

# Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough  
on Tuesday 26 May 2026 commencing at 7:00 PM.

## Agenda

**Carl Cowie**  
**Chief Executive Officer**

Thursday 21 May 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

**Blaga Naumoski**  
Chief Community  
and Integrity Officer

**Cr Naomi Joiner**  
Bunjil Ward  
**(Mayor)**

**Carl Cowie**  
Chief  
Executive  
Officer

## Nillumbik Shire Council

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### Contents

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<b>1.</b>	<b>Welcome</b>	<b>1</b>
<b>2.</b>	<b>Acknowledgement of Country</b>	<b>1</b>
<b>3.</b>	<b>Good Governance Pledge</b>	<b>1</b>
<b>4.</b>	<b>Prayer</b>	<b>1</b>
<b>5.</b>	<b>Apologies/Leave of Absence</b>	<b>1</b>
<b>6.</b>	<b>Declarations of conflict of interest</b>	<b>1</b>
<b>7.</b>	<b>Presentations</b>	<b>1</b>
<b>8.</b>	<b>Confirmation of Minutes</b>	<b>3</b>
COM.001/26	Confirmation of Minutes Council Meeting held Tuesday 28 April 2026	3
<b>9.</b>	<b>Petitions</b>	<b>5</b>
<b>10.</b>	<b>Questions from the gallery</b>	<b>5</b>
<b>11.</b>	<b>Reports of Advisory Committees</b>	<b>7</b>
AC.004/26	Advisory Committee Report	7
<b>12.</b>	<b>Officers' reports</b>	<b>9</b>
CM.039/26	2026 Annual Community Survey Report - Results	9
CM.040/26	Council Plan Quarterly Performance Report - Q3, 2025-2026	15
CM.041/26	Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027	21
CM.042/26	Revenue and Rating Plan 2026-2029	27
CM.043/26	Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration	31
CM.044/26	Milthorpe Road, Diamond Creek - Special Charge Scheme	39
CM.045/26	Youth Council recruitment	43
CM.046/26	Expression of Interest Process Arts and Cultural Advisory Committee 2026-2027	47
CM.047/26	Environment and Sustainability Advisory Committee membership	51
CM.048/26	Living & Learning Nillumbik Advisory Committee Membership 2026	55
CM.049/26	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	59
CM.050/26	Variation to Contract - 2122-032 Kangaroo Ground Landfill Rehabilitation	63
CM.051/26	Tender Report - 2526-041 Shire Office Building Works and Lift Installation	67
CM.052/26	Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction	73

**Council Meeting Agenda****26 May 2026**

CM.053/26	Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service	79
CM.054/26	Informal Meetings of Councillors Records	87
<b>13.</b>	<b>Notices of Motion</b>	<b>91</b>
<b>14.</b>	<b>Delegates' Reports</b>	<b>91</b>
<b>15.</b>	<b>Supplementary and urgent business</b>	<b>91</b>
<b>16.</b>	<b>Confidential reports</b>	<b>91</b>
<b>17.</b>	<b>Close of Meeting</b>	<b>91</b>

## Nillumbik Shire Council

### Agenda of the Meeting of Nillumbik Shire Council to be held Tuesday 26 May 2026 commencing at 7:00pm

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**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 Woi-wurrung 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**

**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.

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8. Confirmation of Minutes

COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 28 April 2026

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Confirmation of the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 28 April 2026.

**Recommendation**

**That** Council:

1. Confirms the Minutes of the Council Meeting (**Attachment 1**) and Confidential Council Meeting (**Attachment 2**) held on Tuesday 28 April 2026.
2. Resolves that the Confidential Council Meeting Minutes (**Attachment 2**) remain confidential in accordance with section 3(1)(f) of the *Local Government Act 2020*.

**Attachments**

1.  Confirmation of Minutes Council Meeting held Tuesday 28 April 2026
2. Confirmation of Confidential Minutes Council Meeting held Tuesday 28 April 2026 - *CONFIDENTIAL*

**8. Confirmation of Minutes**

**COM.001/26 Confirmation of Minutes Council Meeting held Tuesday 28 April 2026**

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**9. Petitions**

**10. Questions from the gallery**

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11. Reports of Advisory Committees

AC.004/26 Advisory Committee Report

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**Distribution:** Public

**Manager:** Blaga Naumoski, Chief Community and Integrity Officer

**Author:** Katia Croce, Manager Governance

**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. Positive Ageing Advisory Committee meeting held 10 April 2026;
2. Environment & Sustainability Advisory Committee (ESAC) meeting held 15 April 2026;
3. Inclusion and Access Advisory Committee meeting held 24 April 2026; and
4. Youth Council Advisory Committee meeting held 4 May 2026.

**Attachments**

1.  Advisory Committee meeting Minutes reported 26 May 2026

**Recommendation**

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

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**12. Officers' reports****CM.039/26 2026 Annual Community Survey Report - Results**

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**Distribution: Public****Manager: Bulent Oz, Chief Financial Officer****Author: Craig King, Manager Customer Experience and Business Performance****Summary**

This report provides an overview of the results from the 2026 Annual Community Survey conducted from 31 January 2026 and throughout February 2026.

The survey is designed to measure community satisfaction with a range of Council services, facilities and activities, and to measure community sentiment on key issues affecting the Nillumbik community.

The survey also assists Council in meeting the Victorian Government's performance reporting requirements by measuring community satisfaction in a number of areas covered by this survey.

**Recommendation**

**That** Council notes the results and findings from the 2026 Annual Community Satisfaction Survey.

**Attachments**

1.  2026 Annual Community Survey - Final Report

**Discussion**

1. Metropolis Research commenced the fifteenth Annual Community Survey on 31 January 2026 and continued throughout February 2026. The survey is designed to measure community satisfaction with a range of Council services, facilities and activities, and to measure community sentiment on key issues affecting the community. The survey also assists Council in meeting the Victorian Government's performance reporting requirements by measuring community satisfaction in a number of areas covered by this survey.
2. The survey was conducted primarily as door-to-door, face-to-face interviews, with a small sample conducted by phone in rural areas due to occupational health and safety (OH&S) and access issues. In total, 501 randomly selected community members completed the survey, which is a sufficient sample size to achieve a representative sample of the diversity of the Nillumbik community.
3. The 2026 survey covers a range of aspects, including:
  - Satisfaction with Council's overall performance;
  - Community issues, behaviours and attitudes on various Council activities;
  - Satisfaction with planning and housing development;
  - Satisfaction with key aspects of governance and leadership;

## 12. Officers' reports

## CM.039/26 2026 Annual Community Survey Report - Results

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- Customer service;
  - Satisfaction with Council's communications tools and preferred methods of receiving information from Council; and
  - Importance and satisfaction ratings of a range of Council services and facilities.
4. **Attachment 1** outlines the results from the survey in a comprehensive report by Metropolis Research.
5. Key results and findings from the 2026 survey are:
- a) *Overall satisfaction in Council's performance* rates at 6.9 out of 10, an increase of 4.5% compared to the 6.6 result in 2025.
  - b) The 6.9 result maintains Council's overall performance rating at 'good'. This result is the equal highest overall satisfaction score recorded for Council, equal with 2015 and 2024;
  - c) Nillumbik's result is now equal to the northern council's satisfaction result of 6.9 out of 10, but remains lower than interface councils (7.1 out of 10) and metropolitan council's average (7.2 out of 10);
  - d) The overall increase was primarily driven by a 9% increase in satisfaction with sealed local roads (from 5.7 out of 10 to 6.5). This question was split into two parts in 2026 – Sealed Local Roads (managed by Council) and Major Arterial Roads (managed by VicRoads), to provide better clarity to survey respondents about roads management in the Shire. The upgrade to the Windy Mile on Diamond Creek Road in 2025 is also seen to be a factor in the increase in satisfaction, as this was a major issue brought up by survey respondents in 2025, but was not evident in the commentary from this year's results;
  - e) Survey results specific to *roads maintenance and repairs* included:
    - 26% of respondents rated it as the top issue for Council to address in the Shire, up 2% on last year. This includes 27% of respondents in rural areas, down from 37% last year;
    - Key sites across the Shire where issues were noted included Yan Yean Road, Diamond Creek Road and Ryans Road, all of which are arterial roads managed by VicRoads. The issues raised mainly referred to lack of maintenance in relation to potholes.
  - f) Other main issues cited by survey respondents included the need for a weekly garbage bin collection, the need for a bigger green waste bin, too many gum trees – old, brittle, safety issues, not enough grass cutting/slashing/clearance works, and not enough consultation, engagement or follow up action on enquiries;
  - g) In terms of *satisfaction levels across the five precincts* in the Shire, Diamond Creek (7.4, up from 6.7 last year) and Greensborough/Plenty (7.1, up from 6.6 last year) were the most satisfied/above average respondents, while Rural (6.5, up from 6.3 last year), Eltham and Eltham North (both 6.8, both down from last year) were the least satisfied/below average;

## 12. Officers' reports

## CM.039/26 2026 Annual Community Survey Report - Results

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- h) Respondents identified that the *top five important issues in Nillumbik* as:
- (1) Roads maintenance and repairs (same result as last year, up 2%)
  - (2) Bushfire management and prevention (same as last year, up 4%)
  - (3) Traffic management (same as last year, up 3%)
  - (4) Council rates (up from fifth last year)
  - (5) Waste and rubbish issues (up from seventh last year).
- i) There was an increase this year in the proportion of respondents who were “very satisfied” (i.e., rated satisfaction at eight or more) to 36% (up from 30%), while 8% were “dissatisfied” (i.e. rated satisfaction at less than five).
- j) Respondents were asked whether Council’s performance had improved, stayed the same or deteriorated over the past year. There is a slight decrease in the proportion of respondents who considered performance had improved (down from 8.0% to 7.0%). There was also a slight increase in the proportion of respondents who considered performance had deteriorated (from 11.0% to 12.0%);
- k) Reasons provided for why performance had improved included a general perception, and specific improvements noted in areas including footpaths, drains and street trees and community consultation;
- l) Reasons provided for why performance had deteriorated included a range of generally negative comments about Council performance in areas such parks, gardens, open spaces and trees; roads, traffic and parking, and general cleanliness and maintenance;
- m) Respondents more satisfied than the overall average included young adults, adults and senior citizens, residents who lived in the Shire less than 1 year, rentals, sole person households and two-parent households;
- n) Respondents less satisfied than average include older adults (55-74) and residents who have lived in the Shire 10 years or more. These cohorts make up a significant proportion of survey respondents, and have a negative impact on overall satisfaction;
- o) Satisfaction in all aspects of *governance and leadership* increased from 6.6 out of 10 to 6.8, a 3% increase. Whilst this result keeps the satisfaction rating at ‘good’, Council’s performance still rates below interface councils (7.4), metropolitan Melbourne councils (7.3) and northern councils (7.0);
- p) Satisfaction with *consultation and engagement* decreased slightly for the second consecutive year, from 6.8 out of 10 to 6.7, remaining at a ‘good’ rating. This is still measurably above the long-term average satisfaction since 2015 of 6.50;
- q) *Key preferred communication methods* in email and direct mail increased by 6% each in 2026, with significant increases in other methods, including the Council website (up 14%), SMS/text (up 12%) and social media (up 10%);

## 12. Officers' reports

## CM.039/26 2026 Annual Community Survey Report - Results

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- r) 26% of survey respondents identified that they contacted Council in the last 12 months (down 3% on last year). Satisfaction with *Customer service decreased* by 5.5% from 7.6 to 7.2 out of 10, reversing the improvement trend of the previous three years. All aspects of satisfaction with customer service decreased, with 'Kept Informed about status of enquiry' recording the largest decrease, from 7.3 in 2025 to 6.5 in 2026, a 12.3% decrease.
- s) Satisfaction with aspects of the *planning approvals process* slightly increased in 2026, up from 5.9 to 6.0 out of 10, moving from 'poor' to 'solid'. Two of the four aspects increased, while two aspects decreased, including timeliness of decisions, which decrease from 5.5 out of 10 to 5.2. Three of the four aspects of performance now rate below the metropolitan Melbourne average.
- t) Satisfaction with the *appearance of quality of newly constructed developments* decreased slightly from 7.4 out of 10 to 7.2 – dropping from a 'very good' rating to 'good'. This now rates below metropolitan Melbourne, interface councils and northern councils.
- u) *Average satisfaction across the 34 surveyed services across Council* remained steady at 7.6 out of 10 (rated as 'very good'). The highest score was recorded for Recreation and Leisure, at 8.3 ('excellent') and the lowest score was for Infrastructure at 7.0 ('good').
- v) Local library, sports ovals, services for children, green waste collection and recycling and hard rubbish services rated higher than average satisfaction. Major arterial road maintenance (VicRoads), public toilets and sealed local roads (Council) were the lowest rated/below average services.
- w) Of note is that satisfaction with 12 of the 34 services increased, compared to 20 last year; while only 5 measures rated above the metropolitan councils average.
- x) The average *importance of the same 34 services* decreased from 8.9 to 8.6 out of 10, and compares unfavourably to Melbourne metropolitan councils, which remained steady at 9.1). No services increased in importance, compared to 11 services in 2025, and no services rated above metropolitan councils in terms of importance.
- y) The services most valued by respondents include garbage and recycling services, services for children 0-5 years, services for older people, fire prevention and maintenance/repairs of major arterial roads.
- z) While *Perception of safety* in public areas is again very high and continues to rank favourably compared to Melbourne metropolitan, interface and northern region councils, all scores decreased in 2026. Only 17 respondents (3.0% of survey sample) rated safety, policing and crime as one of the top 3 issues to address in Nillumbik.
- aa) For the fifth year, questions concerning *climate change* were asked in the survey, supporting Council's Climate Action Plan. Respondent's rated Council leadership in delivering climate action at 6.8 out of 10 (rated as 'good'), compared to 6.7 last year. 45% of respondents had made changes to their lifestyle to reduce climate impact.

**12. Officers' reports**

**CM.039/26 2026 Annual Community Survey Report - Results**

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- bb) For the third year, questions to support the development of Council's Biodiversity Strategy were included in the survey, asking respondents whether they had undertaken any environmental initiatives in the past 12 months. The majority of residents had contained their cat indoors or dog on a lead, purchased green products, visited a bushland reserve or planted natives, installed nest boxes or removed pests/weeds.

**Related Council decisions**

7. Not applicable.

**Options**

8. Not applicable; the survey results and report are for noting.

**Council plans and policies**

9. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Use data and evidence to drive innovative decision-making and identify future opportunities.

**Access, Equity and Inclusion**

10. A Gender Impact Assessment has not been completed for this report. However, indicators measured in the survey best reflect the principles outlined in the Access, Equity and Inclusion Policy where applicable.

**Sustainability implications**

11. Not applicable.

**Community engagement**

12. The Annual Community Survey involved face-to-face interviews with 501 randomly selected residents across five precincts in the Shire. The data collection methodology for this survey meets mandatory Victorian Government reporting requirements.
13. Fieldwork commenced on 31 January 2026 and was undertaken throughout February 2026. To provide some community awareness of this fieldwork, Council placed posts through its website and social media channels shortly before the fieldwork was conducted.

**Innovation and continuous improvement**

14. With the level of data and information provided in this survey, there are opportunities to analyse the results as they apply to individual service areas and also to identify service improvement opportunities.
15. The survey's findings can also be used by Council when undertaking future Council and service planning, as well as in making budgetary decisions.

**Collaboration**

16. Not applicable.

**Budget considerations**

17. The cost of undertaking the Annual Community Survey is met within the existing operational budget.

**12. Officers' reports**

**CM.039/26 2026 Annual Community Survey Report - Results**

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**Relevant law**

18. Not applicable.

**Regional, state and national plans and policies**

19. Not applicable.

**Conflicts of interest**

20. Officers who have been involved in the preparation of this report declare that they do not have a conflict of interest in the subject matter of this report.

## 12. Officers' reports

### CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026

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**Distribution:** Public

**Manager:** Bulent Oz, Chief Financial Officer

**Author:** Craig King, Manager Customer Experience and Business Performance

#### Summary

The purpose of this report is to present the Council Plan Quarterly Performance Report for noting. These reporting updates are received by Council on a quarterly basis to exhibit in a practicable and tangible way how the Council Plan 2025-2029 is being delivered to the community.

The Council Plan Quarterly Performance Report provides the third update on delivery progress and performance of the 2025-2026 Annual Action Plan actions, which align to delivery of the first year of the Council Plan 2025-2029.

Of the 55 actions in the 2025-2026 Annual Action Plan, 35 actions are reported on a quarterly basis, with the remainder reported at the end of the financial year. Of the 35 quarterly reporting actions, 3 actions are completed, 30 actions are 'on track' for completion and two actions are experiencing minor issues (**Attachment 1**).

The overall position reflected in the report suggests that Council has made a solid start in commencing delivery on key actions of the Council Plan and significant outcomes for the community.

#### Recommendation

**That** Council receives and notes the Council Plan Quarterly Performance Report for the third quarter of 2025-2026.

#### Attachments

1.  Council Plan Quarterly Performance Report - Q3, 2025-2026

#### Discussion

1. The Council Plan 2025-2029 was developed throughout 2025 and adopted by Council at the September 2025 Council Meeting. The Council Plan 2025-2029 has four high-level strategic themes:
  - Inclusive living & participation - We support and empower our diverse community by reducing barriers, strengthening connections, and creating a welcoming environment where everyone feels respected, included, and able to participate fully in community life.
  - Liveable & connected communities - We create vibrant, inclusive neighbourhoods and rural townships through thoughtful planning, improved walking and transport links, diverse housing options, quality open spaces, and community infrastructure that reflect the needs of our community all while protecting Nillumbik's Green Wedge and unique character.

**12. Officers' reports****CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026**

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- Sustainable futures & healthy environments - We lead with practical, local action to reduce the environmental and financial impacts of climate change, grow and protect our tree canopy, cut waste, and support a thriving natural environment for current and future generations.
  - Responsible governance & community leadership - We strengthen governance and community leadership to ensure transparent, inclusive decision-making processes that engage all residents, build trust, and create sustainable solutions for Nillumbik's future.
2. The Annual Action Plan 2025-2026, also adopted by Council at September 2025 Council Meeting, contains 55 actions contributing to delivery of the Council Plan within the corresponding financial year. Of the 55 actions in the 2025-2026 Annual Action Plan, 35 actions are reported on a quarterly basis, with the remainder reported at the end of the financial year.

Priority actions

3. **Attachment 1** provides a summary of the progress on the 35 quarterly actions in the 2025-2026 Annual Action Plan. Of the 35 actions, 3 actions are completed, 30 actions are 'on track' and two actions are experiencing minor issues.
4. The two actions experiencing minor issues are:
- Development of the Housing Strategy, which is on hold pending State Government legislation review and planning reform changes; and
  - Development of a masterplan for community facilities in Diamond Creek, which was paused in January to review Council's ability to fund the infrastructure being considered and the impact on the scope of the masterplan. Further clarity will be sought from Council in July as to the priority and scope of the masterplan.
5. Some of the key activities and deliverables achieved during the third quarter of 2025-2026 included:
- a) The audit of accessibility at 58 parks across the Shire has been completed following feedback from Council's Disability Inclusion team;
  - b) Reconciliation Australia has conditionally endorsed Council's Reflect Reconciliation Action Plan (RAP). Design of the final RAP has commenced, with a Reconciliation in Nillumbik Working Group meeting planned for late May to finalise arrangements for the RAP launch;
  - c) Implementation of the Nillumbik Health and Wellbeing Plan 2025-2029 continued, delivering inclusion and wellbeing outcomes across all six priority areas. Highlights included delivery of arts, wellbeing, ageing well and youth programs in partnership with community organisations, artists and facilitators, engaging over 750 young people and 458 older residents; and delivery of the Nillumbik Leaders Program, supporting 12 emerging leaders, with evaluation demonstrating increased leadership capability and trust in Council;

## 12. Officers' reports

**CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026**

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- d) Council continues to enhance environmental volunteering by strengthening support for the Shire's 'Friends of' groups and expanding participation opportunities. Actions this quarter included a workshop with representatives from 25 'Friends of' groups to share experiences, strengthen networks and identify opportunities for improved collaboration. An Environment Project and Volunteer officer has commenced to provide dedicated support in this space;
- e) Council continued to undertake focused research to assess the feasibility of introducing a Parks Alive! Program in the Shire. Work to date has included researching similar initiatives delivered by other councils, with consideration given to delivery models, resourcing, governance and opportunities to complement existing 'Friends of' groups. Findings are being consolidated and a set of recommendations will be presented to the Executive Leadership Team in May to inform potential next steps and decision-making;
- f) Funding for place activation grants has now been fully allocated, with nine community projects approved, including a Montsalvat Art & Music event, a Library of Things in Hurstbridge (Equipment, Tools etc), a Diwali event at Eltham Town Square, Eltham Festival Bike parking and seating for Woodridge Linear Reserve.
- g) Council has continued to progress research into its role in addressing food insecurity and advocating for funding to develop a Food Systems Strategy. Council officers attended two forums to strengthen collaboration across the local food relief network, and to explore leading practice models and approaches to food relief and access, that could inform future planning in this space;
- h) Council continued to deliver a diverse range of community-based education programs that support learning, wellbeing and connection across all life stages through its Living & Learning Hubs. Program demand remains strong, with 60 attendees using the Pottery Makers Space, 56 participants attending leadlighting classes, and growing participation in wellbeing and fitness programs, with 17 courses available;
- i) Council engaged an external consultant to undertake independent Road Safety Audits at all primary and secondary schools within the Shire, including on-site inspections at peak times. Each audit will produce a report outlining a risk profile and recommended mitigation measures at each site, marking a key milestone for this phase of the program;
- j) Development of a new Road Safety Strategy has advanced to final draft stage, with Executive Leadership Team and Councillor Briefings now being scheduled to present the draft strategy, provide an overview of key components, and receive feedback to inform the finalisation of the strategy;
- k) Implementation of actions in Council's Biodiversity Strategy 2024-2034 continued, including completion of the field work component of forest health assessment and commencement of analysis to help determine changes in biodiversity condition across the Shire; and supporting Clean Up Australia Day with a major focus on volunteers including the Edendale Environment Youth Team, cleaning waterways around Nillumbik to improve platypus health;

## 12. Officers' reports

**CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026**

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- l) Development of the Housing Strategy continues to remain on hold, pending State Government Planning and Environment Act Review and planning reform changes. Work on the strategy is expected to recommence in the next quarter;
- m) Progress on planning scheme amendments for the Diamond Creek and Eltham Major Activity Centre (MAC) structure plans continued. A Planning Panel hearing for C144nill – Diamond Creek Major Activity Centre took place in March, with a Panels report received. Council will be briefed on the report and officer recommendations in June, ahead of an anticipated adoption of the amendment at the June Council meeting. Part 1 of the Eltham MAC amendment was approved by the Minister for Planning in February and came into effect in March. Part 2 of the Eltham MAC amendment is progressing, with an economic review set for completion in April;
- n) Council collaborated with its contracted leisure providers to provide programs and services including:
- 615 participants taking part in the Street Team program, which sees a range of group fitness classes delivered to people living in the rural areas of Nillumbik;
  - The VICSWIM program ran at Diamond Creek Outdoor Pool over three weeks in January, with 225 students participating across 1,125 visits;
  - The Eltham Dandenong Junior Basketball Tournament had over 19,000 in attendance;
- o) Progress on delivery of funded capital works projects during the quarter includes 70% of programmed works completed and 86% of programmed capital budget committed. Major projects completed in this quarter included improvements to Diamond Creek Dog Park, Eltham Lower Park Pavilion, new LED lighting at Eltham Bowls Club, and restoration of the Kangaroo Ground War Memorial Tower;
- p) Implementation of Council's Climate Action Plan continued, with actions undertaken this quarter including the transition of final Council sites to a Victorian Energy Collaboration (VECO) renewable electricity contract which means 100% of Council's electricity used in buildings and street lights is renewably sourced (wind and solar) and obtained an AusNet preliminary offer and pricing to upgrade the electricity supply at the Operations Centre. This upgrade is necessary before Council can start transitioning the Operation Centre's diesel vehicles to electric vehicles. The (staged) transition would reduce emissions and be instrumental in meeting Council's net-zero by 2030 target, while concurrently assisting with business continuity in case of fuel shortages;
- q) Progress on the Circular Economy Framework continued this quarter, including further internal engagement to inform the scope, structure and key focus areas of the Framework, as well as alignment with Council's Climate Action Plan, Economic Development Strategy, Biodiversity Strategy, and other Council Plan actions. Drafting of the framework continued based on this engagement, covering vision, purpose, rationale, legislation/policy context, and proposed focus areas;

**12. Officers' reports****CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026**

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- r) Continued implementation of the newly endorsed Advocacy Framework and Action Plan to guide Council's efforts in securing funding and influencing legislative reform. Work included development of evidence-based fact sheets on 23 of our advocacy priorities, to be provided to relevant MPs and candidates in the lead up to the State Government election in November;
- s) Council has focused on improving how complaints are managed and using feedback to drive service improvements. A total of 130 complaints were recorded this quarter, down from 145 at the same time last year. Most (66%) relate to service delivery, with Waste, Roads and Open Space the main areas. The average response time per complaint was 1.64 days;
- t) Council is progressing the responsible use of Artificial Intelligence (AI) to improve service delivery and efficiency. During this quarter, Council released an AI Policy and Procedure, delivered organisation-wide training, established an AI Hub and deployed Microsoft Copilot with enterprise data protection; and
- u) A review of Council's strategic risks was completed with the support of an independent risk consultant. Training workshops were delivered to Councillors and senior managers to build shared understanding of risk management responsibilities and emerging risk trends. The updated Strategic Risk Register has been finalised and endorsed by the Executive Leadership Team and was presented to Council at the April Council Meeting.

**Overall status**

- 6. Although still very early in the delivery of the Council Plan, the overall position reflected in the report suggests that Council has made solid start in commencing delivery on key actions of the Council Plan and significant outcomes for the community.
- 7. Reporting updates will continue to be received by Council on a quarterly basis that demonstrates in a practicable and tangible way how the Council Plan 2025-2029 is being delivered to the community.

**Related Council decisions**

- 8. The Council Plan 2025-2029 was adopted by Council at the September 2025 Council Meeting, along with the accompanying 2025-2026 Annual Action Plan which identifies the first-year deliverables of the four-year Council Plan.

**Options**

- 9. This report is for noting.

**Council plans and policies**

- 10. 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**

- 11. An Equity Impact Assessment has not been completed for this report. However, actions developed in the Performance Report best reflect the principles outlined in the Access, Equity and Inclusion Policy where applicable.

**12. Officers' reports**

**CM.040/26 Council Plan Quarterly Performance Report - Q3, 2025-2026**

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**Sustainability implications**

12. One of the four themes of the Council Plan focuses on Sustainable Futures and Healthy Environments, identifying sustainability as a key focus area for Council across the duration of this Council Plan.

**Community engagement**

13. Through the Nillumbik Now and Beyond community engagement program that occurred in February and March 2025, feedback was received which helped inform the development of the Council Plan 2025-2029. A randomly selected Community Panel was convened in May 2025 which also deliberated on content which informed the development of the Council Plan. The plan's development and refinement process was also supported by a series of workshops with Councillors.
14. The Council Plan was subject to a public consultation process in June and July in 2025, with refinements made following the receipt of submissions. The Council Plan was subsequently adopted by Council in September 2025.

**Innovation and continuous improvement**

15. Not applicable.

**Collaboration**

16. Not applicable.

**Budget considerations**

17. This report is part of Council's monitoring of the Council Plan 2025-2029. The resources for the monitoring and the preparation of this report are accommodated within the existing operational budget.

**Relevant law**

18. Not applicable.

**Regional, state and national plans and policies**

19. Not applicable.

**Conflicts of interest**

20. Officers who have been involved in the preparation of this report declare that they do not have a conflict of interest in the subject matter of this report.

12. Officers' reports

**CM.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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**Distribution: Public**

**Manager: Blaga Naumoski, Chief Community and Integrity Officer**

**Author: Nichole Johnson, Manager Community Partnerships**

**Summary**

The purpose of this report is to present Council with the Quarter 3 Health and Wellbeing Plan 2025-2029 Quarterly Performance Report (**Attachment 1**) for noting and the Year 2 Annual Action Plan 2026-2027 (**Attachment 2**) for endorsement.

Council receives quarterly performance reports to monitor progress and provide assurance on the implementation of the Health and Wellbeing Plan and its delivery in the community.

The Quarterly Performance Report (**Attachment 1**) outlines progress against the Year 1 Action Plan 2025-2026 and highlights key achievements to date. All but one of the 32 actions remain on track for completion by the end of Quarter 4.

The Year 2 Annual Action Plan 2026-2027 (**Attachment 2**) sets out the focus for the second year of implementation of the Health and Wellbeing Plan 2025-2029, building on early momentum and transitioning from establishment to embedding delivery.



Overall, the Quarterly Performance Report (**Attachment 1**) demonstrates a strong and positive commencement to the Health and Wellbeing Plan 2025-2029, with early outcomes and meaningful benefits already emerging in the Nillumbik community. The Year 2 Annual Action Plan 2026-2027 (**Attachment 2**) builds on this momentum by embedding actions into delivery and progressing sustained outcomes aligned with the Health and Wellbeing Plan's objectives and strategies.

<b>Recommendation</b>
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**That Council:**

1. Receives and notes the Health and Wellbeing Plan Quarterly Performance Report (**Attachment 1**) for Quarter 3 2025-2026.
2. Adopts the Year 2 Annual Action Plan 2026-2027 (**Attachment 2**).

**Attachments**

1.  Health and Wellbeing Plan Quarterly Performance Report - Q3 2025-2026
2.  Year 2 Annual Action Plan 2026-2027

**12. Officers' reports****CM.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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**Discussion**

1. The Health and Wellbeing Plan 2025-2029 was adopted by Council at the 30 September 2025 Council meeting and serves as Council's key strategic framework, outlining the priorities that Council will address to support the community to achieve optimal health and wellbeing.
2. The Year 1 Action Plan 2025-2026 outlines the priority actions Council will deliver in the first year to progress the priorities identified in the Health and Wellbeing Plan.
3. The Health and Wellbeing Plan has six priority areas:
  - a) Improving mental wellbeing and social connection
  - b) Preventing discrimination and violence
  - c) Increasing active living
  - d) Improving food systems
  - e) Reducing harm from alcohol, drugs, vaping, tobacco, and gambling
  - f) Advocating for and improving access to services, facilities and housing.

**Quarterly Performance Report Q3 2025-2026**

4. **Attachment 1** summarises progress on the 32 actions in the Year 1 Action Plan 2025-2026 for Quarter 3.
5. All but one of the 32 actions remain on track for completion by the end of Quarter 4. Action 2.2 is experiencing minor delays due to postponed stakeholder engagement and is pending confirmation of a revised visit date.
6. Key highlights, activities and deliverables achieved during Quarter 3 include:
  - a) The Hurstbridge Community Hub recorded 18,913 visits, reaffirming its role as a highly valued and well-utilised community asset supporting local connection and participation
  - b) Youth services recorded over 750 engagements, including drop-ins, outreach, school holiday activities, leadership forums and inclusive LGBTIQ+ events
  - c) Ageing Well programs engaged 458 older residents, including participation in community programs and targeted aged care navigation support to reduce isolation
  - d) Council progressed Community Fund and Place Grants, including receipt of 56 applications (a 47 per cent increase) and allocation of \$11,434 to community-led social connection and place-activation initiatives
  - e) Council advanced disability inclusion initiatives, including development of social stories across key services and commencement of the Hidden Disability Sunflower program
  - f) Council, with OzHarvest, completed delivery of an inclusive youth food and nutrition program at Edendale Community Farm with strong participation and outcomes.

**12. Officers' reports****CM.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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7. **Attachment 1** demonstrates strong progress in the Year 1 delivery of the Health and Wellbeing Plan 2025-2029 with positive outcomes and meaningful benefits already emerging in the community.
  8. Quarterly updates will continue to be provided to Council to outline progress against the Health and Wellbeing Plan 2025-2029 and Annual Action Plans.

Year 2 Annual Action Plan

9. The Year 2 Annual Action Plan 2025-2026 (**Attachment 2**) outlines the 34 key actions which will support the delivery of the strategies in the Health and Wellbeing Plan 2025-2029.
10. It has been developed collaboratively across Council teams and in partnership with community organisations, including input from the annual Nillumbik Health and Wellbeing Partnership Forum.
11. It builds on the foundations established in Year 1, shifting the focus toward expanded delivery and stronger outcomes.

**Related Council decisions**

12. The Health and Wellbeing Plan 2025-2029 and its accompanying Year 1 Action Plan 2025-2026 were adopted by Council at the September 2025 Council Meeting.

**Options**

13. That Council notes the Health and Wellbeing Plan Quarterly Performance Report for Quarter 3 (**Attachment 1**) and endorses the Year 2 Annual Action Plan 2025-2026.

**Council plans and policies**

14. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
  - In partnership with local organisations, agencies and service providers, deliver coordinated health and wellbeing outcomes.
  - Address the social determinants of health by supporting initiatives that promote safe housing, education, community connection and food environments.
  - Improve equitable access to inclusive services, infrastructure and opportunities across all life stages that support physical and mental wellbeing.

**Access, Equity and Inclusion**

15. The development of the Health and Wellbeing Plan 2025-2029 and Year 2 Action Plan has been guided by the principles outlined in Council's Access, Equity and Inclusion Policy.
16. Priority populations identified in the Access Equity and Inclusion Policy have been embedded through the application of lenses including equity, disability inclusion, ageing, gender and climate.
17. As the Plan is delivered, officers will assess actions and conduct Equity Impact Assessments where appropriate to ensure the actions are fair, inclusive and reflect the needs of the community in line with the *Gender Equality Act 2020*.

**12. Officers' reports**

**CM.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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**Sustainability implications**

- 18. The Health and Wellbeing Plan supports Council to act in the best interests of the community by promoting social, environmental and economic sustainability.
- 19. The Health and Wellbeing Plan will guide decision-making that is realistic and achievable within available resources, ensuring sustainable outcomes over the longer term.

**Community engagement**

- 20. Through the Nillumbik Now and Beyond community engagement program in February and March 2025, Council sought broad community input to inform the development of the Plan. Engagement included surveys, pop-up sessions across the Shire, workshops, targeted outreach activities, a partnership forum and input from advisory committees, to capture diverse perspectives and experiences. Together with input from Councillors, these processes ensured the Health and Wellbeing Plan was shaped by a wide range of community voices, sector expertise, and local priorities.
- 21. The Health and Wellbeing Plan was subject to a public consultation process in July 2025, with refinements made following the receipt of submissions. The Health and Wellbeing Plan 2025-2029 was subsequently adopted by Council in September 2025.

**Innovation and continuous improvement**

- 22. Opportunities for innovation and continuous improvement have been identified through the development of the Health and Wellbeing Plan and the Year 2 Action Plan 2026 - 2027, which include:
  - a) Alignment of reporting timelines with the Council Plan 2025-2029.
  - b) Improved integration between strategic documents.
  - c) Enhanced integration of work between teams and community partners.
  - d) Enhanced engagement processes.
- 23. Further opportunities are expected to emerge during implementation of the Plan with a focus on strengthening integration across teams, fostering collaboration with external partners, and delivering improved outcomes for the community.

**Collaboration**

- 24. Partnerships and collaboration were central to the development of the Plan and Year Two Action Plan 2026-2027 and will remain critical to their implementation.
- 25. The 2026 Health and Wellbeing Partnership Forum brought together over 40 council staff and partners from across the municipality, providing a platform to share data, build stronger connections, and identify opportunities for coordinated and collaborative work.

**Budget considerations**

- 26. The Plan is a high-level strategic document and does not allocate specific budget funding. Annual action plans will set out the specific actions Council will deliver each financial year to progress the objectives and strategies of each plan, informed by available resources and priorities.

**12. Officers' reports**

**CM.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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27. Delivery of the Plan will occur through a combination of Council-led actions and partnerships with government, agencies, and industry. Where gaps exist in resources or new opportunities for initiatives are presented, Council may explore additional funding sources, including grants or future budget considerations.

**Relevant law**

- 28. *Public Health and Wellbeing Act 2008*
- 29. *Local Government Act 2020*
- 30. *Gender Equality Act 2020*
- 31. *Disability Act 2006*
- 32. *Climate Change Act 2017*
- 33. *Charter of Human Rights and Responsibilities Act 2006*
- 34. *Equal Opportunity Act 2010*

**Regional, state and national plans and policies**

- 35. Victorian Public Health and Wellbeing Plan 2023–2027

**Conflicts of interest**

- 36. 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.041/26 Health and Wellbeing Plan Quarterly Performance Report Q3 2025-2026 and Year 2 Action Plan 2026-2027**

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**12. Officers' reports****CM.042/26 Revenue and Rating Plan 2026-2029**

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**Distribution: Public****Manager: Bulent Oz, Chief Financial Officer****Author: Robert Malignaggi, Business Services Lead****Summary**

Council endorsed the draft Revenue and Rating Plan 2026-2029 at the Council Meeting on 24 March 2026 for the purpose of community consultation. The draft Revenue and Rating Plan was exhibited for 33 days with eight (8) submissions received.

This report recommends that Council formally adopts the Revenue and Rating Plan 2026-2029 (**Attachment 1**).

<b>Recommendation</b>
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**That Council:**

1. Adopts the Revenue and Rating Plan 2026-2029 (**Attachment 1**).
2. Authorises the Chief Executive Officer to give public notice of the decision to adopt the Revenue and Rating Plan 2026-2029.

**Attachments**

1.  Revenue and Rating Plan 2026-2029

**Discussion**

1. As part of Council's preparation of the draft Annual Budget, a review of Council's revenue and rating strategy was undertaken. As a result, proposed changes to Council's rating structure are proposed, including the introduction of differential rate categories that replace existing rebate arrangements relating to sustainable agriculture and Trust for Nature land. Beyond these changes, several administrative updates are proposed to improve clarity and transparency.
2. The proposed differential rate for Sustainable Agriculture Land represents a 35% discount on the general rate, while the proposed Trust for Nature Land differential represents a 15% discount on the general rate.
3. These proposed discounts have been calibrated to broadly align with the current level of support provided through the existing rebate arrangements.
4. Transitioning from rebates to a differential rating structure will result in some variation in outcomes for individual properties.
5. While some properties may experience a modest reduction in the benefit previously received under the rebate scheme, a larger number of properties are expected to receive an increased benefit. This is because the differential rate is applied as a percentage of the property's rates, which are determined by the property's capital improved value, rather than being linked primarily to land size as under the current rebate arrangements.

**12. Officers' reports**

**CM.042/26 Revenue and Rating Plan 2026-2029**

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6. Overall, the proposed approach is intended to simplify administration, improve transparency in the rating framework and better align the level of support provided with the value of the property.
7. Council endorsed the proposed Revenue and Rating Plan 2026-2029 (**Attachment 1**) at the 24 March 2026 Council Meeting for the purpose of community consultation.
8. In response to the public exhibition of the draft Revenue and Rating Strategy 2026-2029, eight (8) submissions received from the community. The submissions have been acknowledged and noted.

**Related Council decisions**

9. Council endorsed the draft Revenue and Rating Plan 2026-2029 at the 24 March 2026 Council Meeting for the purpose of community consultation.
10. The draft Plan presented in this report includes proposed amendments to the adopted Plan, including the introduction of two additional differential rate categories relating to Sustainable Agriculture Land and Trust for Nature Land, along with minor administrative updates to improve clarity.

**Options**

11. This report recommends that Council adopts the Revenue and Rating Plan 2026-2029.

**Council plans and policies**

12. 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**

13. The proposed amendments to the Revenue and Rating Plan refine Council's rating framework and do not introduce barriers to access for any particular group within the community.
14. The introduction of differential rate categories relating to sustainable agriculture and land subject to conservation covenants is intended to recognise land uses that provide broader environmental benefits to the municipality. These changes replace existing rebate arrangements and are designed to improve transparency and consistency in the application of Council's rating structure.
15. The draft Plan was placed on public exhibition, providing all community members with the opportunity to review the document and make submissions prior to Council considering its final adoption.

**Sustainability implications**

16. The proposed amendments to the Revenue and Rating Plan support Council's long-term financial sustainability by improving the transparency and administrative efficiency of Council's rating framework.

**12. Officers' reports**

**CM.042/26 Revenue and Rating Plan 2026-2029**

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17. The transition from rebate-based arrangements to differential rating categories for Sustainable Agriculture Land and Trust for Nature Land simplifies the administration of these concessions while continuing to recognise land uses that deliver environmental benefits to the municipality.
18. This approach aligns the level of support provided with the value of the property and integrates these incentives directly into Council's rating structure, supporting a more consistent and sustainable revenue framework over the life of the Revenue and Rating Plan.

**Community engagement**

19. Council adopted the proposed Revenue and Rating Plan 2026-2029 at the Council Meeting on 24 March 2026 for the purpose of community consultation.
20. In response to the public exhibition of the proposed Revenue and Rating Plan 2026-2029, eight (8) submissions were received from the community.
21. Submitters were invited to attend the meeting of the Planning and Consultation Committee to speak to their submissions. The submissions have been acknowledged and noted, however no amendments to the Plan have been made.

**Innovation and continuous improvement**

22. These changes support Council's ongoing commitment to continuous improvement in financial management and governance practices.

**Collaboration**

23. The development of the proposed amendments to the Revenue and Rating Plan involved consultation with relevant internal teams responsible for the administration of the existing rebate programs, together with the Executive Leadership Team.
24. Councillors were also briefed on the proposed changes to the rating framework, including the transition from rebate arrangements to differential rate categories for Sustainable Agriculture Land and Trust for Nature Land.
25. Broader community engagement will occur through the public exhibition process, which will provide residents, landowners and other stakeholders with the opportunity to review the draft Plan and provide submissions prior to Council considering the final adoption of the Plan.

**Budget considerations**

26. The costs associated with the Revenue and Rating Plan 2026-2029 are funded from operating budget allocations.

**Relevant law**

27. Section 93 of the *Local Government Act 2020* is relevant to consideration of an updated Plan.

**Regional, state and national plans and policies**

28. Not applicable.

**12. Officers' reports**

**CM.042/26 Revenue and Rating Plan 2026-2029**

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**Conflicts of interest**

29. 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.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration****Distribution: Public****Manager: Blaga Naumoski, Chief Community and Integrity Officer****Author: Tania Treasure, Economic Development & Tourism Lead****Summary**

The purpose of this report is for Council to consider submissions and to declare, modify or abandon the Special Rate Levy for the Eltham Town Activity Centre 2026 – 2029.

Renewal of the Special Rate Levy (SRL) for the Eltham Town Activity Centre, will provide the Eltham Chamber of Commerce and Industry (ECCI) with financial resources to deliver events, marketing campaigns, business development and digital activities to promote Eltham town as an attractive place to visit and do business.

Over the past five years the current scheme has been successful in funding advertising campaigns, events and overall marketing of the Eltham Town Activity Centre.

Following Council's decision on the 9 December 2025 to give Notice of its Intention to Declare a Special Rate Levy, and in accordance with the requirements of s233 of the *Local Government Act 1989*, formal notification of the proposed Special Rate Levy was undertaken, with a Public Notice (**Attachment 1**) published in The Age on 11 December 2025 and written notification (**Attachment 2**) sent via mail to property owners and tenants upon which the special rate would be levied. Copies of the public notice were also available at Council's Greensborough office and on Council's website.

In response to the public notice, Council received 11 written submissions, 10 in support and 1 objection to the SLR (**Attachment 3**). A copy of the redacted submissions is available at **Attachment 4** with a summary of the submissions at **Attachment 5**.

In accordance with section 223 of the Local Government Act 1989, Council considered all submissions and objections at a meeting of its Planning and Consultation Committee Meeting on the 10 March 2026 (**Attachment 6**). There were no in-person submissions at this meeting.

This report recommends that Council declare a Special Rate Levy on the Eltham Town Activity Centre a period of three (3) years from 1 July 2026 – 30 June 2029, raising an annual value for each of the three years of \$143,000.

**Recommendation**

**That** Council having considered all submissions and objections received in accordance with sections 163A, 163B and 223 of the *Local Government Act 1989*:

1. Resolves that pursuant to section 163 of the *Local Government Act 1989* a special rate levy be declared on the Eltham Town Activity Centre for the period commencing on 1 July 2026 and concluding on 30 June 2029.
2. Resolves the Special Rate Levy be declared for the purpose of defraying marketing, promotion and other incidental expenses associated with the encouragement of commerce in the Eltham Town Activity Centre, which:

## 12. Officers' reports








**CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

- 
- a) Council considers will be a special benefit to those persons required to pay the Special Rate Levy and
  - b) arises out of Council's function of encouraging commerce and employment within its municipal district;
3. Resolves that the total cost of performing the function described in Part 2 of this Resolution between 1 July 2026 and 30 June 2029, and the total cost of the special rate levied in this period, be recorded as \$429,000.
  4. Resolves the Eltham Town Activity Centre Special Rate Levy will raise an annual value of \$143,000. A percentage of the annual value will proportionally be applied to each property in **Attachment 8** based on the Net Annual Value and Property Square Meter Area. With 70% of the Net Annual Value and 30% of the Property Square Meter Area for each rateable land.
  5. Resolves for the purposes of Part 4 of this Resolution the Net Annual Value of each rateable land is the Net Annual Value of that parcel of land at the time of levying the special rate (so that the Net Annual Value may alter during the period in which the Special Rate Levy is in force, reflecting any revaluations and supplementary valuations which take place).
  6. Resolves that the properties affected by the Special Rate Levy known as the Eltham Town Activity Centre are all rateable properties located in Eltham used for commercial purposes within and including:
    - a) 9 – 20 Arthur Street inclusive
    - b) 8 – 80 Commercial Place inclusive
    - c) 1 – 23 Dudley Street inclusive
    - d) 900 – 1050 Main Road inclusive
    - e) 1 – 6 Pryor Street inclusive
    - f) 2 – 20 Luck Street inclusive.
  7. In declaring the Special Rate Levy, is performing functions and exercising powers relating to the stimulation and facilitation of business development and local employment opportunities, in particular the encouragement of economic activity within the Eltham Town Activity Centre.
  8. Resolves that having regard to the preceding parts of this Resolution but subject to section 166(1) of the *Local Government Act 1989*, it be recorded that, subject to any further Resolution of Council, the special rate will be due and payable on the date(s) fixed under section 167 of the *Local Government Act 1989* as the date or dates on or by which Council's general rates are due.
  9. Resolves in instances of non-payment of the Special Rate Levy, interest may accrue in accordance with section 172 of the *Local Government Act 1989* and standard Shire practice on non-payment of rates and charges will apply.
  10. Authorises the Chief Executive Officer to:

**12. Officers' reports****CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

- 
- a) levy the special rate, by sending a notice levying payment on each person liable to pay the special rate through Councils annual rates notices.
  - b) enter into an agreement with Eltham Chamber of Commerce and Industry Inc. for the management of the Special Rate Levy funds to be expended for the purpose for which the Special Rate Levy is declared; and
11. Authorises the Economic Development and Tourism Lead to write to all owners and occupiers of properties included in the Special Rate Levy and all persons who have lodged a submission and/ or an objection in writing of the decision of Council to declare the Special Rate Levy, and the reasons for the decision.
  12. Resolves that **Attachment 3** remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

**Attachments**

- 1  Public Notice
- 2  Letters to Property Owners and Tenants
3. Submissions received - *CONFIDENTIAL*
- 4  Submissions received - Redacted
- 5  Summary of Submissions received
- 6  Public Consultation Committee Minutes - 10 March 2026
- 7  ECCI formal request
- 8  Map of the Special Rate Levy Boundary

**Discussion**

1. A Special Rate Levy (SRL) involves Council collecting an additional levy on rateable properties within a designated area. The SRL enables a special benefit to be delivered to those obligated to pay the levy.
2. Special Rate Levy's to promote town centres are used by a number of Councils in Victoria, predominantly at the request of a local traders association. These SRLs are different to those Council traditionally uses for infrastructure purposes, in that Council collects a pool of funds to be provided to a trader association to market and promote the township on behalf of businesses. Nillumbik Shire Council currently have 2 Special Rate Levies (Eltham and Diamond Creek) and 1 Special Rate Charge (Hurstbridge) in place to support the trader associations.

## 12. Officers' reports

**CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

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3. Eltham Town Activity Centre has had a SRL in place since 1 July 2016. The current SRL for Eltham Town Activity Centre commenced on 1 July 2021 for a period of 5 years and will expire on 30 June 2026.
  4. The Special Rate has been successful in delivering a range of activities that have attracted visitation and commercial activity to Eltham Town Activity Centre. These include but not limited to:
    - a) Various live music and entertainment events in Eltham Town Square such as Eltham Green Grooves;
    - b) Special day activities such as Mother's Day and Halloween promotions;
    - c) Eltham Christmas Craft Market and other Christmas activations and decorations;
    - d) Major events such as Melbourne Food and Wine Longest Lunch and Eltham After Dark;
    - e) Dedicated website including business directory, promotion of events and trader highlights;
    - f) Active social media presence and activity with 3,458 Instagram followers and over 9,200 Facebook followers;
    - g) Financial support to other Eltham events such as the Eltham Jazz Food and Wine Festival; and
    - h) Signage and promotional materials within Eltham town.
  5. The Eltham Chamber of Commerce and Industry (ECCI) consulted with businesses seeking support for the SRL renewal and on 17 September 2025, formally requested Council to commence the statutory process to renew the SRL (**Attachment 7**).
  6. ECCI have proposed the SRL remain at the current value of \$143,000 per annum for 3 years of the new SRL with no increase. ECCI requested a different basis for raising the Levy from their previous scheme. For this new scheme ECCI proposed that each affected property will contribute a proportional annual amount based on the formula: 70% of Net Annual Value (NAV) and 30% of the property Square Meter Area (SQM). The Net Annual Value may alter during the period in which the Special Rate Levy is in place, reflecting any revaluations and supplementary valuations which take place, altering properties annual contributions.
  7. Affected properties for the SRL are identified in **Attachment 8**, these properties are located within the Activity Centre Zone of Eltham Town Activity Centre and are used for commercial, retail and professional purposes. The properties affected by the Special Rate Levy are all rateable properties located within and inclusive of:
    - a) 9 – 20 Arthur Street;
    - b) 8 – 80 Commercial Place;
    - c) 1 – 23 Dudley Street;
    - d) 900 – 1050 Main Road;
    - e) 1 – 6 Pryor Street; and

**12. Officers' reports****CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

- 
- f) 2 – 20 Luck Street.
8. In response to ECCI's formal request at the ordinary Council meeting on the 9 December 2025, Council decided to give Notice its Intention to Declare a Special Rate Levy on the Eltham Town Activity Centre.
9. Following the 9 December 2025 Council meeting, as required by the *Local Government Act 1989*, Officers published a public notice in The Age newspaper on 11 December 2025 (**Attachment 1**) advising of Council's Intention to Declare a Special Rate Levy on The Eltham Town Activity Centre. Individual letters (**Attachment 2**) were sent to property owners and tenants who may incur the charge within the proposed SRL boundary, included in the letters was a Frequently Asked Questions information sheet. Details of the proposed SRL were also available via Councils Participate Nillumbik webpage and in the Customer Service area of the Shire offices in Greensborough.
10. The Public Notice period ended on 5pm, Wednesday 28 January 2026. Council has received a total of 11 submissions, 10 submissions in support, and 1 objection to the proposed Eltham Town Activity Centre SRL. (**Attachment 3**) with redacted submissions at (**Attachment 4**). A summary of the submissions with officers' comments is available at (**Attachment 5**).
11. One submission in support was ECCI including their action plan for the proposed SRL. Four of the submissions in support relate to 2 properties within the proposed scheme. One submission was received after the formal Public Notice period had closed.
12. From the submissions received general themes of support for the proposed SRL include:
- a) The ability to market and promote Eltham Town;
  - b) Increased awareness and visitation to Eltham Town;
  - c) Consistence digital presence through website and social media activity; and
  - d) Strong advocacy on behalf of businesses within the Eltham Town Activity Centre.
13. Officers comments for submitters in support of the SLR outline that the proposed SRL provides ECCI with a pool of funds to deliver on the Action Plan, which encourages commercial activity through the marketing and promotion of Eltham Town.
14. One objection to the proposed SRL was received. No reason for the objection was provided by the objector, therefore Officers are unable to provide a direct comment.
15. All submitters were invited to speak at the Planning and Consultation Committee Meeting on 10 March 2026. No presenters appeared before this Committee. The minutes from this meeting are at **Attachment 6**.

**Related Council decisions**

16. Previous Special Rate Levy declarations for the Eltham Town Activity Centre have been made at the Council meeting on 21 June 2016. The current levy was declared at the Council meeting on 23 March 2021.

**12. Officers' reports**

**CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

17. At the Council meeting on the 9 December 2025 Council resolved to give Notice of its Intention to Declare a Special Rate Levy for Eltham Town Activity Centre 2026-2029.

**Options**

18. Council has an option to declare a SLR on the Eltham Town Activity Centre as detailed in ECCI's formal request (**Attachment 7**), and as per the recommendations of this report.
19. Council has an option to modify and make amendments to ECCI's formal request (**Attachment 7**). Depending on the modifications Council may be required to recommence the statutory process prior to endorsement. Officers do not recommend this option.
20. Council has an option to abandon its Intention to Declare a Special Rate on the Eltham Town Activity Centre, thereby not renewing the SLR. Officers do not recommend this option.

**Council plans and policies**

21. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- a) Strengthen Nillumbik's local economy by supporting businesses, growing local industries, attracting investment, and promoting vibrant events.
22. This report directly supports the achievement of the Nillumbik Economic Development Strategy 2020 – 2030:
- a) Objective 1: Improve economic development practices and programs to assist local businesses;
  - b) Objective 2: Create vibrant activity centres and employment precincts in Eltham and Diamond Creek.

**Access, Equity and Inclusion**

23. Public notice of Council's intention to Declare a SRL on the Eltham Town Activity Centre has been communicated and made available in a number of ways to ensure those affected have a fair and equitable opportunity to provide their feedback on the proposed SRL. Notification has been made via print newspaper, direct letters, and Council's website.
24. Extension of the statutory public notice period of 28 days to 49 days was provided for submitters, to account for the summer/Christmas holiday period.

**Sustainability implications**

25. Renewal of the SRL will give ECCI the ability to continue to promote Eltham Town Activity Centre as an attractive place to visit and do business. The awareness generated through promotional and business development activities supports existing businesses and highlights investment opportunities to attract new businesses to Eltham.

**12. Officers' reports****CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

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**Community engagement**

26. In developing their formal request to Council, ECCI engaged with businesses who will be affected by the proposed SRL through face-to-face discussions and digital surveys. The outcome of this consultation informed their formal request to Council to commence the statutory process for the new proposed Special Rate Levy.
27. Following Council's decision on the 9 December 2025 to resolve to give Notice of its Intention to Declare of Special Rate Levy, community engagement to inform those liable to pay the proposed Eltham Town Activity Centre SRL included:
  - a) Public Notice in The Age newspaper;
  - b) Letters delivered through Australia Post to property owners and tenants;
  - c) Physical copy of the Public Notice on display at Nillumbik Shire Council office at 32 Civic Drive, Greensborough;
  - d) Displayed on Council's Public Notice webpage; and
  - e) Inclusion on Participate Nillumbik for notice and receiving of submissions.
28. The Public Notice and letters to property owners and tenants gave instructions on how submissions in support or objection to the proposed SLR could be provided to Council.
29. Council received a total of 11 submissions (**Attachment 3 & 4**), 10 submissions were in support of the proposed SRL, 1 submission in objection to the SLR.
30. All submitters were invited to be heard at the Planning and Consultation Committee on 10 March 2026. There were no presentations at this meeting. The minutes from this meeting are at **Attachment 6**.

**Innovation and continuous improvement**

31. The SRL aims to support the continued economic development and commercial activities of Eltham Town Activity Centre. This support is carried out through initiatives such as improved website design, innovative social media and engaging events.

**Collaboration**

32. Officers have engaged with other Councils on the management of their Special Rates and Charge Scheme used for trader associations. Engagement has also taken place with Council's Rates and Valuations Unit.

**Budget considerations**

33. The Levy is collected through Council's rate process. 100% of the funds collected are passed to ECCI to execute marketing and promotion activities for Eltham Town Activity Centre in accordance with their business plan.
34. Administrative costs will be incurred by Council for the management of the Special Rate Levy, if Council declares the scheme, letters will be sent to property owners and tenants advising of Councils decision.

**12. Officers' reports****CM.043/26 Special Rate Levy for the Eltham Town Activity Centre (2026 to 2029) - Declaration**

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35. The estimated costs to Council for the entire statutory process is valued at \$20,000, incorporating mailing and advertising costs and Council officers' time. These costs are covered from the existing Economic Development and Tourism Unit's operational budget as allocated in the 2025/26 Annual Budget.

**Relevant law**

36. A Special Rate Levy may be declared by Council under section 163 of the *Local Government Act 1989*. In declaring a Special Rate, Council must consider:
- That the proposal relates to the performance of a function authorised by the Act.
  - That there will be a special benefit to the persons liable to pay the Special Rate.
  - That there is a proportional distribution of the rate amongst those persons liable to pay the Special Rate.
  - The total cost of the Special Rate including the annual amount.
37. The Act provides that Council must calculate the value raised by the levy in accordance with the following formula:  **$R \times C = S$** .
- R** is the 'benefit ratio' which is the proportion of the total benefit of the scheme for those liable to pay the levy.
- C** is the total cost of the scheme.
- S** is the maximum amount that can be levied.
38. It is considered that all the properties within the proposed SLR area (**Attachment 8**) will receive a special benefit through increased economic activity. It is also considered that there are no separate 'community benefits' that can be measured which might accrue from the existence of the scheme. The benefit ratio (R) is therefore 100%
39. The total annual cost of the SRL (C) is the maximum amount to be levied of \$143,000 per year.
40. The maximum amount (S) that can be levied over the three year period that the proposed SRL will be in place for is \$429,000.

**Regional, state and national plans and policies**

41. Not Applicable

**Conflicts of interest**

42. 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.044/26 Milthorpe Road, Diamond Creek - Special Charge Scheme**

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**Distribution: Public****Manager: Derek Rotter, Chief Operating Officer****Author: Steven Blight, Manager Capital and Infrastructure****Summary**

Council received a petition on 5 June 2023 from property owners on Milthorpe Road, Diamond Creek requesting the sealing of the section of Milthorpe Road between Black Gully Road and Astons Road.

An initial questionnaire was sent to property owners on 2 August 2023 to gauge interest on sealing the road via a Special Charge Scheme. The results of the initial questionnaire confirmed sufficient support to proceed further with investigation into a Special Charge Scheme to seal the above section of Milthorpe Road. The section being considered is around 1.3km.

Council officers prepared a concept design and cost estimate for the Milthorpe Road Scheme. The estimated cost of the works is \$617,000 to \$740,400, with a 20% Council contribution due to through traffic.

On 24 February 2026, a formal questionnaire and cost apportionment were sent to property owners to determine their level of support for sealing Milthorpe Road. The level of support for the Special Charge Scheme was 30 percent (3 out of ten property owners).

The level of support is below the 60 percent threshold in Council's Special Rate and Special Charge Policy and Guidelines. Therefore, it is recommended that Council abandon the Scheme for Milthorpe Road, Diamond Creek and place further investigation for sealing of Milthorpe Road via a special charge scheme on a three-year moratorium.

**Recommendation****That Council:**

1. Abandons further investigations into the Special Charge Scheme for Milthorpe Road, Diamond Creek between Black Gully Road and Astons Road.
2. Places any further investigations into a Special Charge Scheme for this section of Milthorpe Road on a three-year moratorium, commencing 26 May 2026.
3. Notes that Officers will advise affected property owners of Council's resolution.

**Attachments**

- 1  Milthorpe Road, Diamond Creek - Scheme Area

12. Officers' reports

CM.044/26 Milthorpe Road, Diamond Creek - Special Charge Scheme

**Discussion**

1. On 5 June 2023, Council received a petition from property owners on Milthorpe Road, Diamond Creek to seal the section of Milthorpe Road between Black Gully Road and Astons Road. It did not seek to include the section to Broad Gully Road.
2. The proposed Special Charge Scheme area for Milthorpe Road is shown in **Attachment 1**. The Scheme area connects to the existing sealed section at Black Gully Road and would extend beyond 1km in length (1.3Km).
3. An initial questionnaire was sent to all property owners within the proposed Milthorpe Road scheme area on 2 August 2023 to establish their level of support to seal the road via a Special Charge Scheme.
4. The questionnaire result demonstrated a sufficient level of support to proceed with further investigation of the scheme (refer table below). A minimum of 60% support is required to proceed further.

	Construction	No Change	Total
Votes	6	4	10
Percentage	60%	40%	100%

5. Council officers held an information session with property owners on 24 January 2024 to explain the Special Charge Scheme process and discuss design issues.
6. Council officers prepared a concept design and cost estimate for the Milthorpe Road Special Charge Scheme. The estimated cost of the works is \$617,000 to \$740,400, with a 20% Council contribution due to through traffic.
7. On 24 February 2026 a formal questionnaire and cost apportionment were sent to all affected property owners in the Milthorpe Road scheme area.
8. Follow-up correspondence, including emails and phone calls, were made to property owners along Milthorpe Road who had not responded to the questionnaire, prior to the final results being tabulated.
9. The results of the formal questionnaire are shown in the table below. The level of support had dropped to 30%, which is below the 60% threshold to proceed.

	Construction	No Change	Total
Votes	3	7	10
Percentage	30%	70%	100%

10. As the level of support is below the 60 percent threshold required under Council's Policy, it is recommended that the scheme be abandoned and put on a three-year moratorium.

**Related Council decisions**

11. Not applicable.

**12. Officers' reports**

**CM.044/26 Milthorpe Road, Diamond Creek - Special Charge Scheme**

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**Options**

12. The options available to Council are:

- Option 1: Abandon further investigation into a Special Charge Scheme reflective of the responses provided, as recommended in this report and in line with Council's Special Rate and Special Charge Policy and Guidelines (June 2024).
- Option 2: Proceed with development of the Scheme, which is not recommended due to the low level of property owner support.

**Council plans and policies**

13. 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.

**Access, Equity and Inclusion**

14. Not applicable.

**Sustainability implications**

15. Council is committed to using environmentally sustainable materials where available and appropriate.

**Community engagement**

16. Consultation has been undertaken in accordance with Council's Special Rate and Special Charge Policy and Guidelines (June 2024).

**Innovation and continuous improvement**

17. Not applicable.

**Collaboration**

18. Not applicable.

**Budget considerations**

19. All internal costs associated with the investigation are accommodated within existing operational budgets.

**Relevant law**

20. The 'Special Charge Scheme' legislation under Section 163 of the *Local Government Act 1989* (the Act).

**Regional, state and national plans and policies**

21. Not applicable.

**Conflicts of interest**

22. 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 of this report.

**12. Officers' reports**

**CM.044/26 Milthorpe Road, Diamond Creek - Special Charge Scheme**

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**12. Officers' reports****CM.045/26 Youth Council recruitment**

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**Distribution: Public****Manager: Blaga Naumoski, Chief Community and Integrity Officer****Author: Nichole Johnson, Manager Community Partnerships****Summary**

Nillumbik Youth Council consists of up to 15 young people aged 15 – 25 years old who are passionate about being involved in their community and represent diverse views, ideas and needs of young people in the Nillumbik area.

The current Youth Council term commenced in May 2025 and will conclude in May 2027.


Recruitment of up to three new members is being sought as the First Nations position was not filled and two young people elected have since needed to relinquish their positions on Youth Council.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Endorses the Youth Council Advisory Committee expression of interest process that will open for a three week period on Wednesday 27 May 2026 and will close on Sunday 21 June 2026.
2. Requests Officers to report nominations to the Youth Council Advisory Committee to Council for endorsement in July 2026.
3. Notes that Youth Council Terms of Reference for the 2025 – 2027 term (**Attachment 1**) were endorsed at the Council meeting held on 25 February 2025.

**Attachments**

- 1  Nillumbik Youth Council - Terms of Reference 2025 - 2027

**Discussion**

1. The Nillumbik Youth Council consists of up to 15 young people aged 15-25 years old who are passionate about being involved in their community and represent the diverse views, ideas and needs of young people in the Nillumbik area.
2. The current term, June 2025 to May 2027, commenced with 14 applicants elected.
3. Two elected Youth Councillors have resigned from their positions due to emigration and study commitments and the First Nations position was not filled when we last recruited.
4. The Youth Development Team will publish an expression of interest, using the current Terms of Reference (**Attachment 1**), for up to three young people to join Youth Council for the remainder of the 2025-2027 term.
5. All nominees will be individually scored by the selection panel against an evaluation matrix that considers the nominees:

**12. Officers' reports****CM.045/26 Youth Council recruitment**

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- a. Understanding of and interest in the issues facing young people in the Nillumbik
  - b. Leadership skills and experience and/or willingness to learn
  - c. Ability to demonstrate a range of knowledge, skills and/or lived experience that would benefit the Youth Council.
6. To ensure a diverse representation on Youth Council, weighting will be given to applications that meet one or more of the following criteria:
- Living in rural Nillumbik
  - LGBTIQ+ communities
  - Gender diverse people
  - First Nations People
  - People with a disability, chronic illness and/or mental illness
  - Carers
  - People experiencing or have experienced financial insecurity
  - Culturally and linguistically diverse communities.
7. The selection panel will also take into account the balance of experiences and perspectives across the committee in making its recommendations for membership to Council.
8. The Selection Panel will consist of a senior member of Council (Director – or delegated Manager) and nominated Council staff members from the Youth, Social Planning and Equity Unit.

**Related Council decisions**

9. Youth Council Terms of Reference for the current 2025 – 2027 term (**Attachment 1**) were endorsed at the Council meeting held on 25 February 2025.
10. Current Youth Council members for the 2025-2027 term were endorsed at a Council meeting held on 27 May 2025.

**Options**

11. The Youth Council Advisory Committee Terms of Reference 2025-2027 are presented in **Attachment 1**.
12. Recruitment is scheduled to launch on Wednesday 27 May 2026 and will close on Sunday 21 June 2026.
13. All submissions will be reviewed and shortlisted applicants will be interviewed to confirm interest and suitability for the position.
14. Where possible, three Youth Councillors will be selected to represent a diverse range of young people from Nillumbik and according to selection criteria.
15. Officers will present back to Council in May seeking endorsement of successful applicants to commence on Youth Council in July 2026.

**12. Officers' reports**

**CM.045/26 Youth Council recruitment**

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16. Unsuccessful applicants will be advised and offered the opportunity to meet with a Youth Development Officer to explore other local opportunities for community engagement and skill development.

**Council plans and policies**

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Strengthen inclusive participation in decision-making by empowering individuals and communities to influence matters that affect their lives, recognising and valuing their lived experience and local knowledge.

**Access, Equity and Inclusion**

18. A Gender Impact Assessment has been completed on the Terms of Reference (2025-2027) and reflect a commitment to ensuring a diverse representation on Youth Council in line with Council's Access, Equity and Inclusion Policy.
19. Nillumbik Youth are committed to ensuring the voices of First Nations young people are represented and heard within advisory committee meetings and embedded across Council. We will actively prioritise targeted promotion, engagement and recruitment to support access for First Nations young people to engage with Youth Council and applications for membership will be prioritised in the selection process.

**Sustainability implications**

20. Not applicable.

**Community engagement**

21. Not applicable.

**Innovation and continuous improvement**

22. Terms of Reference will be reviewed and updated in line with recruitment of a full 2027 – 2029 Youth Council.

**Collaboration**

23. Officers will work closely with internal teams and external stakeholders to promote and support Youth Council recruitment for the remainder of the 2025-2027 term and encourage a diverse range of nominations.

**Budget considerations**

24. Youth Council operates within the Youth Development Team's operational budget.

**Relevant law**

25. Not applicable.

**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.045/26 Youth Council recruitment**

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12. Officers' reports

**CM.046/26      Expression of Interest Process Arts and Cultural Advisory Committee  
2026-2027**

**Distribution:    Public**

**Manager:        Blaga Naumoski, Chief Community and Integrity Officer**

**Author:         Nichole Johnson, Manager Community Partnerships**

**Summary**

In June 2026, the current two year term for six committee members will end, and Council will call for Expressions of Interest for Arts and Cultural Advisory Committee for six members to serve one year term from 2026-2027.

The one year recruitment term is intended to align the Arts and Cultural Advisory Committee recruitment process with other advisory committees across Council, ahead of a full recruitment for two year term commencing in 2027.

This report presents the Terms of Reference 2026-2027 (**Attachment 1**) and outlines the expressions process that will open for a three week period on 28 May and close at 11.59pm on 19 June 2026.

Endorsement of the successful applicants for the 2026-2027 committee member will be presented at a Council Meeting scheduled for 25 August 2026.

**Recommendation**

**That** Council:

1.    Endorses the Terms of Reference 2026-2027 (**Attachment 1**).
2.    Endorses the Arts and Cultural Advisory Committee expression of interest process that will open for a three week period on 28 May and close at 11.59pm on 19 June 2026.
3.    Requests Officers to report nominations to the Arts and Cultural Advisory Committee to Council for endorsement on 25 August 2026.

**Attachments**

1.  Arts and Cultural Advisory Committee Terms of Reference 2026-2027

**Discussion**

1.    Council’s Arts and Cultural Advisory Committee enables community members with appropriate expertise and experience to provide advice to Council concerning key issues relating to arts and culture.
2.    In the past the Arts and Cultural Advisory Committee has gone out for Expression of Interest each calendar year where roughly half the Committee term comes to an end.
3.    In June 2026, the current two-year term for six committee members will end, and Council will call for Expressions of Interest for Arts and Cultural Advisory Committee for six members to serve one year term from 2026-2027.

**12. Officers' reports****CM.046/26 Expression of Interest Process Arts and Cultural Advisory Committee 2026-2027**

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4. Up to 14 committee members form the committee, collectively represent a diverse range of arts and cultural expertise.
  5. The total of 16 outlined in the Terms of Reference includes two Councillor representatives.
  6. All nominees will be individually scored by a selection panel against evaluation matrix that considers the nominees:
    - a) Qualifications, skills and/or expertise in the focus areas of the advisory committee.
    - b) A strong understanding of the local community and its social, environmental and economic influences.
    - c) An ability to represent a broad range of views that reflect the diversity of the community.
  7. A dedicated position within the committee will be prioritised for a First Nations artist, curator, producer or creative.
  8. Consideration will be given to the diversity of age groups on the committee.
  9. The selection panel for making recommendations of members on the Advisory Committee will now consist of a Senior Member of Council (CEO or Director – or delegated Manager) and up to three nominated Council staff members from Arts and Cultural Development team.

**Related Council decisions**

10. The Arts and Cultural Advisory Committee Terms of Reference 2025-2027 were endorsed at the Council Meeting on Tuesday 27 May 2025.

**Options**

11. The Terms of Reference are presented in **(Attachment 1)**. The Terms of Reference were updated and reviewed as per the new template endorsed by Council 24 March 2026.
12. It is recommended that the term for the Arts and Cultural Advisory Committee be for a one year period (2026-2027). The one year recruitment term is intended to align with other advisory committees across Council.
13. Expressions of Interest for Arts and Cultural Advisory Committee members will open on 28 May and close at 11.59pm on 19 June 2026.
14. To be eligible for applications, applicants must meet the criteria outlined in the Terms of Reference **(Attachment 1)**.
15. This Expression of Interest process will recruit six members, who will join the existing eight to comprise the full 14 members, as outlined in the Terms of Reference.
16. Officers will present back to Council in August 2026 seeking endorsement of successful applicants.

**12. Officers' reports**

**CM.046/26 Expression of Interest Process Arts and Cultural Advisory Committee 2026-2027**

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**Council plans and policies**

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Support local art, culture and placemaking initiatives that enrich everyday community spaces and experiences.

**Access, Equity and Inclusion**

18. Council's Access, Equity and Inclusion policy has informed inclusion of new measures in the Terms of Reference (**Attachment 1**), which support increase in the representation of diverse and varied needs of the arts community on the committee.

**Sustainability implications**

19. Not Applicable.

**Community engagement**

20. Calls for nominations will be broad, and the proposed communication plan is summarised below:
- a. Expression of Interest will launch on 28 May 2026 and will close on to 19 June 2026 if nomination numbers are reached.
  - b. A recruitment approach which includes targeting diverse community groups and stakeholders will be conducted, reaching local arts leaders, creative practitioners working across all art forms, arts organisations, arts groups, creative businesses, First Nations artists, artists living with a disability and creatives from diverse backgrounds and age groups.
  - c. The use of various Council social media platforms to ensure a wide range of Council social media followers are aware of nominations.
  - d. Invitations to nominate will be disseminated through community group networks, and to be promoted through existing contact databases, including current First Nations networks.
  - e. A call for nominations to be included on Arts and Culture webpages and in the monthly e-newsletter.
  - f. Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation will be engaged to support First Nations nominations through the Corporation's own creative network.

**Innovation and continuous improvement**

21. The Terms of Reference 2026-2027 (**Attachment 1**) ensure continuous improvement in meeting Advisory Committee Policy and Access, Equity and Inclusion Policy objectives.

**Collaboration**

22. Recruitment will be supported by many teams across Council to ensure a diverse representation.

**12. Officers' reports**

**CM.046/26      Expression of Interest Process Arts and Cultural Advisory Committee  
2026-2027**

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**Budget considerations**

23. Not Applicable.

**Relevant law**

24. Not Applicable.

**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 of this report.

## 12. Officers' reports

### CM.047/26 Environment and Sustainability Advisory Committee membership

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**Distribution:** Public

**Manager:** Derek Rotter, Chief Operating Officer

**Author:** Amanda Kern, Manager Strategic Planning, Transport and Environment

#### Summary

This report provides a recommendation for membership of the 2026-2028 term of Council's Environment and Sustainability Advisory Committee (ESAC).

Nominations were sought from 1 March to 31 March 2026 and were assessed against selection criteria.

The recommended membership (**Attachment 1**) comprises a diverse mix of urban and rural representatives who provide a breadth of knowledge and expertise across environment and sustainability matters including climate action, biodiversity and land management.

The ESAC Terms of Reference are provided in (**Attachment 2**).


Council endorsement of the recommended 11 general community members is sought.

#### Recommendation

**That Council:**

1. Endorses the 11 recommended applicants listed for appointment to the 2026-2028 Environment and Sustainability Advisory Committee (ESAC) (**Attachment 1**).
2. Resolves that the successful applicants be named.
3. Acknowledges and thank all those that expressed interest in joining ESAC.
4. Resolves that the Panel recommendations (**Attachment 1**) and scoring remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

#### Attachments

1. Recommended ESAC applicants - *CONFIDENTIAL*
2.  ESAC Terms of Reference

#### Discussion

1. The Environment and Sustainability Advisory Committee (ESAC) provide a formal opportunity for Council to work with representatives of the community in developing and implementing environment and sustainability policies, strategies and plans. Committee members can also influence Council's direction on environment and sustainability matters by recommending action for Council consideration.

**12. Officers' reports**

**CM.047/26 Environment and Sustainability Advisory Committee membership**

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2. Its Terms of Reference outline that membership will consist of up to 14 members and will include up to:
  - a. Eleven individual members representing the community;
  - b. One representative of the Nillumbik Youth Council; and
  - c. Two representatives of the Nillumbik Shire Council (Councillors) – one as Chair and one as alternate Chair.
3. Collaboratively, the membership is required to comprise a diverse mix of urban and rural representatives who provide a breadth of knowledge and expertise across environment and sustainability matters including:
  - a. Biodiversity and land management; and
  - b. Climate action (climate resilience, net-zero emissions, sustainable transport, waste management and circular economy, and integrated water management).
4. The final meeting of the current ESAC was on 15 April 2026. All positions were then vacated.
5. Expressions of interest for membership of the next (two-year) term of the Committee were sought between 1 March 2026 to 29 March 2026 from community members.
6. Fifteen expressions of interest were received by the closing date.
7. The assessment process scored each nominee's response against the following selection criteria:
  - a. Reasons for wanting to join the advisory committee;
  - b. Qualifications, knowledge, skills and/or lived experience that are relevant to the advisory committee;
  - c. Understanding of local issues that are relevant to the advisory committee terms of reference;
  - d. Community and industry network linkages; and
  - e. Balanced makeup of committee:
    - i. an ability to represent a broad range of views that reflect the diversity of the community (including age, gender, rural and urban representatives); and
    - ii. a mix of climate action, biodiversity & land management representatives).
8. It is recommended that the 11 (highest scoring) community members listed in Confidential Attachment 1 be appointed to ESAC for the 2026-2028 term.
9. The next term of ESAC will be 2026-2028. The first meeting of the new committee is scheduled for 15 July 2026.

**Related Council decisions**

10. At the February 2026 Council Meeting, Council:
  - a. Acknowledged and thanked members of the 2024-2026 Environment and Sustainability Advisory Committee for their advice and practical contribution to environment and sustainability outcomes for the Shire over the term of the Committee.

**12. Officers' reports**

**CM.047/26 Environment and Sustainability Advisory Committee membership**

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- b. Endorsed a revised terms of reference for the Environment and Sustainability Advisory Committee.
- c. Approved the commencement of a recruitment process for a new ESAC committee.

**Options**

- 11. Based on the scoring, the eleven applicants that scored highest are recommended to Council for endorsement.
- 12. In addition, as per the Terms of Reference, a position on ESAC is reserved for a Youth Council representative. The Youth Council will nominate a representative for direct appointment if a member indicates interest.

**Council plans and policies**

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

**Access, Equity and Inclusion**

- 14. The assessment process was conducted in line with Council's Access, Equity and Inclusion Policy.

**Sustainability implications**

- 15. The function of ESAC provides advice to Council on environmental and climate change matters.

**Community engagement**

- 16. Expressions of Interest for community members to apply to join ESAC were invited through Council communication avenues including Nillumbik News, e-newsletters, social media posts and a media release. Invitations were also circulated through relevant Council committees and networks.

**Innovation and continuous improvement**

- 17. A purpose of ESAC is to support Council in identifying opportunities for continuous improvement in environment and sustainability matters.

**Budget considerations**

- 18. Administrative support for ESAC is provided within Council's operating budget.

**Conflicts of interest**

- 19. 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.047/26      Environment and Sustainability Advisory Committee membership**

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## 12. Officers' reports

CM.048/26 Living &amp; Learning Nillumbik Advisory Committee Membership 2026

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**Distribution: Public****Manager: Blaga Naumoski, Chief Community and Integrity Officer****Author:****Kellie Grocock, Executive Officer Living Learning Nillumbik****Summary**

This report provides recommendations regarding membership of the Living & Learning Nillumbik Advisory Committee 2026 – 2028 (L&LN AC).

It includes a recommended update to the current L&LN AC Terms of Reference (ToR) (**Attachment 1**) and seeks Council's endorsement of the 11 recommended residents representing the community (individual members) (**Attachment 2**).

The L&LN AC provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in supporting lifelong learning, social connection, build skills and wellbeing across the L&LN network.

The eleven (11) community members being recommended for membership represent a diverse group of people from the Shire.

<b>Recommendation</b>
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**That Council:**



1. Endorses the Living & Learning Nillumbik Advisory Committee Terms of Reference (**Attachment 1**).
2. Endorses the 11 recommended members representing the community (individual members) for appointment to the Living & Learning Nillumbik Advisory Committee (**Attachment 2**):
  - (a) Applicant 1 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (b) Applicant 2 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (c) Applicant 3 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (d) Applicant 4 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (e) Applicant 5 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (f) Applicant 6 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (g) Applicant 7 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member

## 12. Officers' reports

## CM.048/26 Living &amp; Learning Nillumbik Advisory Committee Membership 2026

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- (h) Applicant 8 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (i) Applicant 9 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (j) Applicant 10 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
  - (k) Applicant 11 \_\_\_\_\_ for their role as a Living & Learning Nillumbik Advisory Committee Member
3. Supports the remaining vacant Living & Learning Nillumbik Advisory Committee position staying open via an enquiry form on the Living & Learning Nillumbik website.
  4. Acknowledges and thanks all those that expressed interest in joining the Living & Learning Nillumbik Advisory Committee.
  5. Resolves that the Assessment and Recommended Advisory Committee Applicants (**Attachment 2**) is to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.
  6. Resolves that the successful applicants be named.

**Attachments**

- 1  L&LN Advisory Committee Terms of Reference May 2026
2. L&LN Advisory Committee Applicants Recommended for Endorsement 2026 - **CONFIDENTIAL**
- 3  L&LN Advisory Committee Current Terms of Reference adopted Feb 2026

**Discussion**

1. The Living & Learning Nillumbik (L&LN) Advisory Committee provides Council with a clear and structured mechanism to receive informed community advice on L&LN priorities and service directions.
2. The Committee is advisory only and does not hold decision-making, governance or operational responsibilities, which remain with Council; advice from the Committee will support evidence-based decision-making and early identification of emerging community needs and opportunities.
3. The Committee complements existing consultation and engagement processes, strengthening community input without duplication.
4. The current L&LN Advisory Committee Terms of Reference (ToR) (**Attachment 3**) were endorsed by Council 24 February 2026 and outline that Advisory Committee membership will consist of up to 14 members and will include representation from:
  - a) Two (2) representatives of the Nillumbik Shire Council (Councillors)

**12. Officers' reports****CM.048/26 Living & Learning Nillumbik Advisory Committee Membership 2026**

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- b) Eight (8) residents representing the community (individual members)
  - c) Two (2) representatives of community groups or local agencies; and
  - d) Two (2) representatives of State and/or Federal government departments or independent organisations.
5. An expression-of-interest (EOI) process period ran from 3 March to 31 March 2026 supported by a promotional campaign via:
- a) L&LN and Council's website, social media and eNews
  - b) Nillumbik News Autumn 2026
  - c) Community Connect Network and other existing networks
  - d) L&LN course guide
  - e) Promotional collateral including video, flyers and posters
  - f) Word of mouth, phone calls, emails.
6. The campaign attracted 11 responses from residents representing the community (individual members).
7. No expressions of interest were received from representatives of community groups or local agencies, or from State and/or Federal government departments or independent organisations.
8. Following assessment of the 11 EOIs from residents representing the community (individual members), all candidates were assessed as suitable for the Committee.
9. Updated ToR has been drafted (**Attachment 1**) to align with Council's new ToR template and also to include the following addition to the Membership section:
- a) If the number of community representative (individual members) applicants is greater than the eight (8) vacant positions, additional members may be endorsed to fill vacant community group, local agency, State and/or Federal government department or independent organisations positions.
10. The first meeting of the new committee is planned for July 2026.

**Related Council decisions**

11. At the 24 February 2026 Council Meeting, Council endorsed the current ToR (**Attachment 3**), the Expression of Interest process and dates to renew the Committee.

**Options**

12. Council has the option to decide whether to adopt updated Terms of Reference for the L&LN Advisory Committee and appoint 11 members, or retain the current Terms of Reference and appoint eight members in line with the existing framework.

**Option 1: Adopt updated Terms of Reference and appoint 11 members**

13. That Council:
- a) Adopts the updated L&LN Advisory Committee Draft Terms of Reference (**Attachment 1**);

**12. Officers' reports**

**CM.048/26 Living & Learning Nillumbik Advisory Committee Membership 2026**

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- b) Appoints the 11 recommended applicants to the L&LN Advisory Committee for the 2026 - 2028 term (**Attachment 2**); and
- c) Keeps the remaining position open for ongoing expressions of interest.

**Option 2: Retain current Terms of Reference and appoint 8 members**

14. That Council:

- a) Retains the current L&LN Advisory Committee Terms of Reference (**Attachment 3**); and
- b) Appoints eight of the 11 recommended applicants to the L&LN Advisory Committee for the 2026 to 2028 term, in line with the current Terms of Reference.

**Council plans and policies**

15. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Support lifelong learning through accessible community programs, libraries and neighbourhood houses to enhance social connection, build skills and support mental wellbeing across all life stages.

**Access, Equity and Inclusion**

16. The assessment process was conducted in line with Council's Access, Equity and Inclusion Policy.

**Sustainability implications**

17. Not applicable.

**Community engagement**

18. Not applicable.

**Innovation and continuous improvement**

19. Not applicable.

**Collaboration**

20. Not applicable.

**Budget considerations**

21. Delivered in line with L&LN's operational budget.

**Relevant law**

22. Not applicable.

**Regional, state and national plans and policies**

23. Not applicable.

**Conflicts of interest**

24. 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.049/26 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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**Distribution:** Public

**Manager:** Blaga Naumoski, Chief Community and Integrity Officer

**Author:** Katia Croce, Manager Governance

#### 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.

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.

#### Recommendation

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

1. 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.
2. The common seal of Council be affixed to the Instrument.
3. 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.

#### Attachments

- 1  Instrument of Appointment and Authorisation for Planning and Environment Act 1987

#### Discussion

1. The purpose of this report is for Council to consider executing an Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* (Instrument).
2. Instruments of Appointment and Authorisation enable Council staff to exercise powers permitted to authorised officers under legislation or Council local laws.
3. Council subscribes to the Maddocks Authorisations and Delegations service. The appointment and authorisation of officers for the purposes of enforcing the *Planning and Environment Act 1987* enables day to day statutory and operational decisions to be made in relation to this Act.

**12. Officers' reports**

**CM.049/26 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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4. The proposed Instrument (**Attachment 1**) is based on the model developed by Maddocks Lawyers and available through the subscription service.
5. Maddocks recommend that Officers enforcing the *Planning and Environment Act 1987* be authorised by Council resolution and that Instruments of Appointment and Authorisation be refreshed on a regular basis. The instruments are reviewed by Governance as required to ensure they are up to date.

**Related Council decisions**

6. The current Instrument was resolved by Council on 24 March 2026.

**Options**

7. It is recommended by Officers that Council resolves that the Officers referred to in the instrument (**Attachment 1**) be appointed and authorised as set out in the instrument.

**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. Not applicable.

**Sustainability implications**

10. Not applicable.

**Community engagement**

11. As a legislative requirement and an administrative function of Council, Community engagement is not required.

**Innovation and continuous improvement**

12. Council's appointments and authorisations under the *Planning and Environment Act 1987* have been signed under delegation to the CEO in accordance with legal advice. To strengthen Council's decision making and enforcement process it is recommended that Council make these appointments by Council Resolution.

**Collaboration**

13. Not applicable.

**Budget considerations**

14. The appointment of authorised officers is an administrative exercise undertaken by Council Officers. There is no additional resourcing required if Council supports and resolves the officer recommendation.

**Relevant law**

15. Section 224 of the *Local Government Act 1989*
16. Section 147(4) of the *Planning and Environment Act 1987*

**12. Officers' reports**

**CM.049/26 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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**Regional, state and national plans and policies**

17. Not applicable.

**Conflicts of interest**

18. 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.049/26 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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**12. Officers' reports****CM.050/26 Variation to Contract - 2122-032 Kangaroo Ground Landfill Rehabilitation****Distribution: Public****Manager: Derek Rotter, Chief Operating Officer****Author: Steven Blight, Manager Infrastructure and Capital****Summary**

On 22 February 2022, Council approved the awarding of contract 2122-032 Kangaroo Ground Landfill Rehabilitation project at 105 Graham Road, Kangaroo Ground with Shamrock Civil Pty Ltd.

The construction works are now in the final stages, with the contract expected to reach practical completion by 30 June 2026.

Approved contract variations to date have been within the approved contract budget allocation.

Recent additional costs incurred as contract variations on this project will exceed the current approved contract budget allocation.

Reflective of the original Council resolution in 2022 any variations incurred above the contract allocation are required to be presented back to Council.

The variations are the result of latent conditions encountered onsite. They are reflective of the original scope of works and have not contributed to any additional works.

**Recommendation****That Council:**

1. Authorises the Chief Executive Officer to approve an increase in the allocated project budget by **[Redacted]** exclusive of GST for the additional contract variations for contract 2122-032 Kangaroo Ground Landfill Rehabilitation project.
2. Makes public the decision regarding this contract variation but the Confidential – Variation to Contract – 2122-032 Kangaroo Ground Landfill Rehabilitation (**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*.

**Attachments**

1. Variation to Contract – 2122-032 Kangaroo Ground Landfill Rehabilitation - *CONFIDENTIAL*

**Discussion**

1. On 22 February 2022, Council approved the awarding of contract 2122-032 Kangaroo Ground Landfill Rehabilitation project at 105 Graham Road, Kangaroo Ground with Shamrock Civil Pty Ltd.
2. The project has been fully funded through Council's Waste Management Charge, collected annually through the Council rates process.

**12. Officers' reports****CM.050/26 Variation to Contract - 2122-032 Kangaroo Ground Landfill Rehabilitation**

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3. To allow Council to fund the works, it was necessary to stage the works over 5 financial years and not complete the project as one continuous project.
4. This required the contractor to only work through the warmer, drier months and leave the site idle through the wetter winter months.
5. During construction works, several issues were encountered, resulting in unforeseen additional costs being incurred above the current contract allowance.
6. The main variations incurred so far have been:
  - i) Contract Escalations – the contract allowed the contractor to claim against escalating fuel, construction and material costs due to the extended duration of the contract.
  - ii) Asbestos Contamination – During the works, asbestos was discovered within the site won cover soils, in particular the proposed topsoils for the new cap. While the contamination was assessed to be a very low risk, we were still required by law to take the appropriate measures to treat to contaminated soils, monitor the workplace and ensure there was no risk moving forward. This resulted in lost time, specific treatment and use of the soils (buried) and the requirement to import additional soils.
  - iii) Soil Treatment – Following the discovery of the asbestos, other soils had to be treated to ensure they could be used to replace the contaminated soil. The use of cover soils on a landfill is very strictly regulated with all soils tested and certified for use before they can be placed.
  - iv) Drainage Adjustments – Changes were required on some of the designed drainages structures to ensure they performed as required and the concentration of stormwater runoff into the surrounds was reduced as much as possible.
  - v) Other minor variations – construction water supply to site for dust mitigation, waste capture beyond the landfill boundary, etc.
7. The contract details to date and proposed variations are outlined in the tables contained in the confidential (**Attachment 1**).
8. The rehabilitation of any landfill falls under strict legislated requirements, managed and enforced by the Environment Protection Authority (EPA).
9. The rehabilitation process has been guided by the Best Practice Environment Management (BPEM) guidelines as published by the EPA.
10. All variations to date have been reviewed and approved by a specialist external landfill rehabilitation project manager, in line with the requirements of the BPEM and the independent EPA accredited auditor.
11. These works are not optional and must be completed to achieve a compliant closed landfill.

**Related Council decisions**

12. Tender Report – Contract 2122-032 Kangaroo Ground Landfill Capping – Civil Contractor, awarded on 22 February 2022 at the February Ordinary Council meeting.

**12. Officers' reports**

**CM.050/26 Variation to Contract - 2122-032 Kangaroo Ground Landfill Rehabilitation**

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**Options**

13. There are no options available to avoid these works and the associated costs.

**Council plans and policies**

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

- Protect and enhance the Shire's natural environment and biodiversity to preserve the unique character, heritage and ecological health of our community

**Access, Equity and Inclusion**

15. Not applicable.

**Sustainability implications**

16. The rehabilitation of the Kangaroo Ground Landfill will help protect the local community and the environment from adverse outcomes typically associated with poorly capped or maintained landfills.

**Community engagement**

17. Not applicable.

**Innovation and continuous improvement**

18. All works are in line with the EPA's requirements, as published in the BPEM.

**Collaboration**

19. Not applicable.

**Budget considerations**

20. These works will be funded through the Waste Management Charge, collected annually through the Council rates process.

**Relevant law**

21. Rehabilitation of closed landfills in Victoria is governed by a framework centred on the *Environment Protection Act 2017* (which replaced the 1970 Act) and implemented through the EPA Victoria Best Practice Environmental Management - Siting, design, operation and rehabilitation of landfills (Publication 788.3), commonly known as the Landfill BPEM.

**Regional, state and national plans and policies**

22. Not applicable.

**Conflicts of interest**

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.050/26      Variation to Contract - 2122-032 Kangaroo Ground Landfill  
Rehabilitation**

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## 12. Officers' reports

**CM.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation**

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**Distribution: Public****Manager: Derek Rotter, Chief Operating Officer****Author: Steven Blight, Manager Infrastructure and Capital****Summary**

This report recommends the awarding of contract 2526-041 for Shire Office Building Works and Lift Installation.

The intention of the project is to provide safe and equitable access for all between the lower and upper ground floors and the Shires Civic Drive offices.

The contract will commence on 1 June 2026 with an intended completion date of 30 November 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 2526-041 for Shire Office Building Works and Lift Install.

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.

<b>Recommendation</b>
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**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted] plus \$[Redacted]** for contingency (exclusive of GST) as disclosed in **(Attachment 1)** and enter into the following contract:  
Number: 2526-041  
Title: Shire Office Building Works and Lift Installation.  
Term: 1 June 2026 to 30 November 2026.  
Options: Nil.
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 with a value of no more than the total approved budget for the project.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2526-041 **(Attachment 1)** remains 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.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation**

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7. Resolves that the preferred tenderer be named.

**Attachments**

1. Attachment 1 - Tender Evaluation Summary Report - 2526-041 - *CONFIDENTIAL*

**Discussion**

1. The Shire Offices located at 34 Civic Drive, Greensborough does not currently have an accessible passenger lift that services the lower and upper ground floors and complies with the Disability and Discrimination Act 1992 (DDA).
2. Currently, staff who are unable to utilise the stairs are required to exit the building and travel approximately 90 meters to change floors.
3. This contract is to carry out the required building works to facilitate the installation of a new compliant and accessible lift and incorporate additional building improvements to the rear of the offices.
4. Works will include;
  - The provision of a new DDA compliant lift.
  - All internal adjustments to accommodate access to and from the lift.
  - Two accessible parking bays adjacent to the new lift.
  - Additional staff parking spaces with EV Charging.
  - Accessible paths within the subject area.
  - Relocation of the current bin store.
  - Remediation of all work affected areas.

**Council plans and policies**

5. This report directly supports the achievement of the Council Plan 2025-2029 strategy Welcoming and inclusive communities.
  - Improve equitable access to inclusive services, infrastructure and opportunities across all life stages that support physical and mental wellbeing.

**Tender overview**

The Tender Evaluation Panel (TEP) advises that:

6. A public tender was issued on 24 March 2026.
7. The period for tender submissions closed at 2pm on Thursday 16 April 2026.

12. Officers' reports

CM.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation

8. The following tenders were received:

<b>TENDERER</b>
Tenderer A
<b>Tenderer B – Preferred Tenderer</b>
Tenderer C
Tenderer D
Tenderer E
Tenderer F
Tenderer G
Tenderer H

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 (Resources)	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.

11. The members of the TEP were:

Position Title	Business Unit	Scoring Member or Advisory Member
Capital Works Coordinator	Capital and Infrastructure	Scoring
Works Planner Officer	Capital and Infrastructure	Scoring
Facility Maintenance Project Officer	Capital and Infrastructure	Scoring
Senior Procurement Specialist	Procurement and Contracts	Advisory

12. Officers' reports

CM.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation

Position Title	Business Unit	Scoring Member or Advisory Member
Procurement Specialist	Procurement and Contracts	Advisory
Manager Capital and Infrastructure	Capital and Infrastructure	Advisory

12. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
Tenderer A	81	3
<b>Tenderer B – Preferred Tenderer</b>	<b>86</b>	<b>1</b>
Tenderer C	84	2
Tenderer D	77	4
Tenderer E	77	5
Tenderer F	77	6
Tenderer G	71	9
Tenderer H	75	8

- 13. The preferred tenderer was the highest ranked and is considered best value because they have clearly demonstrated their experience and the successful delivery of similar complex building and lift related projects. They also submitted the most competitive price.
- 14. **Attachment 1** - Tender Evaluation Summary Report – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.
- 15. The Tender Evaluation Summary Report (**Attachment 1**) is 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. The preferred tenderer has demonstrated the appropriate experience and capability through approximately 30 years of industry experience, including the installation of similar commercial lifts within a live work environment.
- 17. They have provided a detailed project program with a commitment to achieving the nominated practical completion date of 30 November 2026.

**Contingency and Risks**

- 18. Cost escalation risk: Fuel price volatility may increase transport and delivery costs, with mandatory pass-through requirements under the Fair Work fuel cost recovery order potentially leading to variations or budget pressure. This has been offset by favourable tender pricing and a proposed 15% contingency.

**12. Officers' reports**

**CM.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation**

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19. Lift supply risk: The nominated lift may be subject to shipping delays in the current volatile international climate. The tenderer has allowed a generous 16 week lead time in their works programme to mitigate this risk.
20. Working within a live site: Works will be undertaken within an operational office environment. The tenderer has provided a comprehensive methodology outlining measures to minimise disruption and manage risks to Council staff. A detailed Construction Management Plan will be developed prior to commencement to further assess and address site-specific risks. The current flexible working arrangements within the office will provide opportunities for staff to work away from the area as necessary.

**Tender Interviews and Reference checks**

21. Post-tender interviews were conducted on 1 May with Tenderers A, B and C. The interview process provided further assurance of Tenderer B's demonstrated capability and capacity to successfully deliver the works.
22. Reference checks for Tenderer B returned positive feedback, with all referees confirming they would engage the contractor again on future projects.

**Collaboration**

23. Not applicable.

**Budget considerations**

24. This project is funded through Councils Capital Works Program.

**Sustainability implications**

25. The tenderer has demonstrated a strong commitment to social procurement through a formal Social Employment Policy, promoting inclusive recruitment and training.
26. The Tenderer is not based within the Northern Councils Alliance (NCA) region and has not identified any locally based staff; however, outlined policies align well with broader community and social procurement objectives.

**Stakeholder Consultation/communication**

27. Internal consultation has taken place with all affected staff.
28. Further communication will occur through Councils intranet (Agora) and site signage.

**Innovation and continuous improvement**

29. Not applicable.

**Relevant law**

30. Sections 108 and 109 of the *Local Government Act 2020*.
31. *Disability and Discrimination Act 1992*.

**12. Officers' reports**

**CM.051/26 Tender Report - 2526-041 Shire Office Building Works and Lift Installation**

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**Regional, state and national plans and policies**

32. Not applicable.

**Conflicts of interest**

33. As part of the tender process, all members of the Tender Evaluation Panel were required to declare any disclosable conflicts of interest.

34. There were no disclosable conflicts of interest raised.

## 12. Officers' reports

## CM.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction

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**Distribution: Public**

**Manager: Derek Rotter, Chief Operating Officer**

**Author: Steven Blight, Manager Capital and Infrastructure**

**Summary**

This report recommends the awarding of contract for 2425-079 Eltham Rugby Pitch Reconstruction.

The contract will commence 1 June 2026 with an intended completion date of 31 March 2027.

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 2425-079 for 2425-079 Eltham Rugby Pitch Reconstruction.

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.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **#[Redacted]** plus **#[Redacted]** for contingency (exclusive of GST) as disclosed in (**Attachment 1**) and enter into the following contract:  
Number: 2425-079  
Title: Eltham Rugby Pitch Reconstruction.  
Term: 1 June 2026 to 31 March 2027.  
Options: Nil.
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 with a value of no more than the total approved budget for the project.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2526-041 (**Attachment 1**) remains 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.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction

**Attachments**

1. Attachment 1 - Tender Evaluation Summary Report - 2425-079 - *CONFIDENTIAL*

**Discussion**

1. The Eltham Rugby Pitch is an aged facility that is no longer fit for purpose with no established functional drainage infrastructure.
2. The pitch is regularly waterlogged in the winter months and has at times had to be closed for extended periods to the public and user groups.
3. This project is for the full reconstruction of the pitch including subsurface drainage, irrigation, new turf, goals and fencing.

**Council plans and policies**

4. This report directly supports the achievement of the Council Plan 2025-2029 strategy Open spaces and active places.
  - Promote active participation in sports, leisure, and recreation, with a focus on providing well-planned facilities to meet the needs of the community.

**Tender overview**

The Tender Evaluation Panel (TEP) advises that:

5. A public tender was issued on 28 February 2026 and advertised in the Melbourne Age.
6. The period for tender submissions closed at 2pm on Thursday 26 March 2026.
7. The following tenders were received:

<b>TENDERER</b>
<b>Tenderer A – Preferred Tender</b>
Tenderer B
Tenderer C
Tenderer D
Tenderer E
Tenderer F
Tenderer G
Tenderer H
Tenderer I
Tenderer J
Tenderer K
Tenderer L

12. Officers' reports

CM.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction

- 8. Only tenders that were conforming and competitive were fully evaluated. Tender submissions that were assessed to be non-conforming or not sufficiently competitive were set aside from further evaluation.
- 9. The following tenders were deemed to be either 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 L	Did not provide a complete submission.

- 10. 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)	40%
Capability (Quality/Technical) & Capacity (Resources)	40%
Collaborative Approach	10%
Economic and Social Sustainability (Social and Local)	10%

- 11. 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. The members of the TEP were:

Position Title	Business Unit	Scoring Member or Advisory Member
Capital Works Coordinator	Capital and Infrastructure	Scoring Member
Recreation and Open Space Project Planner	Recreation and Leisure Services	Scoring Member
Sports Field Supervisor	Operations Centre	Scoring Member
Procurement Specialist	Procurement and Contracts	Advisory Member
Manager Capital and Infrastructure	Capital and Infrastructure	Advisory Member

## 12. Officers' reports

## CM.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction

13. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
<b>Tenderer A – Preferred Tender</b>	<b>89</b>	<b>1</b>
Tenderer B	85	3
Tenderer C	77	6
Tenderer D	86	2
Tenderer E	66	9
Tenderer F	80	4
Tenderer G	76	7
Tenderer H	64	11
Tenderer I	76	8
Tenderer J	80	5
Tenderer K	66	10

14. The preferred tender was the highest ranked and is considered best value because they have clearly demonstrated their relevant experience with and successful delivery of similar open space projects for other local government authorities.
15. **Attachment 1** - Tender Evaluation Summary Report – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.
16. The Tender Evaluation Summary Report (**Attachment 1**) is 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

17. The preferred tenderer has demonstrated their strong capability through extensive experience, with over 12 years in business and 18 years delivering similar projects within the industry. The referenced projects as detailed in their submission are relevant and confirm they have both the necessary capability and experience to successfully deliver this project on behalf of Council. They have also submitted the most competitive price.
18. Suitably qualified staff, including nominated experienced and technically capable personnel aligned with Council's project delivery requirements.
19. They provided a comprehensive and well-considered submission, with detailed methodology demonstrating a clear understanding of the scope, and a realistic works program targeting completion by end of December 2026, followed by a maintenance and grow in period for turf.

**12. Officers' reports****CM.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction**

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**Contingency and Risks**

20. Cost escalation risk: Fuel price volatility may increase transport and delivery costs, with mandatory pass-through requirements under the Fair Work fuel cost recovery order potentially leading to variations or budget pressure. This has been offset in part by favourable tender pricing and a proposed 20% contingency.
21. Program and delivery risk: Fuel shortages and logistics disruptions may cause delays to material supply chains and subcontractor availability, possibly impacting the construction program. Significant time contingency has been worked into the project programme to minimise risk.
22. Material supply risk: Ongoing shortages and price increases in PVC pipes may result in procurement delays, substitutions, and additional cost pressures. Risk minimised through budget and programme contingency.
23. Weather impacting the grow in period. The new turf will require a reasonable spell of optimal warm weather to allow the grass to establish prior to opening. Extended cool periods through the summer may result in the turf taking longer to establish, in which case, it may be necessary to delay the opening of the pitch for use.

**Tender Interviews and Reference checks**

24. Reference checks confirmed the preferred tenderer's capability in delivering a project of this scope, all referees confirmed they would be happy to engage the tenderer again.
25. A tender interview was carried out on 24 April with Tenderer A, the interview further evidenced their capability and capacity to undertake these works.

**Collaboration**

26. Not applicable.

**Budget considerations**

27. This project is co-funded by the Victorian Government (Local Sports and Infrastructure Fund – Community Facilities) and Nillumbik Shire Council.

**Sustainability implications**

28. The preferred tenderer is not based within the NCA region however, they employ 2 full-time staff residing in the northern region.
29. The submission demonstrates some of their environmental commitments, including the provision of an Environmental Sustainability Policy and potential reuse of on-site topsoil.

**Stakeholder Consultation/communication**

30. This project has been planned and developed in consultation with key stakeholders, the Eltham Rugby Union Football Club, Rugby Victoria and the K9 Company.
31. A project outline, including regular updates, will be displayed on Council's web site via the Projects and Works page.

**Innovation and continuous improvement**

32. Not applicable.

**12. Officers' reports**

**CM.052/26 Tender Report - 2425-079 Eltham Rugby Pitch Reconstruction**

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**Relevant law**

33. Sections 108 and 109 of the Local Government Act 2020.

**Regional, state and national plans and policies**

34. Not applicable.

**Conflicts of interest**

35. As part of the tender process, all members of the Tender Evaluation Panel were required to declare any disclosable conflicts of interest.

36. There were no disclosable conflicts of interest raised.

## 12. Officers' reports

CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service

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**Distribution:** Public

**Manager:** Derek Rotter, Chief Operating Officer

**Author:** Renae Ahern, Manager Planning and Environmental Health  
Liann Filer, Senior Procurement Specialist

**Summary**

This report recommends the awarding of contract 2526-010 for the Arboricultural Planning Advisory Service.

The contract term is for an initial period of 3 years, with 3 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 6 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 2526-010 for Arboricultural Planning Advisory Service.

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.

<b>Recommendation</b>
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**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: 2526-010  
Title: Arboricultural Advisory Service  
Term: 1 July 2026 to 30 June 2029  
Options: Term extensions up to 30 June 2032
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. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
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.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service**

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**Attachments**

1. 2526-010 Attachment 1 - Tender Evaluation Summary Report - Confidential - *CONFIDENTIAL*

**Discussion**

1. The primary purpose of this service is to provide expert arboricultural advice and support to Council for it to effectively administer and enforce the Nillumbik Planning Scheme.
2. This includes providing specialised arboricultural advice to assist in the assessment of planning applications, and to facilitate planning decisions that achieve the vegetative landscape, neighbourhood character and tree conservation objectives of the Nillumbik Planning Scheme. Specialised arboricultural advice will also be provided to assist in the assessment of applications under the Nillumbik General Local Law 1 (Protection of amenity trees).
3. The arboricultural advisor will report to the Manager Planning and Environmental Health or equivalent at Council and will be located onsite at the Shire Office one to two days per week depending on volume of work.
4. During the 2025 calendar year, the Planning unit generated 457 arborist referrals. This equates to approximately 38 referrals per month.

**Council plans and policies**

5. This report directly supports the achievement of the Council Plan 2025-2029 strategy Future planning and sustainable development:
  - Strengthen environmental sustainability through integrated planning that prioritises long-term resilience, low-impact development, and climate-responsive design.

**Tender overview**

The Tender Evaluation Panel (TEP) advises that:

6. A public tender was issued on *Thursday 5 March 2026*.
7. The period for tender submissions closed at 2pm on *Thursday 26 March 2026*.

12. Officers' reports

CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service

8. The following tenders were received:

<b>TENDERER</b>
Tenderer A
Tenderer B
Tenderer C
<b>Tenderer D – Preferred Tender</b>
Tenderer E
Tenderer F
Tenderer G

9. 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.

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

<b>TENDERER</b>	<b>Reasons why tender was set aside from further evaluation</b>
Nil	

11. 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.

<b>Criteria</b>	<b>Weighting %</b>
Price	35%
Capability	25%
Capacity	30%
Economic and Social Sustainability	10%

12. 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.

13. The members of the TEP were:

12. Officers' reports

CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service

Position Title	Business Unit	Scoring Member or Advisory Member
Manager Planning and Environmental Health	Planning, Environment and Strategy	Scoring member
Planning and Environmental Health Business Support Coordinator	Statutory Planning	Scoring member
Statutory Planning Coordinator	Statutory Planning and Health	Scoring member
Senior Procurement Specialist	Finance	Advisory member

14. The final evaluation outcome was as follows:

TENDERER	SCORE	RANK
Tenderer A	57	4
Tenderer B	65	3
Tenderer C	59	5
Tenderer D – Preferred Tender	88	1
Tenderer E	52	6
Tenderer F	66	2
Tenderer G	11	7

15. The recommended tender was the highest ranked and is considered best value, because of their extensive technical expertise, the size of their team they can make available to support the service, and their proposed service model for Nillumbik.

16. **Attachment 1** - Tender Evaluation Summary Report – Confidential, provides the tenderer names and the Evaluation Scorecard Summary.

17. The Tender Evaluation Summary Report (**Attachment 1**) is 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**

18. The recommended tenderer has the staff numbers and capacity to deliver the required services.

19. The tenderer has clearly outlined how they would deliver against the contracted service requirements, and what the expected turnaround times will be for referral comments.

**12. Officers' reports**

**CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service**

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20. The tenderer has clearly outlined and articulated what support can be provided to officers.

**Capability**

21. The recommended tenderer has the required skill set, supported by suitably qualified lead arborists and support staff. This tenderer has also demonstrated their capability in other similar contract deliverables with other Councils.
22. The recommended tenderer has proposed a six-month rotation of lead staff to work with the Nillumbik team. This approach allows for a high level of attention and engagement to be maintained, with a fresh perspective and new ideas continually being brought to the table.
23. A very clear explanation as to the time that will be allocated each week for the Nillumbik contract and the expected timeframes for providing referral comments has been provided.

**Tender Interviews and Reference checks**

24. A tender interview was not held with the recommended tenderer as they are known to Council with a demonstrated satisfactory track record. This has provided assurance of their capability to deliver the services. Similarly, reference checks were not undertaken for this same reason.

**Contingency and risks**

25. The recommended tenderer has provided a clear methodology to ensure service delivery continuity in the event of arborist absence.

**Collaboration**

26. Not applicable.

**Budget considerations**

27. The required service is accounted for in the annual operating budget planning process.

**Sustainability implications**

28. By default, the service provides support for the efficient operation of Council's Planning Services Unit with respect to tree related issues within the context of the Nillumbik Planning Scheme and the Nillumbik General Local Law 1 (Protection of amenity trees), through the provision of specialist arboricultural advice to inform planning and local law application assessments.
29. The recommended tenderer's office is in Thomastown, within the Northern Councils Alliance (NCA) municipal boundaries.
30. The recommended tenderer currently employs eight staff from within the NCA municipal boundaries.
31. The recommended tenderer has in place ISO 14001:2015 certification for their environmental systems and ISO 9001:2015 certification for their quality management systems.

**12. Officers' reports****CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service**

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32. The recommended tenderer has an internal strategic plan for reducing carbon emissions and the company maintains an Equal Employment Opportunity, Diversity and Inclusion Policy and a Corporate Social Responsibility Policy. They also support local sports, education and indigenous communities. Employment is merit-based and they support employees facing employment barriers.
33. These policies commit to providing equal and equitable employment opportunities, free from discrimination and barriers, based solely on competence. Relevant support programs offered by the company to its employees include the facilitation of internal networks to support all employees, mental health and wellbeing initiatives (such as flexible working arrangements, extended leave contact, and disability adaptations), and a comprehensive return-to-work program offering modified, suitable duties for ill or injured employees.
34. The recommended tenderer is an Equal Employment Opportunity employer and operates under their Equal Employment Opportunity, Diversity and Inclusion Policy, which actively supports and promotes gender equity across the organisation. While the current overall workforce comprises 11 male and five female employees, women are strongly represented at the highest levels of leadership. In particular, the Management Review Committee (MRC) includes three female senior staff members of the total five MRC members.
35. The recommended tenderer has close ties with an Indigenous Community in the Northern Territory, regularly sending clothing and out of contract staff mobile phones. The company also maintains relationships with community groups, sponsoring a football club and a junior basketball club.
36. The recommended tenderer sponsors an ongoing award for Melbourne University called the Scott Sharp Award and they sponsor an award of merit for the Australian Qualifications Framework (AQF) Level 5 at Melbourne Polytechnic. The company also provides pro-bono guest lecturing to TAFE students.

**Stakeholder Consultation/communication**

37. Not applicable.

**Innovation and continuous improvement**

38. Not applicable.

**Relevant law**

39. *Local Government Act 2020.*
40. *Planning and Environment Act 1987.*
41. Nillumbik General Local Law 1.

**Regional, state and national plans and policies**

42. Not applicable.

**12. Officers' reports**

**CM.053/26 Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service**

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**Conflicts of interest**

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

**12. Officers' reports**

**CM.053/26      Tender Report - Contract 2526-010 Arboricultural Planning Advisory Service**

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**12. Officers' reports****CM.054/26 Informal Meetings of Councillors Records**

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**Distribution: Public****Manager: Blaga Naumoski, Chief Community and Integrity Officer****Author: Katia Croce, Manager Governance****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 April 2026.

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

1. Positive Ageing Advisory Committee meeting held 10 April 2026;
2. Planning Application Conference for Cassells Road, Research meeting held 14 April 2026;
3. Environment & Sustainability Advisory Committee meeting held 15 April 2026;
4. Councillor Briefing held 21 April 2026;
5. Inclusion and Access Advisory Committee meeting held 24 April 2026;
6. Council Meeting Pre-Meet held 28 April 2026;
7. Councillor Briefing held 28 April 2026;
8. Youth Council Advisory Committee meeting held 4 May 2026;
9. Councillor Briefing held 5 May 2026;
10. CEO Employment Matters held 5 May 2026;
11. Councillor Briefing held 12 May 2026;
12. Planning and Consultation Committee Pre-Meet held 12 May 2026; and
13. AI Workshop held 12 May 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 Record 26 May 2026

**12. Officers' reports**

**CM.054/26 Informal Meetings of Councillors Records**

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**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.

**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.

**12. Officers' reports**

**CM.054/26 Informal Meetings of Councillors Records**

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**Community engagement**

11. Not applicable.

**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.054/26 Informal Meetings of Councillors Records**

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