recognised with a certificate of service.
 - Recognition of Community members has been updated to reflect the wording the wording in the Governance Rule – Meeting Procedures, that prominent community members or individuals may be formally acknowledged during a Council Meeting.
 - The process in the event a current Councillors passes has been updated, regarding the notification to Councillors, communicating the passing to the community and the VEC and acknowledging the Councillor at the next Council Meeting.
 - The process if Council is notified of the passing of a former Councillor has been updated, leaving flexibility in how Council would approach the acknowledgement.
12. The Protocol for ward meetings and ward communications is also being reviewed and presented for endorsement at this Council Meeting.
13. The Good Governance Policy 2017 will be in revoked in full when new policies have been endorsed by Council.

12. Officers' reports

CM.033/26 Councillor Recognition and Bereavement Policy

Related Council decisions

14. The Good Governance Policy 2017 was endorsed by Council Resolution at the 30 May 2017 Council Meeting.

Options

15. Option 1.

Endorsement of the Councillor Recognition and Bereavement Policy (**Attachment 1**) and revocation of the Good Governance Policy 2017.

16. Option 2.

Further changes may be requested to the Policy presented as **Attachment 1**, which would then be presented at Councillor Briefing and then at a future Council Meeting for endorsement.

Council plans and policies

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Ensure transparent communication of Council's role and decisions, reflecting community values and priorities, to build trust and alignment with Council's purpose.

Access, Equity and Inclusion

18. Not applicable.

Sustainability implications

19. Not applicable.

Community engagement

20. Not applicable.

Innovation and continuous improvement

21. The Councillor Recognition and Bereavement Policy has been updated to reflect current language and operational practices.

Collaboration

22. Not applicable.

Budget considerations

23. There are not budget considerations to update and endorse the Councillor Recognition and Bereavement Policy and revoking the Good Governance Policy 2017.

Relevant law

24. *Local Government Act 2020*

Regional, state and national plans and policies

25. Not applicable.

12. Officers' reports

CM.033/26 Councillor Recognition and Bereavement Policy

Conflicts of interest

26. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

12. Officers' reports**CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment****Distribution: Public****Manager: Derek Rotter, Chief Operating Officer****Author: Steven Blight, Manager Capital and Infrastructure****Summary**

This report recommends the awarding of contract 2526-035 for Eltham Woods Childcare Redevelopment.

The contract commencement date is 1 May 2026 with a completion date of 11 December 2026.

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 2526-035 for Eltham Woods Childcare Redevelopment.

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), as disclosed in (**Attachment 1**) and enter into the following contract:
Number: 2526-035
Title: Eltham Woods Childcare Redevelopment
Term: 1 May 2026 to 11 December 2026
Options: Nil
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 additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than total approved budget for the project.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.

12. Officers' reports

CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment

7. Makes public the decision regarding this contract but the Tender Evaluation Report (**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*.
8. Resolves that the preferred tenderer be named.

Attachments

1. Attachment 1 - Tender Evaluation Summary Report - 2526-035 - *CONFIDENTIAL*

Discussion

1. This project is for the redevelopment of the Eltham Woods Preschool, Eltham to deliver an upgraded early childhood facility for the local community.
2. The works include the provision for an extension to the staff office space, kitchen, amenities, laundry and baby change facilities.
3. Continuous safe access for staff, families and emergency services to the Eltham Woods Preschool site will be maintained throughout the construction period via an agreed construction staging plan.

Council plans and policies

4. This report directly supports the achievement of the Council Plan 2025-2029 strategy Good governance
 - Make transparent, well-informed decisions that prioritise the community's best interests through practicing good governance.

Tender overview

The Tender Evaluation Panel (TEP) advises that:

5. A public tender was issued on 7 February 2026 and advertised in the Melbourne Age on Saturday 7 February 2026.
6. The period for tender submissions closed at 2pm on Thursday 6 March 2026.

12. Officers' reports

CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment

7. The following tenders were received:

TENDERER
Tenderer A
Tenderer B – Preferred Tender
Tenderer C
Tenderer D
Tenderer E
Tenderer F
Tenderer G
Tenderer H
Tenderer I

8. All nine tender submissions were found to be conforming and proceeded to full evaluation.
9. The following Evaluation Criteria and Weightings were applied during the evaluation of the conforming and competitive tenders. These weightings were set and agreed to by the Tender Evaluation Panel Members prior to the issue of the tender.

Criteria	Weighting %
Financial Benefit to Council (Price)	50%
Capability (Quality/Technical) & Capacity	30%
Collaborative Approach	10%
Economic and Social Sustainability (Social and Local)	10%

10. The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

12. Officers' reports

CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment

11. The members of the TEP were:

Position Title	Business Unit	Scoring Member or Advisory Member
Project Management Officer	Capital Works	Scoring
Facility Maintenance Project Officer	Capital Works	Scoring
Recreation and Open Space Administration Officer	Capital Works	Scoring
Capital Works Coordinator	Capital and Infrastructure	Advisory
Manager Capital & Infrastructure	Capital and Infrastructure	Advisory
Procurement Specialist	Finance, Procurement and Assets	Advisory
Senior Procurement Specialist	Finance, Procurement and Assets	Advisory

12. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
Tenderer A	74	4
Tenderer B – Preferred Tenderer	90	1
Tenderer C	85	2
Tenderer D	83	3
Tenderer E	78	5
Tenderer F	75	6
Tenderer G	75	7
Tenderer H	74	8
Tenderer I	72	9

13. The recommended tender was the highest ranked and is considered best value based on experience, capability and price. The preferred tenderer demonstrated the strongest overall submission across all four evaluation criteria, combining competitive pricing with excellent capability, a robust collaborative approach, and strong local economic and social sustainability outcomes.

12. Officers' reports**CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment**

14. **Attachment 1** - Tender Evaluation Summary Report 2526-035 – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.
15. The Tender Evaluation Summary Report 2526-035 (**Attachment 1**) to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

Capability and Capacity

16. A well-established commercial builder with 25 years' continuous operation, including suitably qualified staff and a submission supported by a detailed, robust delivery methodology.
17. They have successfully completed a strong portfolio of early childhood projects and proven experience delivering projects for Local Government Authorities.
18. The contractor has previously successfully delivered similar projects for Nillumbik Shire Council.

Methodology

19. Their comprehensive methodology demonstrates a clear understanding of the full project scope, supported by a staging plan that maintains safe, continuous access to the operational preschool throughout construction.
20. Robust variation management and communication processes are supported by an ISO-accredited Integrated Management System, with a dedicated Project Manager, weekly reporting, and Procore-based digital tracking ensuring Council oversight.

Tender Interviews and Reference checks

21. Tender interviews were held with Tenderer A, B and C on Friday 27 March 2026.
22. The outcome from the tender interviews, provided assurance to the evaluation panel that Tenderer B was the best suited tenderer to undertake and deliver the project requirements.
23. Tender reference checks were undertaken for Tenderer B as the preferred tenderer.

Contingency and risks

24. A traffic management plan will be implemented to reduce the level of disruption to all facility users during the works, ensuring the childcare is always accessible. A temporary access track will be required for periods and will be maintained by the successful tenderer.
25. Works will be staged across six construction stages to maintain continuous operational access throughout the construction period, with the staging plan reviewed and agreed with Council prior to commencement.
26. The preferred tenderer has proposed a revised staging plan to expedite the delivery schedule. This proposal will be kept as a contingency plan in the case of delays, minimising operation impact has been prioritised.

12. Officers' reports

CM.034/26 Tender Report - Contract 2526-035 Eltham Woods Childcare Redevelopment

Collaboration

27. The preliminary staging plan was developed in collaboration with the Coordinator of the Eltham Wood Childcare Co-operative.

Budget considerations

28. The project is solely grant funded by the State of Victoria as represented by the Department of Education

Sustainability implications

29. Approximately 25% of total contract value is allocated to subcontractors based within the Northern Council Alliance (NCA) region. In addition, 15 staff members reside within NCA region.
30. The tenderer holds a formally adopted Social Procurement Policy aligned with the Victorian Government's Social Procurement Framework.
31. From a gender equity perspective, 40% of the tenderer's General Management team is female, with two women in site-based roles, and the company maintains an Equal Opportunity Policy reinforced through recruitment, training, and subcontractor engagement practices.

Stakeholder Consultation/communication

32. Community information regarding the project and construction works will be provided via Council's Projects and Works webpage. Resident and stakeholder notification letter drops will be undertaken prior to commencement of construction works.

Innovation and continuous improvement

33. Not applicable.

Relevant law

34. Sections 108 and 109 of the *Local Government Act 2020*.

Regional, state and national plans and policies

35. Not applicable.

Conflicts of interest

36. As part of the tender process, all members of the Tender Evaluation Panel were required to declare any disclosable conflicts of interest.
37. There were no disclosable conflicts of interest raised.

12. Officers' reports

CM.035/26 Tender Report - Contract 2526-008 Essential Safety Services

Distribution: Public

Manager: Derek Rotter, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure
Liann Filer, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2526-008 for Essential Safety Services.

The contract term is for an initial period of 3 years, with 2 x 2 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 7 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 2526-008 for Essential Safety Services.

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

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: 2526-008
Title: Essential Safety Services
Term: 1 July 2026 to 30 June 2029 (3 years)
Options: 2 x 2 year options (up to an additional 4 years)
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 additional cost variations that are a result of unknown latent site conditions or 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 (**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.035/26 Tender Report - Contract 2526-008 Essential Safety Services**

Attachments

1. Attachment 1 - Tender Evaluation Summary Report - Essential Safety Services - *CONFIDENTIAL*

Discussion

1. Essential Safety Measures are critical elements, set out through legislation (*Building Act 1993*), to ensure public buildings meet minimum standards to operate with the necessary safety and risk management measures in place.
2. These measures include:
 - a) Fire detection and alarm systems (Smoke detectors, alarm panels)
 - b) Fire suppressions (Fire hydrants and fire hose reels)
 - c) Portable Fire Equipment (Fire extinguishers, fire blankets)
 - d) Emergency lighting and exit signage
 - e) Passive Fire Protection (Fire doors)
 - f) Smoke Control (Air handling shut down systems)
 - g) Evacuation Features (Evacuation diagrams, fire safety signage)
3. Council is solely responsible for the installation, monitoring and maintenance of the ESM's for each building for which it is responsible as either the building owner, land owner or through a management agreement.
4. Council's ESM program (the program) currently includes 131 buildings, both Council owned and buildings constructed on Council land by others, such as the Hurstbridge Bowling Club and several buildings owned by Scouts Victoria. The program also includes three Scout Halls on Crown Land. This action is aimed at supporting that organisation to keep members safe, as they have limited financial capacity to maintain their buildings.
5. The current contract for the provision of Council's ESM services expires in June 2026. The current contract budget for 25/26 FY is \$300,000.
6. To continue to meet Council's obligations in relation to ESM management, a Request for Tender was released on Monday 19 January 2026 to appoint a single provider to deliver the required ESM services for Council buildings.
7. The single provider will continue to undertake all ESM testing, maintenance auditing, defect rectification and reporting. As a safeguard, Council retains the right to obtain independent quotations outside the contract for any defect rectification works.
8. The contract proposed will operate for 3 years with an option to extend for an additional 2 x 2 years. The maximum possible duration of the contract is 7 years.
9. This model is in line with current practices at other Councils.

12. Officers' reports

CM.035/26 Tender Report - Contract 2526-008 Essential Safety Services

Related Council decisions

10. The current contract 2021-059 was awarded by Council at the OCM on 25 May 2021.

Council plans and policies

11. This report directly supports the achievement of the Council Plan 2025-2029 strategy Risk management and emergency preparedness:

- Strengthen organisational resilience through proactive identification, assessment and management of strategic risk.

Tender overview

The Tender Evaluation Panel (TEP) advises that:

12. A public tender was issued on Monday 19 January 2026 and advertised in the Melbourne Age on Wednesday 21 January 2026.
13. The period for tender submissions closed at 2pm on Thursday 12 February 2026.
14. The following tenders were received:

TENDERER
Tenderer A – Preferred Tender
Tenderer B
Tenderer C
Tenderer D
Tenderer E
Tenderer F
Tenderer G
Tenderer H
Tenderer I
Tenderer J

15. Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation.

12. Officers' reports

CM.035/26 Tender Report - Contract 2526-008 Essential Safety Services

16. The following tenders were evaluated as non-conforming or not sufficiently competitive and were subsequently set aside from further evaluation.

TENDERER	Reasons why tender was set aside from further evaluation
Tenderer B	Non-competitive: exceeds Council's allocated budget for services
Tenderer D	Non-conforming: Not aligning with Council's requirement for a fully managed service
Tenderer G	Non-conforming: Not aligning with Council's requirement for a fully managed service
Tenderer I	Non-conforming: Not aligning with Council's requirement for a fully managed service
Tenderer J	Non-competitive: exceeds Council's allocated budget for services

17. The following Evaluation Criteria and Weightings were applied during the evaluation of the conforming and competitive tenders. These weightings were set and agreed to by the Tender Evaluation Panel Members prior to the issue of the tender.

Criteria	Weighting %
Price	40
Capability and Capacity	30
Collaboration	10
Asset Management	10
Social and Local	10

18. The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

12. Officers' reports

CM.035/26 Tender Report - Contract 2526-008 Essential Safety Services

19. The members of the TEP were:

Position Title	Business Unit	Scoring Member or Advisory Member
Facilities Maintenance Coordinator	Facilities Maintenance	Scoring member
Facility Maintenance Contracts and Grants Officer	Facilities Maintenance	Scoring member
Coordinator Recreation and Leisure Facilities	Leisure Facilities	Scoring member
Senior Procurement Specialist	Finance	Advisory member

20. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
Tenderer A – Preferred Tender	91	1
Tenderer C	90	2
Tenderer E	43	5
Tenderer F	45	4
Tenderer H	46	3

21. The recommended tenderer was the highest ranked and is considered best value due to their overall tender response and ability to evidence their capability and capacity clearly. The recommended tenderers schedule of rates was the most competitive of the shortlisted tenderers.
22. **Attachment 1** - Tender Evaluation Summary Report – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.
23. The Tender Evaluation Summary Report (**Attachment 1**) to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

Capability and Capacity

24. A detailed and thorough tender response that demonstrated the company's ability to undertake the contract in an efficient manner. Majority of staff reside in Nillumbik which is favourable.
25. Have adequate internal and external resources, professional knowledge and systems for reporting, ordering and tracking work are in place.

12. Officers' reports

CM.035/26 Tender Report - Contract 2526-008 Essential Safety Services

Tender Interviews and Reference checks

- 26. Reference check provided further assurance in the company's capabilities and capacity to undertake the required services.

Contingency and risks

- 27. It is expected that additional ESM program costs will be incurred as Council upgrades its existing facilities and constructs new facilities. This must be considered in all building upgrade and new construction programs.

Collaboration

- 28. Council has initiated discussions with several other Councils, including Merri-bek and Banyule Councils to discuss and compare the various processes they have followed to meet their ESM obligations.
- 29. Both are following similar processes with a managed ESM provider on multi-year contracts.

Budget considerations

- 30. Council's ongoing ESM program will be funded through a re-current operational budget within the Facilities Maintenance Unit.
- 31. Budget expenditure for the provision of ESM services for FY 2024/25 was \$254,294.
- 32. The current budget allocation for FY 2025/26 is \$300,000.

Sustainability implications

- 33. Energy efficient fixtures are used wherever possible.

Stakeholder Consultation/communication

- 34. Not Applicable

Innovation and continuous improvement

- 35. The recommended tenderers system allows for instant access to determine compliance of individual ESM components and tracking of compliance testing schedules.

Relevant law

- 36. Sections 108 and 109 of the *Local Government Act 2020*.
- 37. Statutory Requirements as defined within the *Building Act 1993*.

Regional, state and national plans and policies

- 38. Not Applicable.

Conflicts of interest

- 39. As part of the tender process, all members of the Tender Evaluation Panel were required to declare any disclosable conflicts of interest.
- 40. There were no disclosable conflicts of interest raised.

12. Officers' reports

CM.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Narelle Hart, Manager Community Programs
Liann Filer, Senior Procurement Specialist

Summary

This report recommends the awarding of contract 2526-001 for Provision of Immunisation Services.

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 2526-001 for Provision of Immunisation Services.

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

Recommendation**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** (excl. GST) for the initial first year of contract, plus annual CPI increases applied for the remaining years of the contracted period and enter into the following contract:
Number: 2526-001
Title: Provision of Immunisation Services
Term: 1 July 2026 to 30 June 2029
Options: Term extensions up to 30 June 2031
2. Authorises the Director Communities to finalise and execute the contract documentation.
3. Authorises the Director Communities to approve contract term extensions.
4. Authorises the Director Communities to approve additional cost 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 (**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.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

Attachments

1. Attachment 1 - Tender Evaluation Summary Report - 2526-001 - *CONFIDENTIAL*

Discussion

1. The Victorian State Immunisation Program includes a range of vaccines provided free of charge under the National Immunisation Program (NIP) and Victorian Government-funded programs. The immunisation schedule is designed to protect against various vaccine-preventable diseases and is tailored to different ages groups and risk factors including children, adolescents and adults at increased risk of vaccine preventable disease.
2. Whilst the Victorian State program falls under the umbrella of the NIP, programs vary across each State and are updated and changed as required by the individual States.
3. Immunisations in Victoria are provided by:
 - a. Local councils
 - b. Some GPs and specially qualified nurses in medical clinics
 - c. Community Health Services
 - d. Some Maternal and Child Health nurses
 - e. Travel clinics
 - f. Some pharmacists and hospitals.
4. In Victoria, local councils deliver a significant proportion of vaccines provided free under the National Immunisation Program (NIP) Schedule, to people at all ages and stages of life.
5. Within their municipal districts, local council immunisation services may provide free vaccinations to babies and children; young people in secondary schools; refugee and asylum seeker communities; and those eligible for free influenza immunisation. These services may be delivered in the community, secondary schools and workplaces.
6. Some Councils deliver the program 'in-house' whilst other Councils outsource the program under a contract agreement. Nillumbik Shire Council outsources the program service requirements.
7. The current contract for Nillumbik's program ends on 30 June 2026.

Related Council decisions

8. Not applicable.

12. Officers' reports

CM.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

Council plans and policies

9. This report directly supports the achievement of the Council Plan 2025-2029 strategy Health, equity and community connection:
- In partnership with local organisations, agencies and service providers, deliver coordinated health and wellbeing outcomes.

Tender overview

The Tender Evaluation Panel (TEP) advises that:

10. A public tender was issued on *Wednesday 21 January 2026* and advertised in the *Melbourne Age* on *Wednesday 21 January 2026*.
11. The period for tender submissions closed at 2pm on *Thursday 12 February 2026*.
12. The following tenders were received:

TENDERER
Tenderer A
Tenderer B
Tenderer C - Preferred Tender
Tenderer D

13. Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation.
14. The following tenders were evaluated as non-conforming or not sufficiently competitive and were subsequently set aside from further evaluation.

TENDERER	Reasons why tender was set aside from further evaluation
Nil	

12. Officers' reports

CM.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

15. The following Evaluation Criteria and Weightings were applied during the evaluation of the conforming and competitive tenders. These weightings were set and agreed to by the Tender Evaluation Panel Members prior to the issue of the tender.

Criteria	Weighting %
Price	40%
Capability	20%
Capacity	20%
Collaboration	10%
Economic and Social Sustainability	10%

16. The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

17. The members of the TEP were:

Position Title	Business Unit	Scoring Member or Advisory Member
Manager Community Programs	Community Programs	Scoring member
Maternal Child Health and Immunisation Coordinator	Maternal Child Health	Scoring member
Director Communities	Communities	Scoring member
Senior Procurement Specialist	Finance	Advisory member

18. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
Tenderer A	60	3
Tenderer B	60	4
Tenderer C – Preferred Tender	83	1
Tenderer D	82	2

12. Officers' reports

CM.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

19. The recommended tender was the highest ranked and is considered best value because *capacity, capability and proven experience of delivering the program across a number of Local Government Areas*.
20. **Attachment 1** - Tender Evaluation Summary Report – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.
21. The Tender Evaluation Summary Report (**Attachment 1**) to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

Capacity

22. The preferred tenderer:
 - a) demonstrates ability to deliver this program on behalf of Nillumbik Shire Council. Resourcing to deliver program is adequate and systems of support are in place. Policies and procedures are in place and documented. Processes and systems in place for OHS and QMS alternative. Proven experience in managing a large immunisation program.

Capability

23. The preferred tenderer:
 - a) has proven experience in managing large immunisation programs for multiple Local Government Areas.
 - b) Their submission demonstrates a structured approach to program delivery and provides a detailed outline of the transition process and timelines if successful in tender. Workforce planning, training and supervision was evident in submission.

Tender Interviews and Reference checks

24. Two reference checks were undertaken for preferred tenderer with both providing positive responses.

Collaboration

25. Not applicable for this tender process.

Budget considerations

26. The budget forecast for the immunisation program is managed during the annual budget process and takes into account any changes to the immunisation schedule if required.

Sustainability implications

27. Not applicable.

Stakeholder Consultation/communication

28. Not applicable.

12. Officers' reports

CM.036/26 Tender Report - Contract 2526-001 Provision of Immunisation Services

Innovation and continuous improvement

29. The success of the program will be measured using the following:
- a) Overall immunisation coverage rate must be achieved in accordance with Federal Government targets:
 - Infant program:
 - Minimum 95% of infants fully immunised
 - Secondary School Program:
 - Minimum 90% of secondary school students immunised
 - b) Accuracy and timeliness of records and reports.
 - c) Relative incidence of vaccine preventable disease:
 - Vaccine coverage is an important factor in determining the incidence of vaccine preventable disease. Relative incidence in this context means the reported level of vaccine preventable disease in the community does not increase as a direct result of decreased uptake of overall vaccination across the Shire.
30. An Annual Client Satisfaction Survey and report will be undertaken during the term of the contract. The results of these surveys will identify any areas for improvement in the delivery of the program.

Relevant law

31. *Public Health and Wellbeing Act 2008* – Part 3, Division 3.
32. Sections 108 and 109 of the *Local Government Act 2020*.

Regional, state and national plans and policies

33. National Immunisation Program Schedule.

Conflicts of interest

34. As part of the tender process, all members of the Tender Evaluation Panel were required to declare any disclosable conflicts of interest.
35. There were no disclosable conflicts of interest raised.

12. Officers' reports

CM.037/26 Informal Meetings of Councillors Records - 28 April 2026

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 24 March 2026.

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

1. Councillor Briefing held 17 March 2026;
2. Council Meeting Pre-Meet held 24 March 2026;
3. Planning and Consultation Committee Pre- Meet held 14 April 2026.

Recommendation

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.

Attachments

1. Informal Meeting of Councillors Records 28 April 2026

Discussion

1. *Item 20 of Council's Governance Rule – Meeting Procedures*, requires records of Informal Meetings of Councillors be reported to a Council Meeting and recorded in the minutes of that meeting.

12. Officers' reports

CM.037/26 Informal Meetings of Councillors Records - 28 April 2026

Related Council decisions

2. Not applicable.

Options

3. An Informal Meetings of Councillors is defined in *Item 20 of the Governance Rule – Meeting Procedures*. 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:
- Planned or scheduled meeting that includes at least half the Councillors and at least one Council officer. These meetings do not include meetings of Councillors and Council staff that are not planned or scheduled.
 - 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.
4. A record must be kept of any Informal Meeting 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.
5. In accordance with *Item 20 of the Governance Rule – Meeting Procedures*, Council is required to report as soon as practicable to a Council Meeting, a record of any Informal Meetings of Councillors held.
6. The recommendation contains the list of Informal Meetings of Councillors records submitted since the matter was last reported to Council at the last Council Meeting.

Conclusion

7. It is recommended that Council receives the records of recent records of Informal Meetings of Councillors as contained in this report, fulfilling *Item 20 of the Governance Rule – Meeting Procedures*.

Council plans and policies

8. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Make transparent, well-informed decisions that prioritise the community's best interests through practising good governance.

Access, Equity and Inclusion

9. A Gender Impact Assessment has not been completed for this report.

Sustainability implications

10. Not applicable.

Community engagement

11. Not applicable.

12. Officers' reports

CM.037/26 Informal Meetings of Councillors Records - 28 April 2026

Innovation and continuous improvement

12. Not applicable.

Collaboration

13. Not applicable.

Budget considerations

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

Relevant law

15. *Local Government Act 2020.*

Regional, state and national plans and policies

16. Not applicable.

Conflicts of interest

17. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

12. Officers' reports

CM.037/26 Informal Meetings of Councillors Records - 28 April 2026

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

Pursuant to section 66(2) of the *Local Government Act 2020* (the Act), the meeting of the Council be closed to members of the public for the consideration of the following confidential items:

CM.038/26 CEO Employment Matters - Mid Year Review

This item is confidential because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs pursuant to paragraph (f) of the definition of confidential information under section 3(1) of the *Local Government Act 2020*. This ground is applied because it is information that, if publicly released at the time, is likely to be inappropriately detrimental to the Council or any person (natural or corporate).

Recommendation

That in accordance with section 66(2) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider confidential items.

- 17. Close of Meeting