

# Council Meeting

to be held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 30 November 2021 commencing at 7:00pm.

## Attachments

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

Thursday 25 November 2021

Distribution: Public

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## Nillumbik Shire Council

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## Council Meeting

held virtually on Tuesday 26 October 2021, meeting commenced at 7:04pm.

### Minutes

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

Friday 29 October 2021

Distribution: Public

Civic Drive, Greensborough  
PO Box 476, Greensborough 3088  
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**Council Meeting Minutes**

**26 October 2021**

**Nillumbik Shire Council**

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**Confirmation of Minutes of Council Meeting held 26 October 2021**  
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Council Meeting Minutes

26 October 2021

**Nillumbik Shire Council**

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 26 October 2021.  
The meeting commenced at 7.04pm.**

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**Councillors present:**

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

**Officers in attendance:**

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Financial Officer
Hjalmar Philipp	Director Operations and Infrastructure
Blaga Naumoski	Executive Manager Governance, Communications and Engagement
Corrienne Nichols	Executive Manager Communities
Jeremy Livingston	Executive Manager Business Transformation and Performance
Rosa Zouzoulas	Executive Manager Planning and Community Safety
Eddie Cheng	Manager, Information Technology
Katia Croce	Governance Lead
Bianca Hubble	Executive Assistant to Chief Executive Officer

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**1. Welcome by the Mayor**

**2. Acknowledgement of Country**

Acknowledgement of Country was read by the Mayor, Cr Peter Perkins.

**3. Good Governance Pledge**

The Good Governance Pledge was ready by Cr Geoff Paine.

**4. Prayer**

A prayer was read by Pastor Craig Anderson, Infinity Church.

**5. Apologies**

Nil

**6. Disclosure of conflicts of interest**

Cr Karen Egan disclosed a material conflict of interest in CM.157/21 Bouchiers Road Special Charge Scheme, Kangaroo Ground.

**7. Presentations**

Nil

**Council Meeting Minutes**

**26 October 2021**

**8. Confirmation of minutes**

Confirmation of minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 28 September 2021.

<b>Council Resolution</b>
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**MOVED:** Cr Geoff Paine

**SECONDED:** Cr Karen Egan

**That Council**

1. Confirms the minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 28 September 2021 (**Attachment 1** and **Attachment 2**).
2. Resolves that the Confidential Council Meeting minutes (**Attachment 2**) remains confidential in accordance with section 3(1) of the *Local Government Act 2020*.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**9. Petitions**

**PT.004/21 Petition - Removal of Pine Trees in Bellavista Court Plenty**

A petition containing 23 signatures from residents requests that Council remove the Pine Trees in Bellavista Court, Plenty.

The petition contains the following statement:

The pine trees in the middle of the road reservation outside 37-47 Bellavista Court should be removed as their location prevents vehicles from passing safely, particularly in the event of a bushfire when visibility can be severely limited. This has been an ongoing issue for some 15 years and action is now needed. We understand Nillumbik Shire is currently considering this issue and we support their removal.

The primary concern for all residents of Bellavista Court and Namatjira Avenue is the threat to lives and properties because these trees restrict, and may prevent, access for fire trucks and emergency vehicles for residents evacuating in the event of a fire. Not all bushfires occur on high risk fire days and thus it is not always possible for residents to leave their home the previous day. The removal of these trees has been strongly supported by the Plenty CFA over many years.

The threat of bushfires and their severity is increasing year on year and this issue has become increasingly important over the past 15 years since the issue was first raised.

The Plenty CFA and the residents of Bellavista Court have raised these concerns and requested the removal of these trees repeatedly over the past 10 years, including letters to the Shire, and representations to both Shire officers and councillors. It has also been raised regularly at meetings of the Plenty Gorge Precinct Management Committee (previously Plenty Gorge Fire Management Committee), of which Nillumbik is a member, but with no action to date by the Shire.

This area is in a high-risk Bushfire Management Overlay (BMO) zone. The properties in Bellavista Court and Namatjira Avenue have all the highest features for a bad bushfire scenario, which the CFA confirms to us each year in our Community Fireguard meetings:

- Very steep slopes,
- North –South alignment of the Gorge which means the strong northerly winds on the worst bushfire days blow directly down the Gorge, and
- Thick native bush (conservation zone) with no clearing or back-burning of the understory in at least the past 50 years

The residents of Bellavista Court and Namatjira Avenue are very vulnerable should a bushfire approach our properties and anything which hinders or restricts access for CFA and emergency vehicles to fight a fire puts both lives and properties at risk. The CFA and residents believe that's exactly what these pine trees do.

Although there may be a significant cost to removing the trees, given the risk to human life and property, we believe it is a cost well justified.

**Council Meeting Minutes**

**26 October 2021**

**Council Resolution**

**MOVED: Cr Richard Stockman**

**SECONDED: Cr Geoff Paine**

**That Council:**

1. Receives and notes the petition requesting Council remove the Pine Trees in Bellavista Court Plenty, in accordance with the Governance Rule - Meeting Procedure.
2. Refers this petition to the Director Operations and Infrastructure for investigation and response.
3. Notes that officers will advise the petition organiser and Councillors of the outcome.

**CARRIED UNANIMOUSLY**

**PT.005/21 Petition - Save Apollo Parklands Now**

A petition containing 1,555 signatures from residents titled "Save Apollo Parklands Now".

The petition contains the following statement:

The Eltham Area Community Hospital will be built in Parkland at Civic Drive Greensborough.

This will completely downgrade the amenity of the park & rob the community of vital public open space.

We want our community hospital to maximize impact on our community's health & wellbeing so it needs to be easily accessible by public transport.

We need the best possible location for our hospital.

Unfortunately this site will compromise access to all community infrastructure at Civic Drive including the expanded Diamond Valley Sports & Fitness Centre, Diamond Valley library, the newly built Playground & Nillumbik Shire Office.

This location will create chaos on nearby residential streets as visitors seek to avoid paying for parking.

**Council Resolution**

**MOVED: Cr Richard Stockman**

**SECONDED: Cr Ben Ramcharan**

**That Council:**

1. Receives and notes the "Save Apollo Parklands Now" petition in accordance with the Governance Rule - Meeting Procedure.
2. Notes that officers will advise the petition organiser of the outcome.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**10. Questions from the gallery**

**1. Mara Favoretto asked the following questions:**

**Question 1**

What are the grounds on which the legal advice is based that indicate that "Council cannot regulate the use of barbed wire in most circumstances"?

**Response 1**

Council's advice has identified legislation that allows the use of barbed wire as an appropriate means of fencing a parcel of land. Specifically, the *Impounding of Livestock Act 1994* which places an onus on land owners adequately containing livestock. The use of barbed wire for fencing in these circumstances is considered reasonable and appropriate. In much the same way, the *Building Regulations 2018* reference the use of barbed wire in circumstances where construction sites require secure confinement.

**Question 2**

If the legal advice "indicates that Council cannot regulate the use of barbed wire in MOST (my capitals) circumstances," then in what circumstances CAN the use of barbed wire be regulated?

**Response 2**

Advice received by Council Officers indicated that a local law could be considered where it 'fills the gap' and regulates the use of barbed wire for fences which do not require a building permit and which are identified as causing harm to the environment such as in a designated wildlife or nature corridor for the migration passage of indigenous animals. Further detailed strategic work is required to identify and justify the development of a specific local law to restrict the use of barbed wire in these locations, should such a local law be required as a result of such work.

**2. Tim Fleet asked the following questions:**

As part of the "community consultation", the VHBA conducted an online survey between 2 – 31 Aug 2021 to seek community input and feedback on the proposed Eltham area Community hospital site.

The VHBA clearly stated on their website that they would review all submissions and prepare a report based on the survey responses which would be provided to the Nillumbik Shire Council for consideration before council's decision on whether to sell the land to the VIC Government is made.

**Question 1**

Has Council been provided with this report?

**Response 1**

Yes, Council received this information last Friday 22 October 2021.



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**26 October 2021**

**Question 2**

If no, has VHBA given a reason for not providing this report to council?

If yes, why has this report not been made public by either the VHBA or Council?

**Response 2**

It's not Council's report to release, however Council will make a request to the VHBA asking that they release the report publically. Speaking for myself, I certainly read the report, went through the report. They also provided the raw data to us (de-identifying the respondents). That has certainly helped to inform my decision on what we should be doing or not doing with that land.

**3. Dianne Brooker on behalf of Friends of Apollo Parkways Inc**

**Question**

Regarding the proposed hospital at Civic Drive.

Have the VHBA been advised of a further Stadium expansion as outlined in the Masterplan for the DVSFC? This includes 3 additional basketball courts and 3 Squash courts.

**Response**

VHBA have been provided the Civic Drive Open Space Masterplan; the document relevant to the entire Civic Drive Precinct Area. That document refers to a Diamond Valley Sports and Fitness Centre Masterplan, which is publicly available on our website.

The DVSFC Masterplan is a \$50M plus unfunded concept on land southeast of the road dividing the playground and fitness centre. Yes that Masterplan does exist, it also proposes a \$50M+ concept which we haven't funded one dollar for as of now.

**11. Reports of Advisory Committees**

Nil

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.145/21 Adoption of Community Vision - Nillumbik 2040**

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**Distribution: Public**

**Manager: Jeremy Livingston, Executive Manager Business Transformation and Performance**

**Author: Yasmin Green, Strategy and Policy Advisor**

**Summary**

This report presents the Community Vision – Nillumbik 2040 (**Attachment 1**) for adoption, following public consultation, receipt of submissions and refinements to the plan in response to the submissions received.

A community vision is a requirement under section 88 of the *Local Government Act 2020* (the Act) and must be developed with the community and adopted by 31 October 2021. The document seeks to capture the essence of what is most valued about our community and the Shire, reflecting the collective aspirations of our community.

The Community Vision – Nillumbik 2040 (Community Vision) will be used to inform future Council strategic planning, budgeting, service delivery and advocacy to ensure Council is acting in the best interests of the community, and is advocating to all levels of government and agencies.

The information and community feedback gathered through the Our People, Our Place, Our Future community engagement program undertaken in February and March of this year has helped inform the development of our community vision. The community vision was also reviewed by a group representing around one-third of Council's advisory group members prior to the plan being endorsed for public consultation.

On 27 July 2021, Council released the draft Community Vision – Nillumbik 2040 for the purposes of community consultation for a four-week period. Submissions closed on 26 August 2021 and 68 submissions were received. The Planning and Consultation Committee considered a report on the written submissions, and received verbal presentations from a number of submitters at the meeting on 14 September 2021.

Having considered the feedback from the written and verbal submissions, some refinements to the community vision have been made, and these are documented in this report. In addition, responses to the content of the written submissions received are now detailed **Attachment 2**.

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.145/21 Adoption of Community Vision - Nillumbik 2040

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<b>Council Resolution</b>
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**MOVED:** Cr Frances Eyre

**SECONDED:** Cr Geoff Paine

**That Council:**

1. Adopts the Community Vision – Nillumbik 2040 (**Attachment 1**) containing amendments and suggestions in response to the submissions received following public consultation.
2. Authorises the Executive Manager Business Transformation & Performance to make any further minor changes to the Community Vision – Nillumbik 2040 that may be necessary and are inconsequential in nature.
3. Makes the adopted Community Vision – Nillumbik 2040 publicly available on Council's website.
4. Thanks submitters and advises them of the outcome of the consultation process.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.146/21 Adoption of Council Plan 2021-2025**

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**Distribution: Public**

**Manager: Jeremy Livingston, Executive Manager Business Transformation and Performance**

**Author: Yasmin Green, Strategy and Policy Advisor**

**Summary**

This report presents the Council Plan 2021-2025 (**Attachment 1**) for adoption, following public consultation, receipt of submissions and refinements to the plan in response to the submissions received.

This report also presents the Annual Action Plan 2021-2022 (**Attachment 3**) for adoption, which comprises 54 actions that align with the adopted Annual Budget 2021-2022 and supports the first year delivery of the new Council Plan. Reporting updates will be received by Council on a quarterly basis that will demonstrate in a practicable and tangible way how the Council Plan 2021-2025 is being delivered to the community.

The Council Plan is the Council's primary strategic document for its four-year term, and is the elected Council's statement of its priorities for the Nillumbik community. The Council Plan is a requirement under section 90 of the *Local Government Act 2020* (the Act) and must be adopted by 31 October 2021.

The information and community feedback gathered through the Our People, Our Place, Our Future community engagement program undertaken in February and March of this year has helped inform the development of the Council Plan. The Council Plan has also been developed and refined through a series of workshops with Councillors, and was also reviewed by a group representing around one-third of Council's advisory group members prior to the plan being endorsed for public consultation.

The Council Plan identifies four themes aligned to our Community Vision – Nillumbik 2040 document. Each theme in the plan includes an objective, strategies and priority actions, along with strategic indicators to monitor the achievement of the objectives and strategies.

On 27 July 2021, Council released the draft Council Plan 2021-2025 for the purposes of community consultation for a four-week period. Submissions closed on 26 August 2021 and 91 submissions were received. The Planning and Consultation Committee considered a report on the written submissions, and received verbal presentations from a number of submitters at the meeting on 14 September 2021.

Having considered the feedback from the written and verbal submissions, some refinements to the Council Plan have been made, and these are documented in this report. In addition, responses to the content of the written submissions received are now detailed in **Attachment 2**.

Council Meeting Minutes

26 October 2021

12 Officers' reports

CM.146/21 Adoption of Council Plan 2021-2025

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Council Resolution
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**MOVED:** Cr Ben Ramcharan

**SECONDED:** Cr Richard Stockman

**That Council:**

1. Adopts the Council Plan 2021-2025 (**Attachment 1**) containing amendments and suggestions in response to the submissions received following public consultation.
2. Adopts the Annual Action Plan 2021-2022 (**Attachment 3**) and notes that Council will receive quarterly updates on progress of actions in accordance with this plan.
3. Authorises the Executive Manager Business Transformation & Performance to make any further minor changes to the Council Plan that may be necessary and are inconsequential in nature.
4. Makes the adopted Council Plan 2021-2025 and accompanying Annual Action Plan 2021-2022 publicly available on Council's website.
5. Thanks submitters and advises them of the outcome of the consultation process.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.147/21 Financial Plan 2021 – 2031

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**Distribution:** Public

**Manager:** Vince Lombardi, Chief Financial Officer

**Author:** Melika Sukunda, Finance Manager

**Summary**

This report recommends that Council adopts the Financial Plan 2021 – 2031 (the Plan) (**Attachment 1**).

The purpose of the Plan is to demonstrate Council's financial sustainability in order to fund the aspirations of the Community Vision and the Council Plan.

This Plan has been prepared in compliance with the *Local Government Act 2020*, the Department of Jobs, Precincts and Regions Financial Plan Better Practice Guide and Model and the Australian Accounting Standards Board standards.

The information and community feedback gathered through the Our People, Our Place, Our Future community engagement program has been considered throughout the development of the Plan.

Council adopted the draft Plan at the Council Meeting on 27 July 2021 for the purpose of public exhibition. The draft Plan was exhibited for 28 days with 38 submissions received.

**Council Resolution**

**MOVED:** Cr Geoff Paine

**SECONDED:** Cr Ben Ramcharan

**That Council:**

1. Having considered the submissions received, Council adopts the Financial Plan 2021 – 2031 (**Attachment 1**).
2. Authorises the Finance Manager to make any further minor changes to the Financial Plan 2021 – 2031 that may be necessary and are inconsequential in nature.
3. Makes the adopted Financial Plan 2021 – 2031 publically available on Council's website.
4. Thanks submitters and advises them of the outcome of the consultation process.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.148/21 Adoption of Nillumbik Health and Wellbeing Plan 2021-2025**

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**Distribution: Public**

**Manager: Corrienne Nichols, Executive Manager Communities**

**Author: Nichole Johnson, Manager Community Partnerships  
Lauren Treby, Coordinator Social Planning and Equity  
Melissa Ensink, Social Planner & Policy Officer**

**Summary**

This report presents the Nillumbik Health and Wellbeing Plan 2021-2025 (the Plan) (**Attachment 1**) for adoption, following public consultation, receipt of submissions and refinements to the plan in response to submissions received.

The Plan has been informed by community and partner feedback and includes changes resulting from the public exhibition period that was held from 29 July - 26 August 2021 and from the Planning and Consultation Committee meeting held on 14 September 2021.

<b>Council Resolution</b>
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**MOVED: Cr Natalie Duffy**

**SECONDED: Cr Frances Eyre**

**That Council:**

1. Adopts the Nillumbik Health and Wellbeing Plan 2021-2025 (**Attachment 1**)
2. Notes the Nillumbik Community Profile 2021 (**Attachment 2**) and the Nillumbik Health and Wellbeing Plan 2017-2021 Review (**Attachment 3**).
3. Authorises the Executive Manager Community Services to make any further minor changes to the Plan that may be necessary and are inconsequential in nature.
4. Makes the adopted Plan and accompanying documents publicly available on Council's website.
5. Thanks submitters and advises them of the outcome of the consultation process.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.149/21 September Quarter Financial Report**

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**Distribution: Public**

**Manager: Vince Lombardi, Chief Financial Officer**

**Author: Melika Sukunda, Finance Manager**

**Summary**

This report outlines Council's financial performance and financial position for the period ended 31 September 2021.

The Income Statement shows an overall unfavourable year to date (YTD) variance of \$204,060 representing (0.38) percent of YTD Budget. This reflects the combined result of lower than budgeted operating income of \$1.05 million and lower than budgeted operating expenses of \$845,338.

Council's overall financial position at the end of this quarter is sound. The impacts of the state of emergency due to the coronavirus pandemic continue to be monitored and are adversely impacting the net result.

<b>Council Resolution</b>
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**MOVED: Cr Geoff Paine**

**SECONDED: Cr Richard Stockman**

**That Council receives and notes the Financial Report for the period ended 31 September 2021 (Attachment 1).**

**CARRIED UNANIMOUSLY**



Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.150/21 Annual Report 2020-2021

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**Distribution:** Public

**Manager:** Jeremy Livingston, Executive Manager Business Transformation and Performance

**Author:** James Hartigan, Business Performance Analyst

**Summary**

This report presents Council's Annual Report 2020-2021 (including audited financial and performance statements) for noting.

The report has been submitted to the Minister for Local Government as required by the *Local Government Act 1989* (which still applies under existing transition provisions).

The Annual Report is Council's highest level reporting document to our community and stakeholders. While Council has a statutory obligation to produce an Annual Report, it is also an opportunity to demonstrate Council's service delivery and performance to the community regarding Council activities over the past financial year.

The Annual Report 2020-2021 also reports on progress and delivery of key strategies and actions for the fourth and final year of the Council Plan 2017-2021.

**Recommendation**

1. Notes the Annual Report 2020-2021 (**Attachment 1**).
2. Notes that the Annual Report has been submitted to the Minister for Local Government, and it is presented to Council within one month of providing the Annual Report to the Minister for Local Government, satisfying section 134(2)(a) of the *Local Government Act 1989* and section 22(1) of the *Local Government (Planning and Reporting) Regulations 2014*.
3. Notes a copy of the Annual Report was made available for public inspection on Council's website two weeks prior to this meeting, compliant with section 133(2) of the Act.
4. Notes a public notice featured in *The Age* newspaper on 11 October 2021 advising the Annual Report will be considered at the Council Meeting on 26 October 2021, and where a copy of the report can be obtained, compliant with section 134(2)(b) of the Act.

**Council Resolution**

**MOVED:** Cr Natalie Duffy

**SECONDED:** Cr Karen Egan

**That Council:**

1. Notes the Annual Report 2020-2021 (**Attachment 1**).
2. Notes that the Annual Report has been submitted to the Minister for Local Government, and it is presented to Council within one month of providing the Annual Report to the Minister for Local Government, satisfying section 134(2)(a) of the *Local Government Act 1989* and section 22(1) of the *Local Government (Planning and Reporting) Regulations 2014*.

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.150/21 Annual Report 2020-2021**

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3. Notes a copy of the Annual Report was made available for public inspection on Council's website two weeks prior to this meeting, compliant with section 133(2) of the Act.
4. Notes a public notice featured in *The Age* newspaper on 11 October 2021 advising the Annual Report will be considered at the Council Meeting on 26 October 2021, and where a copy of the report can be obtained, compliant with section 134(2)(b) of the Act.

**CARRIED**

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.151/21 Eltham Area Community Hospital**

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**Distribution: Public**

**Manager: Hjalmar Philipp, Director Operations and Infrastructure**

**Author: Rosa Zouzoulas, Executive Manager Planning and Community Safety  
Jonathon Miller, Manager Property and Facilities Maintenance**

**Summary**

The Victorian Building Health Authority (VHBA) notified Nillumbik Council in May 2021 that it had identified Council land at Civic Drive, Greensborough (**Attachment 1**) as their preferred site for the development of the Eltham Area Community Hospital.

Council is being asked to resolve a position on whether to sell the land or not for the purposes of developing the Eltham Area Community Hospital.

The VHBA may acquire the land either through agreement with Council or compulsory acquisition.

Locating the hospital at VHBA's preferred site is inconsistent with:

- The objectives of the Victorian *Planning and Environment Act 1987*, specifically the 'fair, orderly, economic and sustainable use, and development of land.
- State Planning Policy 11.03-01S that encourages the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community
- Council's adopted Structure Plans for its Major Activity Centres, developed in accordance with aforementioned state planning policy, that support an employment anchor, such as a key health provider, to establish in the activity centre, are centrally positioned, highly accessible, well-connected, provide positive synergies with surrounding uses and offer co-location to a range of other community uses.
- Council's adopted Civic Drive Community Facilities Upgrade master plan for the area that provides public open spaces responsive to the recreational needs of the local community and highly accessible as required by State Planning policy at 19.02-6.
- State Planning Policy 18.01-2S that requires all new major state government projects to provide for the provision of public transport as well as avoiding detriment to and where possible enhance, the service, safety and amenity desirable for that transport route in the short and long terms
- Clause 02.03-1 Strategic Direction Settlement of the Nillumbik Planning Scheme that seeks to focus development in the established township and urban areas to take advantage of existing infrastructure and maintain the viability of the Eltham and Diamond Creek Major Activity Centres as the main commercial and community activity areas of the Shire
- Regional Planning Policy 11.01-1R through investment in this instance, located away from Metropolitan Activity Centres and established Health Precincts.

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.151/21 Eltham Area Community Hospital

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Council Resolution

**MOVED:** Cr Richard Stockman

**SECONDED:** Cr Karen Egan

That Council:

1. Does not proceed with the sale of land under construction by the Victorian Health Building Authority at Civic Drive (**Attachment 1**) for a community hospital on the basis of it not meeting State and local planning policy and objectives.
2. Notes the benefits of a community hospital in an appropriately planned area.
3. Advises the Victorian Health Building Authority of its decision.

**CARRIED**

*The Mayor, Cr Peter Perkins called for a division*

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

*Against: Crs Natalie Duffy and Frances Eyre*

*Bianca Hubble, Executive Assistant to Chief Executive Officer left the meeting at the conclusion of the above item at 8:27pm.*

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.152/21 Yarra Catchment Scale Integrated Water Management Plan**

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**Distribution:** Public

**Manager:** Hjalmar Philipp, Director Operations and Infrastructure

**Author:** Lisa Pittle, Manager Environment

Kirsten Reedy, Coordinator Environment

**Summary**

The Yarra Catchment Integrated Water Management Forum is seeking Council endorsement of Yarra Catchment Scale Integrated Water Management (Yarra IWM) Plan which sets catchment based targets supported by measures and indicators to help deliver on 2030 and 2050 desired states for water sector services.

This report provides background to the development of the Yarra IWM Plan and how it aligns to Council's existing and proposed strategies, including Nillumbik's Integrated Water Management Strategy (2013) and the draft Climate Action Plan.

The report recommends endorsing the plan and incorporating relevant actions in the climate action plan.

<b>Council Resolution</b>
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**MOVED:** Cr Ben Ramcharan

**SECONDED:** Cr Geoff Paine

**That Council:**

1. Endorses the Yarra Catchment Scale Integrated Water Management Plan 2021.
2. Includes a focus area on integrated water management in the draft Climate Action Plan aligned with the Yarra Catchment Scale Integrated Water Management Plan.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.153/21      Bend of Islands Local Law**

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**Distribution:    Public**

**Manager:        Rosa Zouzoulas, Executive Manager Planning and Community Safety**

**Author:          Jonathan McNally, Manager Community Safety and Amenity  
                      Caroline Correa, Community Safety Coordinator**

**Summary**

The purpose of this report is to:

- a.    Outline the limitations of existing animal controls within the Bend of Islands; and
- b.    For Council to resolve to engage with the Bend of Islands community in order to develop an animal management local law for the Bend of Islands.

The Bend of Islands is a unique area of Nillumbik that features dwellings located in a natural bush setting, and is subject to heightened planning controls. Under the Nillumbik Planning Scheme, the area is located within the Special Use Zone Schedule 2 – Environmental Living – Bend of Islands (SUZ2). The provisions of the SUZ2 include restrictions on the keeping of animals, both domestic and livestock.

Adjacent to the Bend of Islands SUZ2 is the Special Use Zone Schedule 1 - Heritage Golf and Country Club (SUZ1). The SUZ1 contains a similar restriction on the keeping of cats and dogs.

The Planning Scheme is not the most effective tool to restrict the keeping of animals in this area as it does not apply equally to all properties within the Bend of Islands. A local law provision would more effectively limit the keeping of animals in this sensitive environmental area.

An initial draft of a local law provision has been developed. Targeted engagement with the community will enable the development of a meaningful local law that is acceptable to the community.

It is proposed to engage with the Bend of Islands community during November in tandem with the broader engagement being carried out for the draft Nillumbik General Local Law.

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

1.    Resolves to develop a Bend of Islands animal local law to introduce restrictions on the keeping of animals within the Bend of Islands.
2.    Resolves to engage with the Bend of Islands community to develop a Bend of Islands animal local law provision.

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.153/21 Bend of Islands Local Law

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Motion

**MOVED:** Cr Ben Ramcharan

**SECONDED:** Cr Geoff Paine

**That Council:**

1. Resolves to develop a Bend of Islands ~~animal~~ local law to introduce restrictions on the keeping of animals within the Bend of Islands **among other measures in keeping with the objectives of the Special Use Zone Schedules 1 and 2 area.**
2. Resolves to engage with the Bend of Islands community to develop a Bend of Islands animal local law provision **and identify other provisions that would be appropriate in the Special Use Zone Schedules 1 and 2 area.**

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

Council Resolution

**MOVED:** Cr Ben Ramcharan

**SECONDED:** Cr Geoff Paine

**That Council:**

1. Resolves to develop a Bend of Islands local law to introduce restrictions on the keeping of animals within the Bend of Islands among other measures in keeping with the objectives of the Special Use Zone Schedules 1 and 2 area.
2. Resolves to engage with the Bend of Islands community to develop a Bend of Islands animal local law provision and identify other provisions that would be appropriate in the Special Use Zone Schedules 1 and 2 area.

**CARRIED**

*The Mayor, Cr Peter Perkins called for a division:*

*For: Crs Natalie Duffy, Frances Eyre, Geoff Paine, Ben Ramcharan and Richard Stockman*

*Against: Crs Karen Egan and Peter Perkins*

Council Meeting Minutes

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12. Officers' reports

CM.154/21 Draft Nillumbik General Local Law

**Distribution:** Public

**Manager:** Rosa Zouzoulas, Executive Manager Planning and Community Safety

**Author:** Jonathan McNally, Manager Community Safety and Amenity  
Caroline Correa, Community Safety Coordinator

**Summary**

The purpose of this report is to:

- a. Seek Council endorsement of the draft Nillumbik General Local Law (**Attachment 1**); and
- b. For Council to resolve to exhibit the draft Nillumbik General Local Law.

Local Laws have a maximum 10 year life and Nillumbik's current *Amenity Local Law* and *Infrastructure Assets Local Law* are set to expire in 2023. Councils use local laws to respond to issues and community needs within a municipality. These local laws complement their responsibilities and powers under state laws.

Council resolved in April 2021 to formally undertake a review of the existing local laws, and to carry out a first round of community engagement in the form of a local laws discussion paper presenting new ideas to the community, as well as seeking feedback on the existing local laws.

Community engagement to garner feedback was completed in June and July 2021. Feedback identified a range of improvements, gaps and possible new local law themes for review. Officers have consolidated both the community and Councillor feedback to develop an initial draft Nillumbik General Local Law, as well as a Local Law comparison table (**Attachment 2**). The purpose of the comparison table is to compare the existing provisions with the proposed draft provisions.

The purpose of the review is to identify gaps in current legislation, retain valued parts of the existing laws, and create or rework areas that are in need of updating or inclusion. Local laws are required to be reviewed every ten years. The draft Nillumbik General Local Law has been developed to modernise the provisions within the various existing local laws, and to develop new local laws that to respond to both best practice, the values of the Shire and Community and Councillor feedback.

Officers are seeking Council endorsement of the draft Nillumbik General Local Law in order to carry out a first exhibition of the draft local law during November 2021.

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

1. Endorses the Draft Nillumbik General Local Law (**Attachment 1**), for the purpose of public exhibition.
2. Invites written submissions on the Draft Nillumbik General Local Law to Council between 1 November and 10 December 2021.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held in February 2022.



**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.154/21 Draft Nillumbik General Local Law**

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4. Notes that any person who makes a written submission in relation to the Draft Nillumbik General Local Law and requests to be heard in support of their written submission, be heard at the February 2022 Planning and Consultation Committee meeting.

**Motion**

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Ben Ramcharan**

**That Council:**

1. Endorses the Draft Nillumbik General Local Law (**Attachment 1**), **subject to minor corrections to clarify intent to Clauses 35a and 52b**, for the purpose of public exhibition.
2. Invites written submissions on the Draft Nillumbik General Local Law to Council between 1 November and 10 December 2021.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held in February 2022.
4. Notes that any person who makes a written submission in relation to the Draft Nillumbik General Local Law and requests to be heard in support of their written submission, be heard at the February 2022 Planning and Consultation Committee meeting.

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

**Council Resolution**

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Ben Ramcharan**

**That Council:**

1. Endorses the Draft Nillumbik General Local Law (**Attachment 1**), subject to minor corrections to clarify intent to Clauses 35a and 52b, for the purpose of public exhibition.
2. Invites written submissions on the Draft Nillumbik General Local Law to Council between 1 November and 10 December 2021.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held in February 2022.
4. Notes that any person who makes a written submission in relation to the Draft Nillumbik General Local Law and requests to be heard in support of their written submission, be heard at the February 2022 Planning and Consultation Committee meeting.

**CARRIED UNANIMOUSLY**

Council Meeting Minutes

26 October 2021

12. Officers' reports

**CM.155/21**      **Amendment C142nill to Apply the Heritage Overlay (permanently) to 50 Oatland Road, Plenty**

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**Distribution:**    **Public**

**Manager:**       **Rosa Zouzoulas, Executive Manager Planning and Community Safety**

**Author:**        **Leigh Northwood, Strategic Planning Lead**

**Summary**

The purpose of this report is to seek Council's approval to seek authorisation from the Minister for Planning under Section 8A of the *Planning & Environment Act 1987* to prepare and exhibit Amendment C142nill to the Nillumbik Planning Scheme to apply the Heritage Overlay (HO) to 50 Oatland Road, Plenty on a permanent basis.

Officers have received a Section 29A demolition consent application pursuant the *Building Act 1993* to demolish the dwelling located on the property.

The property is included on Council's *Priority List for Stage B Heritage Review* as adopted by Council at its June meeting, noting the Council report identified that a future planning scheme amendment to apply the HO to implement Stage A and Stage B Heritage Reviews would be prepared subject to adoption of Stage B (early 2022).

The citation for the property identifies a recommendation for inclusion in the Heritage Overlay for 'local significance'.

Given threat of demolition, officers have sought approval (under delegation) from the Minister for Planning for Amendment C141nill to introduce the HO to the property on an interim basis pursuant to Section 20(4) of the *Planning & Environment Act 1987* providing protection for the property and allowing Council time to seek approval and progress a further planning scheme amendment to introduce the HO permanently.

The application of the HO to the property is compliant with Section 4 of the *Planning and Environment Act 1987* which implements the Victorian Planning Provisions (VPP), State planning policy at Clause 15.03-1S Heritage conservation identifies the objective 'to ensure the conservation of places of heritage significance', and Planning Practice Note 1 in *Applying the Heritage Overlay* identifies that 'places identified in a local heritage study, provided the significance of the place can be shown to justify the application of the overlay' should be included in the HO.

It should be noted the application of the Heritage Overlay does not mean that the dwelling cannot be renovated or restored, it does mean however that the dwelling cannot be demolished, and that any plans to renovate or restore would require a planning application with the Heritage Overlay as a planning permit trigger.

Council have two options, Council can choose:

1. to seek authorisation from the Minister to prepare and exhibit Amendment C142nill to apply the HO to the property on a permanent basis; or
2. not to seek authorisation from the Minister as noted above, with acknowledgement that this decision would not be supported by the intent of the Victorian Planning Provisions, State policy and the intent as identified in Council's resolution to adopt Stage A Heritage Review, and prepare Stage B Heritage Review in protecting identified local heritage in Nillumbik.

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.155/21      Amendment C142nill to Apply the Heritage Overlay (permanently) to 50 Oatland Road, Plenty**

Public exhibition of the proposed planning scheme amendment would be undertaken should authorisation to apply the permanent control be granted from the Minister for Planning.

**Recommendation**

**That Council:**

1. Notes Amendment C141nill requested under delegation pursuant to Section 20(4) of the *Planning & Environment Act 1987* to seek application of the Heritage Overlay on an interim basis to 50 Oatland Road, Plenty;
2. Requests the Minister for Planning, under Section 8A of the *Planning and Environment Act 1987*, to authorise the preparation and exhibition of Amendment C142nill to the Nillumbik Shire Planning Scheme; and
3. Undertakes public exhibition of Amendment C142nill which will apply permanent planning controls through the use of the heritage overlay should authorisation be granted.

**Motion**

**MOVED:          Cr Richard Stockman**

**SECONDED:      Cr Karen Egan**

**That Council:**

1. Abandons proposed Planning Scheme Amendment C142nil to apply the Heritage Overlay (permanently) to 50 Oatland Road, Plenty.
2. Notifies the land owners of 50 Oatland Road, Plenty of Council's resolution
3. Notifies the Minister for Planning of Council's resolution.

**LOST**

**Motion**

**MOVED:          Cr Karen Egan**

**SECONDED:      Cr Richard Stockman**

**That Council:**

1. Defers consideration of CM.155/21 Amendment C142nill to Apply the Heritage Overlay (permanently) to 50 Oatland Road, Plenty.
2. Requests officers to undertake consultation with the owners of 50 Oatland Road, Plenty to advise:
  - a. the reasons for the proposed Planning Scheme Amendment; and
  - b. of the Planning Scheme Amendment process.
3. Requests officers to prepare a report for the 16 November 2021 Planning and Consultation Committee meeting for consideration and determination.

**Council Meeting Minutes**

**26 October 2021**

**12. Officers' reports**

**CM.155/21      Amendment C142nill to Apply the Heritage Overlay (permanently) to  
50 Oatland Road, Plenty**

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THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL  
RESOLUTION AS FOLLOWS:

<b>Council Resolution</b>
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**MOVED:            Cr Karen Egan**

**SECONDED:    Cr Richard Stockman**

**That Council:**

1. Defers consideration of CM.155/21 Amendment C142nill to Apply the Heritage Overlay (permanently) to 50 Oatland Road, Plenty.
2. Requests officers to undertake consultation with the owners of 50 Oatland Road, Plenty to advise:
  - a. the reasons for the proposed Planning Scheme Amendment; and
  - b. of the Planning Scheme Amendment process.
3. Requests officers to prepare a report for the 16 November 2021 Planning and Consultation Committee meeting for consideration and determination.

**CARRIED**

Council Meeting Minutes

26 October 2021

12. Officers' reports

**CM.156/21      Advisory Committee Policy and Standardised Terms of Reference and Templates**

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**Distribution:**    Public

**Manager:**        Blaga Naumoski, Executive Manager Governance, Communications and Engagement

**Author:**          Katia Croce, Governance Lead

**Summary**

Nillumbik Shire Council has a long history of utilising Advisory Committees to provide advice and recommendations to Council. These Committees are essential forums to provide input to the development of Council policy and decision-making in their areas of focus.

Under the *Local Government Act 1989*, Council was able to establish Advisory Committees, however with the implementation of the *Local Government Act 2020* (the 2020 Act), the relevant sections relating to Advisory Committees were repealed. The 2020 Act is silent on Advisory Committees but does not preclude them.

To ensure Advisory Committees continued to operate and play a key role connecting community views and experts with the decision-making process of Council, a section on Advisory Committees was included in the Governance Rule Decision-making Policy adopted by Council on 25 August 2020.

At its Council meeting on 23 February 2021, Council requested council officers prepare a standardised format to Advisory Committees Terms of Reference (ToR) giving effect to gender equality, diversity and inclusiveness, to be adopted by all Council Advisory Committees as part of their next scheduled review.

The Advisory Committee Policy (**Policy**) has been developed to establish a consistent approach to managing advisory committees starting with the development of standardised terms of reference and templates. It also sets minimum standards on a range of matters to ensure a sound governance framework is in place to support the establishment and ongoing management of Council's advisory committees.

The Policy takes into account feedback from Councillors and officers and proposes to strengthen accountability around the respective roles and responsibilities in relation to committee management, and provide for a better defined link for information and idea sharing between committees and the broader organisation.

The purpose of this report is to seek Council endorsement of the new Advisory Committee Policy (**Attachment 1**) and standardised templates (**Attachments 2 - 4**) for Council's Advisory Committees.

<b>Council Resolution</b>
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**MOVED:**            Cr Frances Eyre

**SECONDED:**      Cr Geoff Paine

**That** Council endorses the Advisory Committee Policy (**Attachment 1**), Advisory Committee Terms of Reference Template (**Attachment 2**) and Advisory Committee Agenda and Minutes Templates (**Attachments 3 and 4**).

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**26 October 2021**

*Cr Egan disclosed a material conflict of interest in the following item due to a close association with a resident of Bouchiers Road.*

*Cr Egan left the meeting prior to discussion of this item at 9:21pm.*

**12. Officers' reports**

**CM.157/21      Bouchiers Road Special Charge Scheme, Kangaroo Ground - formal questionnaire results**

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**File:**            **FOL/20/2109**

**Distribution:**   **Public**

**Manager:**      **Hjalmar Philipp, Director Operations and Infrastructure**

**Author:**        **Vladimir Misic, Project Engineer**

**Summary**

On 25 October 2019, Council received a petition signed by property owners in Bouchiers Road requesting that Council investigate road sealing.

Initial questionnaires were sent to all property owners in Bouchiers Road, Kangaroo Ground in early January 2020 to establish the level of support to construct the road via a Special Charge Scheme. The initial questionnaire demonstrated that 70 per cent or '7' of the '10' property owners were in favour to further investigate the scheme.

An information session was held online via the Microsoft Teams application on 3 September 2020 to explain the Special Charge Scheme process and answer any questions from property owners.

Formal questionnaires with estimated cost liabilities for each property were sent to all property owners in Bouchiers Road, Kangaroo Ground on 15 March 2021, to allow them to formally vote on whether to proceed with the Special Charge Scheme.

At the 24 August 2021 Council meeting (CM.123/21), Council resolved to defer the item to a future meeting. This deferral allowed Council officers to clarify a matter that arose in relation to the level of support for the proposed scheme.

The results of the questionnaire indicate that the scheme is supported by 6 out of 10 property owners (60%).

As the level of support is 60 per cent, in line with Council's endorsed Special Charge Scheme Policy, it is recommended that the development process proceeds and Council invites affected property owners for nominations to join the task group and provide comments for consideration within the design process.

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.157/21 Bourchiers Road Special Charge Scheme, Kangaroo Ground - formal questionnaire results

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Council Resolution
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**MOVED:** Cr Ben Ramcharan

**SECONDED:** Cr Frances Eyre

That Council:

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

**CARRIED**

*Cr Duffy abstained from the vote.*

*Cr Egan returned to the meeting at the conclusion of this item at 9:32pm.*

Council Meeting Minutes

26 October 2021

12. Officers' reports

CM.159/21 Informal Meetings of Councillors Records - 26 October 2021

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**Distribution:** Public

**Manager:** Blaga Naumoski, Executive Manager Governance, Communications and Engagement

**Author:** Janet Taylor, Governance Officer

**Summary**

In accordance with *Item 19 of Council's Governance Rule – Meeting Procedure*, adopted on 25 August 2020, Council is required to report as soon as practicable to a Council Meeting a record of each Informal Meetings of Councillors held.

This report lists Informal Meetings of Councillors records submitted since the matter was last reported to Council on 28 September 2021.

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

1. Informal Meeting of Councillors - Councillor Briefing 21 September 2021.
2. Informal Meeting of Councillors Record - RTAC Meeting 29 September 2021.
3. Informal Meeting of Councillors - Pre-meet Council Meeting 28 September 2021.
4. Informal Meeting of Councillors - Pre-meet Council Meeting 28 September 2021.
5. Informal Meeting of Councillors Record - Positive Ageing Advisory Committee 1 October 2021.
6. Informal Meeting of Councillors - Councillor Briefing 5 October 2021.
7. Informal Meeting of Councillors Record -Youth Advisory Committee held 11 October 2021.
8. Informal Meeting of Councillors - Pre-meet PCC Meeting 12 October 2021.

<b>Council Resolution</b>
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**MOVED:** Cr Karen Egan

**SECONDED:** Cr Frances Eyre

**That** Council, in accordance with *Item 19 of Council's Governance Rule – Meeting Procedure*, receives the Informal Meetings of Councillors Records (**Attachment 1**) for the meetings held.

**CARRIED UNANIMOUSLY**



**Council Meeting Minutes**

**26 October 2021**

**13. Notices of Motion**

**NOM.005/21 Community Farm for Eltham**

Cr Geoff Paine advised of his intention to move the following:

**Motion**

**That** Council requests council officers prepare an Issues and Options paper on the viability of a Community Farm at Bell Street Eltham (known as Fabbro's Field), including the possible objectives and operating models.

Cr Geoff Paine sought leave of Council to amend his motion.

**Council Resolution**

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

**That** Council grant leave to Cr Geoff Paine to amend NOM.005/21 Community Farm for Eltham.

**CARRIED UNANIMOUSLY**

**Council Resolution**

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

**That** Council requests council officers prepare an Issues and Options paper on the viability of a Community Farm at Bell Street Eltham (known as Fabbro's Field), including the possible objectives and operating models and report back to Council by the June 2022 meeting.

**CARRIED UNANIMOUSLY**

**NOM.006/21 NOM.006/21 Opportunities for revitalisation of underutilised public land at the Eltham Gateway**

Cr Geoff Paine advised of his intention to move the following:

**Council Resolution**

**That** Council helps facilitate discussions with Major Roads Projects Victoria (MRPV) and the "New Gateway Project" Group in order to further explore opportunities for revitalisation of underutilised public land at the Eltham Gateway area, including areas beyond the MRPV footprint, to recreate the altered southern gateway to Nillumbik.

Cr Geoff Paine sought leave of Council to amend his motion.

**Council Meeting Minutes**

**26 October 2021**

**Council Resolution**

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Frances Eyre**

**That** Council grant leave to Cr Geoff Paine to amend NOM.006/21 Opportunities for revitalisation of underutilised public land at the Eltham Gateway.

**CARRIED**

**Council Resolution**

**MOVED: Cr Geoff Paine**

**SECONDED: Cr Frances Eyre**

**That** Council:

1. Helps facilitate discussions with MRPV, the "New Gateway Project" Group and other related stakeholders in order to further explore opportunities for revitalisation of underutilised public land at the Eltham Gateway that includes areas beyond the MRPV footprint that can be used to recreate the altered southern gateway to Nillumbik; and
2. Authorises Council officers to assist in determining the viability of and sources of funding for the Eltham Gateway renewal project.

**CARRIED UNANIMOUSLY**

**14. Delegates' Reports**

Nil

**15. Supplementary and urgent business**

Nil

**16. Confidential reports**

Nil

**17. Close of Meeting**

The meeting closed at 9:42pm.

Confirmed:

\_\_\_\_\_  
Cr Peter Perkins, Mayor

## Environment & Sustainability Advisory Committee (ESAC) Minutes



**Date:** Wednesday 18 August 2021  
**Time:** 7.00pm – 9.00pm  
**Venue:** Zoom  
**Chair:** Cr Karen Egan  
**Minute taker:** Laura Nix

1	<p><b>Welcome and Acknowledgement of Country</b></p> <p>Present:</p> <p>ESAC - Alan Thatcher, David Turner, Elley Thomas, John Brenan, Liz Parsons, Sali Bache, Zac Lombardo, John Huf, Narelle Campbell</p> <p>Councillors - Cr Karen Egan, Cr. Geoff Paine, Cr. Ben Ramcharan,</p> <p>Staff - Laura Nix, Lisa Pittle, Kirsten Reedy, Seamus Balkin, Ian Culbard, Lawrence Seyers</p> <p>Apologies: Carol Jadraque, Andrew Robinson</p> <p>Absent: Aidan Somers</p> <p>This will be Elley Thomas's last ESAC meeting. From the Chair, Cr Egan, and on behalf of the committee, thank you to Elley for her contribution to ESAC as she moves to a new role.</p>	Chair
2	<p><b>Conflict of interest</b></p> <p>Conflict of interest provisions are contained in section 80C of the <i>Local Government Act 1989</i>, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook</p> <p>Narelle Campbell declared a general conflict of interest as an employee of the Victorian Government's Department of Health and Human Services.</p>	Chair
3	<p><b>Confirmation of minutes</b></p> <p>Confirmation of the minutes of the June 2021 meeting of the committee</p> <p>Moved: John Brenan; Seconded: John Huf</p>	Chair
5	<p><b>Open Actions</b></p> <p>Accepted</p>	Chair
6	<p><b>Major road projects such as Yan Yean Road and Fitzsimons Lane</b></p> <p>John Brennan provided a briefing note for discussion. Council's Lead Transport Planner, Lawrence Seyers, attended the discussion.</p>	John Brennan

	<p>Discussion on the role of Council in major road projects; whether more can be done to achieve outcomes that are better for the Nillumbik community and environment; and the restraints placed upon Council and the community by the state government through different planning processes.</p> <p>Noted that Council and officers do advocate strongly for beneficial outcomes which does result in some project outcome improvements, but is not always successful. Also noted that mitigation plans are prepared by the proponents but they are often not made publically available.</p> <p>Motion put forward by John Brennan that:</p> <ol style="list-style-type: none"> <li>1. ESAC recommends to Council that it demand of MRPV and of VicTrack explanations of how they are going to mitigate, manage and ameliorate the effects of their projects in Yan Yean Road and the Hurstbridge rail line. <b>Motion failed. (2 for, 7 abstained)</b></li> <li>2. ESAC recommends to Council that it actively seek to contribute to such mitigation management and amelioration. <b>Motion withdrawn.</b></li> <li>3. ESAC recommends to Council that it enlist public communication and support for this engagement. <b>Motion carried. (6 for, 3 abstained).</b></li> </ol> <p><b>Action 1:</b> To put Motion 3 to Councillors and report back to ESAC.</p>	
7	<p><b>Draft Climate Action Plan</b> - working copy provided with agenda for ESAC feedback.</p> <ul style="list-style-type: none"> <li>• <u>Acknowledgement of Country</u> Question asked regarding the wording 'we acknowledge that sovereignty was never ceded', and whether legal advice was sought. Lisa advised had been.</li> <li>• <u>Climate Emergency acknowledgement/declaration</u></li> </ul> <p>ESAC members had varied opinions as to whether or not Council should acknowledge and/or declare a Climate Emergency (CE). No working consensus.</p> <p>Comments by ESAC members included:</p> <ul style="list-style-type: none"> <li>- Poor timing of the proposed acknowledgement/declaration in the context of current Covid situation and should delay declaring a CE</li> <li>- The climate crisis dwarfs Covid and should declare a CE now</li> <li>- Questioning whether climate action is core local government business</li> <li>- Budget will be required to make the Plan meaningful. It's costly. How much budget has Council allocated? Questioning whether funding will be available.</li> <li>- Questioning whether use of the word emergency is triggering</li> <li>- Questioning whether there are any legal implications</li> <li>- Discussion around the motives behind a declaration i.e. political based (branding) and/or values based (to direct, influence and shape decisions)</li> <li>- Questioning how much priority Council will put on implementing the Climate Action Plan</li> </ul> <p>In response to ESAC questions around legal liability and funding it was noted that: the advice received to date from Council's legal adviser and risk adviser is that there are no legal implications to declaring a climate emergency; and that</p>	Lisa and Kirsten

	<p>budget to fund implementation of the Climate Action Plan will be sought and be subject to Councils normal annual budget processes.</p> <ul style="list-style-type: none"> <li><u>Proposed goals and mitigation targets</u></li> </ul> <p>General agreement and comfort around goals and targets.</p> <ul style="list-style-type: none"> <li><u>Proposed focus areas</u></li> </ul> <p>General agreement and comfort around proposed focus areas and associated objectives and actions. Feedback included suggestions to ensure reference to insurance implications of climate change, managing roadside reserves, sequestration, examining different indicator options and opportunities to partner with the community.</p> <ul style="list-style-type: none"> <li><u>Proposed community engagement / public exhibition process</u></li> </ul> <p>Proposed engagement methods discussed. General satisfaction. Suggestion made that rural areas want to be engaged with by mail.</p>	
8	<p><b>Other business:</b></p> <p>Table Summary of Council environment and sustainability activity - <i>Copy sent out with agenda for viewing ahead of meeting</i> <b>Attachment 1</b></p>	Chair
9	<p><b>Next meeting date:</b> 20 October 2021</p> <p><b>Venue:</b> TBC dependant on Covid19 restrictions</p>	Chair

Meeting close: 9.23pm

**Actions:**

Meeting date	Action	Owner/s	Status	Comment
18 August 2021	<p>Put Motion 3 (regarding major transport infrastructure projects) to Councillors and report back to ESAC:</p> <p><i>ESAC recommends to Council that it enlist public communication and support for this engagement.</i></p>	Enviro	Underway	Timing tbc
	Present ESAC recommendation on undertaking a project to protect the tree canopy of urban areas to Council	Enviro	Underway	19 October Councillor briefing
16 June 2021	ESAC to be consulted on draft updated local laws at a future meeting	Local Laws	Draft local laws likely to be endorsed for consultation in Oct – Nov	Will seek to have this has an October ESAC agenda item
16 June 2021	Keep ESAC up to date on 2022 Nillumbik planning scheme review	Strategic Planning	Timing to be confirmed	Agenda item at future meeting(s)
28 April 2021	Officers to provide a report back to ESAC on the progress of the Smart Farms project at a future meeting	Steph Orive	On hold. Project commencement postponed due to lockdowns	Timing tbc

Meeting date	Action	Owner/s	Status	Comment
28 April 2021	Investigate whether an update to ESAC on the Communities First program would be worthwhile i.e. is there anything current to share.	Kirsten	Timing to be confirmed	Potential October agenda item
6 May 2020	Circulate the Yarra Catchment Integrated Water Management Plan when available.	Lisa P		LP to circulate prior to Oct meeting
18 August 2020	Did Council receive legal advice on the wording of the Acknowledgment of Country, specifically the statement that 'sovereignty was never ceded'.	Lisa P		Response to be provided at the October meeting

## Economic Development Advisory Committee Minutes

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**Date:** Thursday 30 September 2021  
**Time:** 4:30pm – 6:00pm  
**Venue:** Online via Zoom  
**Chair:** Cr Karen Egan  
**Minute taker:** Georgie Nathan

### Order of Business

#### 1. Attendance and apologies

Attendees: Carl Cowie, Rosa Zouzoulas, Danielle Phyland, Georgie Nathan, Katie Camilleri, Nicola Clutton, Kirsten Reedy, Nicole Staveley, Cr Karen Egan, Cr Richard Stockman, Cr Geoff Paine, Cr Frances Eyre, Cr Natalie Duffy, Peter McWilliam, Chanmali Tregambe, Simon Le Plastrier, George Apted,

Apologies: Zac Lombardo, Venu Metla, Philip Marendaz, Terry Hutton, Richard Doville, Kirrily Romero

#### 2. Welcome

Acknowledgement of Country

Recognition of the resignation of Jethro Still from the Economic Development Advisory Committee. Jethro was thanked for his valuable contribution over the years and wished him all the best for the future.

#### 3. Conflict of Interest

*Conflict of interest provisions are contained in section 80C of the Local Government Act 1989, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook.*

No conflict of interest declared.

**Assembly of Councillor(s)**



An Assembly of Councillor form must be completed at the meeting in accordance with section 80A of the *Local Government Act 1989*.

**Action:** Assembly of Councillor(s) form to be completed and provided to Council's governance department.

**4. Youth Strategy – Katie Camilleri, Coordinator Youth, Community and Place and Nicola Clutton, Youth Development Officer**

Strategy presented outlining the four-year strategic commitment to how Council will support and respond to the needs of young people aged 12-25 who live, work, study, volunteer or play in Nillumbik.

Committee discussion on strategy:

- Simon - Great exercise to be undertaking. Timing of Community Consultation abouts senior secondary school students studying and attending their final exams, troublesome for Schools to deter attention from studies to contribute to feedback. Further and earlier consultation with School Principals encouraged to ensure maximum opportunity to contribute to survey and promote through relevant school channels.
- Simon, Cr Egan and Cr Duffy - Due to contributing factors affecting the ability of students to attend – the question around flexibility with closing date was discussed, however due to tight timelines associated with the endorsing of strategy, the date could not be changed or extended.

**Action:** Members encouraged to provide feedback and share the information with their networks <https://participate.nillumbik.vic.gov.au/young-minds>

**5. Climate Change Action Plan – Kirsten Reedy, Coordinator Environment**

Introduction of proposed Climate Change Action Plan and request for feedback on the survey to be shared amongst committee members' networks.

Committee discussion on action plan

- Peter – As an environmentalist, question in regard to what repercussions if targets not met by 2035 of net zero emissions.
- Kirsten – Councils plan was to be aspirational and strong in its targets. No repercussions if target not met.
- Cr Stockman – how are the targets being measured? Is Nillumbik Shire Council ahead of the game?
- Peter – Project that Yarra Valley water are undertaking converting waste to energy. Will share contact details with Kirsten.





- Kirsten – Council measures own emissions. 50% emissions from electricity, 20% gas, 20% transport, 10% waste. Solar on houses – Nillumbik well ahead of the game in regard to other LGAs. There are different lines of evidence we can use to capture information.
- Kirsten – posed the question if any appetite in school environment?
- Simon – Eltham College currently working through their own strategic plan including sustainability and ideally school to be 'off the grid' entirely in 10 years' time. Kids have a bit appetite in this regard and will share connections with Kirsten via Danielle.
- Cr Duffy – Posed the potential of an interschool competition across the Shire linking both Youth Plan and Climate Action Plan.

**Action:** Members encouraged to provide feedback and share the information with their networks <https://participate.nillumbik.vic.gov.au/climate-action>

#### **6. Update on COVID 19 Business Support Activities – Georgie Nathan, industry Development Officer**

The Economic Development and Tourism Unit currently have 2 COVID Business Support Officers employed through Victorian Government funding who are focused on supporting businesses both during and coming out of the Pandemic. They are employed until 10 December 2021. Their remit includes:

- Providing COVID tools and equipment - hand sanitising stations, thermometers, various posters and signage
- Advice relating to business support, including grants mental health support.

They have conducted over 1500 interactions with local business via phone and face to face since starting late July 2021.

The team have continued focus on supporting residents to shop local with the social media Shop in our Shire Spring campaign highlighting different businesses in the Shire. Spring program is currently being delivered, underpinned by a competition for a specially curated picnic by local caterer, as well as locally based photographer capturing the picnic.

Committee discussion on COVID19 Business Support

- Cr Paine – supported the ongoing shop local campaign, would like to see insights at next EDAC meeting capturing current business health, sentiment, local spend etc.
- Nicole – working much harder during this lockdown, her discussions with other business owners is that they are doing a lot more of the day-day work. Difficult to find workers particularly when current funding is more financially beneficial to workers than working. The issue of vaccination also has been broadly discussed and difficult for business owners to know what their



rights/responsibilities are in relation to mandating double vaccinated people access to their business or premise.

- Cr Duffy – also in big support of shopping local and supporting local traders. Encouraging the purchase of vouchers so businesses can benefit now which will generate cash flow.
- Danielle – Shop in our Shire gift card design could be extended to Traders Associations through Council and to encourage buying local.

**7. Terms of Reference – Economic Development Advisory Committee – Danielle Phyland, Economic Development and Tourism Lead**

Draft terms of reference presented. Introduction of 1 x Youth Committee Member and 1 x Agribusiness Committee Member

Timelines associated with the update communicated and expression of interest will be sent to current members should they wish to nominate again as well as advertising for new committee members.

All committee members agree that the additional Youth and Agribusiness committee members are welcome and no commentary on other elements of the Terms of Reference.

**Action:** Any feedback to be provided to Officers by the December meeting

**8. Round table discussion on current state of business - Opportunity for each member to share insight, feedback and initiatives for recovery. What support do your businesses need?**

General Vaccination discussion

- Cr Egan – asked Simon what Eltham College were doing in relation to vaccination.
- Simon – very difficult to get advice from Victorian Government. Teachers must all have at least 1 x vaccination
- Chanmali – events happening very quickly after lockdown ends. Open Cellars and Open Artists' Studios. Inundated with interest. As an individual operator – need to have more consistent narrative across the Shire. Consistent approach from all venues involved location to location.
- Carl – Council events difficult to proceed, including proposed end of year event due to uncertainty with regard to vaccinations and regulations regarding enforcement.
- Nicole – looking at locked in programs. Rethinking keeping it local to encourage others to visit Nillumbik as a destination. Targeting people who will soon be able to travel further.
- George – very positive sentiment with bookings into January. Concern for young people and how double vaccination will work. No staff issues, just keen to open up.



- Michael – emphasis needs to be on a federated plan vs state to stage approach which is confusing.
- George – would like some insight into bird netting bans? Private properties or farms?
- Cr Egan – suggests it is to alleviate issues with the capture of small bats 'Micro Bats'.
- Rosa – unsure of regulation and will find out and send information to George via Economic Development.
- Carl – on all accounts from DHHS, situation is much worse than communicated. We need to become adept at cancelling or postponing events. Confirmed that unfortunately the End of Year networking event will be cancelled.

**Action:** Rosa to investigate bird netting bans? Private properties or farms? And get back to George via Officers.

**Meeting closed:** 6:00pm

**Next meeting:** Thursday 2 December, 4.30pm – 6.30pm

## MINUTES

### Positive Ageing Advisory Committee (PAAC)

Friday 1 October 2021

12:00pm – 2:05pm

Zoom

**Chair:** Cr Frances Eyre

**Minutes:** Julie Alexander (NSC)

**Present:** Cr Eyre, Millie Mani (NSC), Fiona Vuong (NSC), Julie Alexander (NSC), Tianjian Shen, Philip Green, Ray Carroll, Anne Fitzpatrick, Gertraud MacDonald, Sandra Verdam, Jan Taylor, Janice Crosswhite, Sabi Buehler, Sue Riley, Max Lee, Richard Kotteck, Deanna Finn, David Nicholls, Joy Ferguson

No.	Time	Agenda item	Actions	Owner	Due Date
1.	12:00pm	<b>Welcome</b>			
2.	12:00pm	<b>Acknowledgement of Country</b>  We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.			
3.	12:02pm	<b>Apologies:</b> Iwona Trickett			
4.	12:02pm	<b>Confirmation of minutes:</b> Minutes Amended. <ul style="list-style-type: none"> <li>Moved by Richard K</li> <li>Seconded by Max L</li> <li>Motion to accept amended minutes carried.</li> </ul>			
5.	12:04pm	<b>Outstanding Actions</b> <ul style="list-style-type: none"> <li>Question about the return of the benches at Eltham Lower Park .</li> </ul>	Deferred to next meeting.	Annie Lee  Fiona Vuong	5 Nov 21  5 Nov 21

		<ul style="list-style-type: none"><li>• Document Sharing Platforms – research ongoing</li></ul>	Discuss at next meeting		
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No.	Time	Agenda item	Actions	Owner	Due Date
6.	12.05pm	<b>Business Arising</b> <ul style="list-style-type: none"> <li>Fiona gave update on feedback received from PAAC members about how to improve the meetings – some common themes emerging. Members feedback will be compiled and shared at November meeting</li> <li>Rebecca Burton has been successful in an ongoing position of Coordinator of Recreation and Leisure, Planning and Operations. We wished her the best and thanked her for her support and guidance of the PAAC over the past few years. PAAC members who wish to make contact: <a href="mailto:Rebecca.burton@nillumbik.vic.gov.au">Rebecca.burton@nillumbik.vic.gov.au</a></li> </ul>	Share feedback results at November meeting	Fiona Vuong	
7.	12.06pm	<b>Disclosure of conflicts of interest</b> Nil			
8. s	12.15pm	<b>Ageism – “Know it, name it”</b> <ul style="list-style-type: none"> <li>Presentation was given by Fiona in acknowledgement of Ageism Awareness Day (1 October)</li> <li>Video by EveryAge Counts: <a href="https://www.youtube.com/watch?v=-OtnsbpbYic">https://www.youtube.com/watch?v=-OtnsbpbYic</a></li> <li>Members were organised into three breakout rooms to discuss questions/ prompts – see attachment for summary of conversations</li> </ul>			
9.	1.00pm	<b>Break</b>			
10.	1.07pm	<b>Communications Subcommittee – Update</b> <ul style="list-style-type: none"> <li>Subcommittee will be conducting small scale surveys (to Pantom Hill General Store and Men’s groups) about communication needs and preferences</li> </ul>	Survey to be conducted at General Stores.  Men’s groups to be surveyed.	Janice  Philip	5 Nov 21  5 Nov 21
11.	1.15pm	<b>Dementia Subcommittee - Update</b> <ul style="list-style-type: none"> <li>Dementia Action Week (Sept) is an annual event, with online community education session, as well as an updated resources page on Council website: <a href="https://www.nillumbik.vic.gov.au/Community/Older-people/Resources/Living-with-dementia">https://www.nillumbik.vic.gov.au/Community/Older-people/Resources/Living-with-dementia</a></li> <li>Subcommittee explored ideas for Dementia Action Week next year.</li> </ul>			

		<ul style="list-style-type: none"> <li>Sandra working with the Carers Collective, a newly created peer support network for carers living in Nillumbik and surrounds: <a href="http://www.carerscollective.com.au/">http://www.carerscollective.com.au/</a></li> <li>There is new member who has been co-opted into the dementia subcommittee who is a carer for her husband with dementia</li> <li>The search continues for an appropriate name for the café (Social support group for people living with dementia in rural areas).</li> <li>Discussed possibility of partnering with Living &amp; Learning</li> </ul>			
No.	Time	Agenda item	Actions	Owner	Due Date
12.	1:40pm	<b>Seniors Festival Updates</b> <ul style="list-style-type: none"> <li>Online events in October.</li> <li>Festival proper November / December depending on COVID restrictions.</li> <li>Details in Aging Well In Nillumbik newsletter. Share amongst networks and groups – attached to minutes</li> </ul>			
14.	1:50pm	<b>General business – Roundtable</b> <ul style="list-style-type: none"> <li>Anne attended the Municipal Planning Scheme Consultation. Few attendees. Lost opportunity for aged people to have input.</li> <li>Jan enquired about Aging Well in Nillumbik Plan and the interaction of this plan with the MPS.</li> <li>Ray stated that PAAC should be informed of all things relevant to aged people. He stated that consultations should be staggered so as to get best participation an input.</li> <li>Max expressed concern about the number of people breaking the law by riding monkey bikes on footpaths.</li> <li>Richard gave information about Good Sam app – which is an Ambulance Victoria app that connects responders to patients who may need CPR whilst the paramedics are on the way. Recommended promoting app through member's networks. <a href="https://www.ambulance.vic.gov.au/goodsam/">https://www.ambulance.vic.gov.au/goodsam/</a></li> <li>Sabi is concerned about the lack of intergenerational housing that are relevant for older people. Would like to review the topic in a future PAAC meeting.</li> <li>David suggested future discussion about fire plan for older people. Preparedness / safe venues. CFA website has links to planning tools and templates.</li> </ul>	<p>Respond to this</p>          <p>Add topic of housing for the older person to a future PAAC agenda.</p>  <p>Emergency preparedness for</p>	<p>Fiona / Bea</p>          <p>Fiona</p> <p>Fiona</p>	<p>5 Nov 21</p>          <p>TBC</p> <p>5 Nov 21</p>

		<ul style="list-style-type: none"> <li>Discussion around what an advisory committee is exactly and what role an advisory committee plays in council. There has been confusion around what "advisory" means.</li> </ul>	older people to be added to next agenda Governance Officer to attend next meeting to explain advisory committee role.	Fiona	5 Nov 21
15.	2:10pm	<b>Next meeting date: Friday 5 November 2021</b>  <b>On Zoom</b>			



# HEALTH AND WELLBEING ADVISORY COMMITTEE MEETING MINUTES

Thursday 14 October 2021, 10.00 – 11.30am

Zoom meeting

## Attendees:

Council Officers: Lauren Treby, Melissa Ensink, Nichole Johnson, Kirsten Reedy, Nicola Clutton, Katie Camilleri.

Members: Kate Ferguson (Yarra Plenty Regional Library), Mitch Walker (Belgravia Leisure), Rosie Haszler (Aligned Leisure), Rebecca Tipper (Women's Health in the North).

Councillors: Cr Richard Stockman (Chair).

Apologies: Cr. Natalie Duffy, Robyn Ellard (Yarra Plenty Regional Library), Petra Begnell (North Eastern Healthy Communities), Olive Aumann (healthAbility), Corrienne Nicholls (NSC), Jacinta Geary (Relationships Australia Victoria).

Agenda item	Minutes
<b>Welcome</b> Acknowledgement of Country	Acknowledgement of Country was done by Councillor Richard Stockman.  No conflicts of interest on any items on the agenda by attendees.
<b>Previous Minutes</b>	Actions from previous minutes moved (Lauren) and seconded (Mitch) - accepted
<b>Draft Youth Strategy 2022-2026</b>	Katie and Nicola presented on the findings from the young engagement program conducted earlier in the year, and the draft youth strategy for 2021-2025 (currently out for public exhibition).  Slides from the presentation will be included as an attachment in the email that is distributed to members with the minutes from this meeting.  <a href="#">Young Minds   Participate Nillumbik</a>
<b>Draft Climate Action Plan 2022 - 2023</b>	Kirsten presented on the draft Climate Action Plan 2021-2031 which is currently out for public exhibition.  Slides from the presentation will be included as an attachment in the email that is distributed to members with the minutes from this meeting.  <a href="#">Taking climate action   Participate Nillumbik</a>
<b>Yarra Plenty Regional Library - Health and Wellbeing</b>	Kate shared the priorities and focus areas related to health and wellbeing, led by YPRL. This included initiatives related to health literacy, support with myhealth record and vaccine ambassadors. The priority is to connected people with people and spaces.

**Nillumbik**  
The Green Wedge Shire

Agenda item	Minutes
	<p>Their new plan will be included as an attachment in the email that is distributed to members with the minutes from this meeting.</p>
<p><b>Advisory committee terms of reference</b></p>	<p>Melissa and Lauren asked members to provide feedback on the current format and frequency of the advisory committee meetings. It is proposed that these meetings move to quarterly and increase to two hours in duration.</p> <p>Members will be sent a survey to complete to provide feedback on their involvement and ideas for the AC moving forward.</p> <p>An EOI process for updated membership of the group will commence from November.</p> <p>Some ideas shared include: including a networking element to discuss ideas and possible collaborations, support each other's work, updates and capacity building.</p> <p><b>Action:</b> NSC to share survey that informs review of Terms of References.</p>
<p><b>Members Updates</b></p>	<p><b>North Eastern Healthy Communities</b> - Changes to the Primary Care Partnership (PCP) model have been announced. PCP's will transition to a public health unit.</p> <p><b>Belgravia Leisure</b> – Golf has reopened with 2 x 9 hole courses operating. Supporting the 16 days of activism campaign. Implementing healthier food options at the kiosk. Have created an under 40's membership to encourage a younger demographic to engage with golf.</p> <p><b>Women's Health in the North</b> – Week Without Violence is coming up with some online activities planned. 16 Days of Activism is also approaching. WHiN has offered to present at workplaces during the campaign. Currently updating the Building Respectful Communities strategy. Managing changes to integrated health promotion funding and how that will affect organisations delivering gender equality work.</p> <p><b>NSC</b> – As with WHiN, things are ramping up for 16 days of activism and week without violence. Planning for International Women's Day 2022 has started. Conducting gender impact assessments (GIA) on spaces, projects and programs. Developing an Access Equity and Inclusion Policy within the next year. Developing an LGBTIQ+ background paper, and doing an audit of cause days.</p>

Agenda item	Minutes
	<p>Melissa Ensink is finishing up in her role at NSC. Recruitment for this role is currently underway. Once the new person is in place, members will be notified.</p> <p><b>Action:</b> Lauren to introduce new Social Planning and Policy Officer when they commence.</p>
Next meeting	<p>Thursday 9 December, 10-11.30am</p> <p>Venue: Council Chambers (subject to restrictions)</p>
Close	<p>Cr Stockman closed the meeting and thanked everyone for their attendance.</p>

## Youth Council Formal Advisory Meeting

### Minutes

Date	Monday 11 October 2021
Time	4-6pm
Venue	Zoom
Attendees	<b>Youth Council</b> Youth Mayor Fieke van der Kamp, Deputy Youth Mayor Jack Linehan, Bailey Cumming, Katie O'Brien, Maali Kerta-Rice, Orianna Edmonds, Taj Andreetta, Indiana Sandwell, Kirra Imbriano, Lachlan Wadsworth <b>Councillor Representative</b> Cr Ben Ramcharan <b>Staff</b> Corrienne Nichols, Nichole Johnson, Nicola Clutton, Katie Camilleri
Guests	Bea Guevara, Elspeth Khoo
Apologies	Cavan Cartwright, Brianne Keogh, Joseph Bowman, Maverick Knight

Agenda Item	Minutes	Action
Welcome Acknowledgement of Country  4.00 – 4.10	Youth Mayor Fieke Van der Kamp welcomed everyone to the session and provided an Acknowledgement of Country.  Youth Mayor asked Youth Councillors to disclose any conflicts of interest. Youth Mayor advised that any conflicts of interest should be disclosed prior to discussion of each agenda item. No disclosures of interest for the agenda items listed.	
Actions from previous minutes  4.10 – 4.15	Minutes and actions reviewed from Youth Council Formal Advisory meeting held on 2 August 2021. Summary of outstanding actions listed on page 4. <i>Moved by: Katie O'Brien</i> <i>Seconded by: Orianna Edmonds</i>	
Municipal Plan Consultation Attached MPS information  4.15 – 5.00	Senior Strategic Planner, Bea Guevara presented the Draft Municipal Planning Scheme (MPS) to the Youth Council. The MPS provides and overview of important local planning issues. The information identified as the key objectives in each of the eleven themes has been collated from a variety of sources including: <ul style="list-style-type: none"> <li>• Our People, Our Place, Our Future</li> <li>• Climate Action Plan community engagement</li> <li>• Community Vision – Nillumbik 2040</li> <li>• The existing Municipal Planning Strategy</li> </ul> These eleven themes will form the base of the new MPS. Activity Centres, Green Wedge, Natural Environment, Built Environment, Housing, Economic	Nicola to send MPS slides and information on providing feedback.  Youth council to send any further feedback to Nicola to pass on to Bea.

	<p>Development, Transport, Infrastructure, Open Space, Climate Change and Heritage, Arts and Culture.</p> <p>The committee discussed their thoughts on the following 5 elements and are invited to provide further feedback via email.</p> <p><b>ACTIVITY CENTRES</b></p> <p>Youth Council members supported the objectives, however feel that affordability within activity centres was missing and is of high importance to young people. Disparity between rural and metro activity centers was noted as missing and members would like to see Hurstbridge as an activity centre.</p> <p><b>GREEN WEDGE</b></p> <p>Youth Council feel that was no mention of interface between urban and rural. The width of roads in rural Nillumbik is a concern with roads often being very tight.</p> <p>Youth Council expressed interest in more walking paths in rural Nillumbik to connect houses to the community and allow for better accessibility and sense of community.</p> <p>Rural Nillumbik would like to feel more connected to urban Nillumbik, rural Nillumbik often feels like a regional Melbourne without the benefits.</p> <p>Youth Council would like to see better public transport options for rural Nillumbik, including the extension of the bus route from Hurstbridge through to St Andrews.</p> <p>They feel the information about agricultural land use in Nillumbik was missing.</p> <p><b>CLIMATE CHANGE</b></p> <p>Youth Council would like to see changes and implementation of environmentally sustainable options in planning applications; which includes commercial spaces not just houses.</p> <p>Look to increase canopy cover as part of our climate resilience.</p> <p><b>OPEN SPACE</b></p> <p>Youth Council are supportive of more drink taps along trails, better lighting, more accessible and gender neutral toilets.</p> <p>Youth Council would like to see spaces that are more open and places to let your dog off lead, however like the idea of some fencing for safety from roads.</p> <p><b>TRANSPORT</b></p> <p>In addition to the above transport concerns raised, safety at bus and train stations is an issue for young people; members would like to see better lighting and more inviting spaces at bus shelters and waiting areas (murals, etc)</p>	
<b>BREAK</b>		5.00
<p>16 Days of Activism youth campaign</p> <p>5.05 - 5.25</p>	<p>Elspeth and Nicola talked the youth council through the 16 Day of Activism Campaign. The 16 Days of Activism against Gender-Based Violence is an annual international campaign that kicks off on 25 November, the International Day for the Elimination of Violence against Women, and runs until 10 December, Human Rights Day. This year the youth development team were successful in receiving a small grant to create a youth focused 16 days campaign. This could look something like a previous video made by Nillumbik, but interviewing young people, <a href="#">watch the video here</a>.</p> <p>Elspeth and Nicola will be hosting a separate 16 Days youth working group, to work on the youth focused campaign, youth council members who expressed interest in joining were: Katie, Lachie, Fieke, Indi, Orianna, Bailey, Kirra, Brianne.</p> <p>Further information to be shared with interested participants.</p>	<p>16 Days working group to meet separately to co design youth campaign</p>



<p>Youth Strategy Consultation Update</p> <p>5.25 – 5.35</p>	<p>The draft Youth Strategy 2022-2026, is now open for community feedback until Tuesday 21 October.</p> <p>Katie encouraged the Youth Council to share the participate page with their community, to hear their feedback on the draft:  <a href="https://participate.nillumbik.vic.gov.au/young-minds">https://participate.nillumbik.vic.gov.au/young-minds</a></p> <p>Council will review the feedback and also consider submissions at the 16 November 2021 Planning and Consultation Committee meeting, where submitters will also be able to make verbal statements.</p> <p>Members of Youth Council are invited and encouraged to register to speak at the Planning and Consultation Committee meeting:  <a href="https://www.nillumbik.vic.gov.au/Council/Meetings-and-committees/Council-meetings/Speak-at-a-Planning-and-Consultation-Committee-meeting">https://www.nillumbik.vic.gov.au/Council/Meetings-and-committees/Council-meetings/Speak-at-a-Planning-and-Consultation-Committee-meeting</a></p>	<p>Nicola to share information on how Youth Council can register to speak to the Youth Strategy at the upcoming Council meeting</p>
<p>Youth Council in 2022</p> <p>5.35 – 5.45</p>	<p>The group discussed the benefits of both fortnightly and moving to monthly meetings, it was decided that Nicola will create a short survey for Youth Council members to complete to give their thoughts on 2022, including meeting frequency, project topics, consultation structure, guest speaker ideas.</p> <p>Most members agree that a break from meetings over the summer holidays is important.</p>	<p>Nicola to send out survey to Youth Council.</p>
<p>Wrap Up</p> <p><i>Climate Action Consultation 18 October</i></p>	<p>Youth council members and all local youth are invited to an upcoming Youth Climate Action consultation.</p> <p>When: Monday 18 October, 4pm – 5.30pm, online.</p> <p>Register your attendance: <a href="https://bit.ly/3D8tKBF">https://bit.ly/3D8tKBF</a></p> <p>For more information and to read the draft please visit our Participate Nillumbik webpage: <a href="https://participate.nillumbik.vic.gov.au/climate-action">https://participate.nillumbik.vic.gov.au/climate-action</a></p>	<p>Nicola to share registration link with members</p>

### Action Summary List

Action	Responsible	Status
Yasmin has requested a vertical photo of all Youth Council members together to include in final Council Plan.	Nicola	Not started (roll over)
Nicola to put up poll on facebook group for members to vote on what day works best for laser tag session.	All	Not started (roll over)
MPS information and slides sent through to members	Nicola	Complete
Youth Council to send any further MPS feedback to Nicola	All	
16 Days working group to meet separately to co design youth campaign	Nicola	
Share information on how Youth Council can register to speak to the Youth Strategy at the upcoming Council meeting	Nicola	
Send out Youth Council 2022 planning survey	Nicola	
Nicola to share registration link for climate action consultation with members	Nicola	

**Panton Hill Bushland Reserve System User Group -  
Advisory Committee**



Minutes

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**Date:** Thursday 21 October 2021

**Time** 7.00 – 8.50pm

**Venue:** Zoom

**Chair:** Cr Ben Ramcharan

**Minute taker:** Lydia Heap

**Order of business**

**1. Acknowledgement to country**

**Attendance:** Helen Corney, Lydia Heap, Cr Ben Ramcharan, Lisa Pittle, Rex Niven, Mark Hood, Richard Holt, Janice Crosswhite, Sue Penrose, Bob West

**Apologies:** Brad Tadday, Cathy Giles

*Note: there were a number of issues with connecting to zoom. 3 or 4 different links were emailed before the meeting was able to come together.*

**2. Conflict of interest and Assembly of Councillor form**

*Conflict of interest provisions are contained in section 80C of the Local Government Act 1989, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook.*

*An Assembly of Councillor form must be completed at the meeting in accordance with section 80A of the Local Government Act 1989.*

No conflict of interest

**3. Minutes of previous meeting and business arising**

**Minutes of previous meeting and business arising** Moved Janice, Seconded by Mark  
**Actions from Previous meeting**

**Works. Threatened fauna monitoring and management**

- Brad to photo wallow and forward information to the deer management staff. Planting in the gully by the friends' group and the "working for Victoria" group. Mark had a look and that wallow wasn't active, but went to a different one with Cam Beardsel and took photos of deer wallow next to sickle orchids. To be forwarded to deer control people. Sugarloaf deer project has ended. Have a report about possible deer control in the various reserves

- Pass on emails to Nan Oats for roundabout newspaper. Nan has moved out of the area so need to arrange a new contact. Stories could be sent straight to Pam.
- Share levels of trails maintenance to group. Not done yet, **Action**, Lisa to follow-up.
- Ask Sam about helping with an orchid walk. He said yes, but Covid19 said no. Consider autumn walk to include orchids and fungi

#### **4. Terms of Reference - review June 2021 – Lisa**

Councillors are considering revised terms of reference for advisory groups next week. Have suggested that the existing group term be extended for a further 12 months due to difficulties with Covid19. Janice asked if there would be a limit to a number of terms someone could serve on, Ben says that the council has decided to not limit the number of terms for advisory committees. **Action** – Lisa to present to council to extend the committee for a further 12 months and inform members.

#### **5. Works update and planned works -Helen**

- a. Annual reserve management program
  - Works plan set up with current contractors till December. Waiting for the new tender to be finalised
- b. Threatened orchid management and reintroduction
  - 200 rosella spider orchids planted on 3<sup>rd</sup> of August.
- c. Threatened fauna monitoring – Brush-tailed Phascogale, Southern Toadlet, Powerful Owl.
  - No monitoring done due to Covid19. 10 Chainsaw hollows have been done, journal article about this to be forwarded to Committee (Helen)
- d. Cultural Burn – Bunjil
  - Will try again next year. Hampered by Covid19
- e. Bushfire Management Plan Review
  - Pending, but almost finalized
- f. Deer control pilot project – Yirrip
  - 8 deer killed, 2 in Yirrip, 6 on private land. Contractor feedback was that there were low numbers and pretty confident that there are low numbers and think recruitment will be low over the next few months. The shooting was mainly done in September. Took a lot of work to arrange for shooting on public land. High level assessment of the reserves and temple ridge to see if feasible to do further deer control. Are putting in an application for state funding for shooting deer.



- g. Community events and programs – Friends of Bunjil, Paradoxa artwork, Volunteers planting for Southern Toadlet
  - Not many events or programs. Still have to wait for State Government advice on when events can take place again.
  - Paradoxa artwork to be involving community consultation
  - The volunteer planting for Southern toadlet was cancelled but contractors finished the work
  - Forest bathing scheduled for November 8th Bunjil
- h. Trail works – surface upgrade and repairs
  - Stage 1 works completed. Need info on issues with trails in Bunjil and Yirrip. (Lydia) Bulwidge tracks work done, some issues reported to Brad and dealt with. (Janice) Damage done by KG pony club major event in Bunjil to the trails. Brad wasn't aware that it was going to happen. (Sue) This needs to be discussed with the Pony Club. **Action** Brad and Lisa to look at how much damage was done and the cost of it.

## **6. Interpretation Design Plan Implementation – Richard Holt**

Update on Interpretation Design (Public Artworks), Indigenous Lead Artist

- Update. Brad and Richard have been in contact with Mandy Nicholson. She is now quite engaged. Has begun doing some work with the Narrap team. Will be meeting on site tomorrow, number of issues have slowed things down. Only concepts so far at this stage. Will also want work at other sites. No contracts signed yet. Expression of interest is closing tomorrow. Mandy has had family health problems and lives outside the 5km and 10k covid lockdown areas
- Not sure what the current work that Paradoxa Collective are doing. They are intending to put in an expression of interest, another artist has already submitted a expression of interest. Will be required to work with Mandy.
- Project seems to be now moving forward. Hoping to have 4 sites by the middle of 2022, one will be entrance to Bunjil. Local artists have asked for the documentation, don't know how many of them will submit an expression of interest.
- Committee to be updated by email as a result of the expression of interest –**Action** to be distilled and distributed by Richard

## **7. Action planning for 2021. All**

Smith's Gully Mountain Bike group activity

- Covid19 halted everything, had 2 days set up to do trail work in Bulwidge but lockdown prevented it. Have been in touch with Parks Vic on creek crossing in Happy Valley Reserves.

- Will be doing more social rides as the lockdown stops. Suggested routes have put up in Smiths Gully Shop which have been very well received and used. Selling items in the Smiths Gully Shop. Have got public liability insurance now. Not yet recruiting members as can't provide much service at the moment.
- Got a grant from council for a festive trail treasure hunt in the area. Will have something like \$50 token that can be used in local area and the business will bill then club.

Covid has stopped people doing forward planning.

- Autumn walk on orchids and fungi. Should do a physical or virtual walk. Should go ahead regardless of Covid. Will need to find a fungi expert to complement Lydia on Orchids. Action. Helen to chase someone up. Will organize this before next committee meeting
- Want Mountain bike group to work back in the council reserves. In discussion with Brad regarding induction of people. Tentative date in November to do more work. May have a small committee group doing the induction so can start doing some small works on the trails. Action – establishment of induction of volunteers. A lot of the induction is done online. Helen helps people go through the online induction

## **8. Other Business**

- **Nillumbio** (<https://nillumbio.wixsite.com/home>) – Lydia did a virtual orchid walk and presentation on wine-lip and rosella spider orchids on a zoom forum. Potential for future collaboration between committee and Nillumbio. There is an informal relationship between Council and Nillumbio. Bioblitz is happening this weekend. Seems to be quite focused on data collection, citizen scientists and education. Would be good to get this type of data collected in the reserves. Action Janice to contact them.
- **Architecture students** from University had a day in Bunjil to look at landscape. Talk by Rob Marshal about fitting things into environment. Lydia did a talk to show the fragile nature of the area and get them looking at a site in a different way. May become an annual event for first year architecture students as the lecturer is a local
- **Horse group** planning a trail ride in the reserves 1<sup>st</sup> November. Lisa to follow-up with recreation group. Concern about what damage could happen. Need to consider how to manage groups about it. Costs and maintenance of the trails need to be looked at. Think about signage on the trails, perhaps closing areas of trails after rain to prevent usage of areas susceptible to damage. Trails could be closed on a safety issue, but many be hard to justify on safety matters. Maybe council to send a letter to all pony clubs and horse groups asking for them to contact council if they are planning to do something to let council know. **Action** Lisa and Brad to look into a trail protocols with recreation and leisure team at council.
- **Short cut trail** has been closed by council and have been reopened the local people. Branches etc have been removed to re-open the trail.

- **Trail closures.** Some reserves in other areas have protocols to close trails if they receive xx mm of rain in a day, or yyy mm of rain over three days etc. Note council does not have the ability to police these. Probably needs to be focus mainly on education and communication rather than enforcement. Helen has had experience similar issues with people creating bike jumps. Should also look at trail closure during fire danger days too.
- **Mountain bike team can get word out to bike riders easier than council could.**  
Cathy is part of the NHAG so could get word to horse riders. Equestrian Victoria could also help get word out.
- **Hurstbridge roundabout.** Janice hoping to write one on the committee. Should also have an article written by the SG mountain bike group. Roundabout probably has a different cohort of readers than Facebook and other social media. **Action.** Janice and Mark to write articles.
- **Road verges.** Reach arm contractors have been cutting verges (Alma Rd), and have destroyed wildflowers before seeding and parts of the earth wall has been damaged. Different reasons for cutting vegetation. Some for fuel loading, others for clearance etc. Some areas need multiple cuts due to regrowth.

#### **9. Next Meeting**

17 February 2022

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Council Plan 2021-2025 – Year 1 Action Plan (FY 2021-2022)

Theme	Action	EMT Responsibility	Q1 - Action Progress Commentary	Status
<b>Community and connection</b> - to encourage inclusion and participation to support health and wellbeing and ensure that all our residents have equitable access to services, programs, events and initiatives				
Equity & Inclusion	<b>We actively work towards reconciliation and the process of healing with the Wurundjeri Woi Wurrung people and recognise them as the Traditional Owners of the land and waterways of Nillumbik</b>			
	Continue to work towards reconciliation with the Wurundjeri and other First Nations communities	Executive Manager Communities	Monthly Cultural Consultation meetings continue to be held with Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to seek guidance on matters arising across Council and coordinate activities across Council and the community. Items discussed include Pantom Hill public art, Diamond Valley Sports and Fitness Centre public art installation, Eltham North Adventure Playground artworks, Kangaroo Ground War Memorial Park, Nillumbik Planning Scheme, Nillumbik Reconciliation Group updates and opportunities at Edendale, Montsalvat and Yarra Plenty Regional Library Service.	ON TRACK
Health & Wellbeing	<b>We address the social, environmental and economic factors of health to improve health and wellbeing outcomes for our communities</b>			
	Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025	Executive Manager Communities	The Nillumbik Health and Wellbeing Plan 2021-2025 was adopted by Council at the October 2021 Council Meeting. In line with the legislative requirements, it was submitted to the Department of Health and is available on Council's website. No actions within the plan have commenced as yet.	ON TRACK
Ages & Stages	<b>We work towards creating an age-friendly community where all people regardless of their age or ability can live a good quality of life</b>			
	Develop and implement a Youth Strategy in partnership with our Youth Council	Executive Manager Communities	Delivery of this item has been significantly constrained due to the COVID-19 lockdown restrictions between July and October 2021. From 25 November to 10 December each year, the 16 Days of Activism campaign calls for action against violence against women. Preparation for this year's campaign is underway to raise awareness about gender-based violence and challenge discriminatory attitudes, with initiatives including: • supporting unified basketball in partnership with the Special Olympics • Eltham Fun Run/Walk in December, supporting the Pat Cronin Foundation • weekly physical challenges for community members.  Following the establishment of a Youth Council earlier in 2021, the Youth Council have undertaken community engagement and developed a draft Youth Strategy.  The Youth Engagement report is available on Council's Participate Nillumbik site. The draft Youth Strategy 2022-2026 was endorsed by Council on 28 September 2021 for public consultation from 30 September to 21 October 2021. Submissions will be considered at the 16 November Planning and Consultation Committee, with the final Youth Strategy to be adopted at the December 2021 Council Meeting.	ON TRACK
<b>Place and space</b> - to protect, enhance, maintain, plan and design places and spaces that strengthen identity, reinforce character, improve accessibility, encourage social connection and enjoyment, support biodiversity and respect the environment				
Identity	<b>We celebrate and prioritise the protection of our heritage, arts and culture, places and spaces by focusing on the diversity of experiences that have shaped our shared history</b>			
	Undertake a heritage review of the 'Stage 2' potential heritage sites of significance	Executive Manager Planning and Community Safety	To support the heritage review, procurement of a consultancy to undertake the review work has commenced, with the preparation of a Request for Quote (RFQ).	ON TRACK
	Develop the Kangaroo Ground War Memorial Park Management Plan	Executive Manager Planning and Community Safety	The draft management plan was exhibited for consultation from 30 August to 26 September 2021. A stakeholders' workshop was held in early October and Councillors were briefed on the draft plan in mid-October. A preliminary list of works has been developed for inclusion in the 2022-2023 capital works budget. The plan is scheduled for Council consideration for adoption at the December 2021 Council Meeting.	ON TRACK
	<b>We value, appreciate and enjoy our Green Wedge Shire, including our rural areas and leafy urban areas, which we work hard to protect and enhance</b>			
	Prepare a Municipal Planning Strategy for inclusion into the planning scheme	Executive Manager Planning and Community Safety	A Municipal Planning Strategy provides an overview of important local planning issues. Situated at the front of the planning scheme, it provides the foundation for the planning scheme's local policies, based on the Shire's location and regional context, history, assets, strengths, key attributes and influences.  Community consultation divided into eleven different planning themes was undertaken from 9 September to 21 October (originally programmed to finish on 7 October but extended due to COVID-19 lockdown restrictions). Advisory group workshops and a Councillor workshop were held in October and November, with a summary report and submissions to be provided to Councillors in early December.	ON TRACK



Theme	Action	EMT Responsibility	Q1 - Action Progress Commentary	Status
Open Space	We carefully protect, plan, maintain and improve open spaces, streetscapes and places to ensure that they are safe, accessible and enjoyable			ON TRACK
	Determine and action future site planning for the former Plenty CFA site	Director Operations and Infrastructure	When the Plenty CFA brigade relocates its operations to its new fire station, the CFA will have no further use for the old facility and will vacate the site at 109-115 Yan Yean Road, Plenty.  A community engagement process closed on 26 October 2021 to help inform Council's decision on whether to retain or demolish the old Plenty Fire station. Submissions are to be considered by Council at the November Planning and Consultation Committee, followed by a report to be prepared for the December 2021 Council Meeting.	
Neighbourhood Character	We respect and enhance the unique neighbourhood character in our communities to ensure a considered approach to planning and development			ON TRACK
	Develop a Neighbourhood Character Strategy	Executive Manager Planning and Community Safety	A project brief for this strategy has been finalised. An Expression of Interest process is currently underway (until 20 November) to procure services to assist with the development of the strategy.  The Neighbourhood Character Strategy is to deliver a comprehensive review of the character of the Shire's residential areas. This project is due to be delivered over two consecutive financial years with a planning scheme amendment to be undertaken following procurement and engagement of consultant services which are to be finalised by the end of the second quarter.	
	Develop the Wattle Glen Public Realm Framework	Executive Manager Planning and Community Safety	A community consultation process for a Wattle Glen Public Realm Framework was held from 12 July to 27 September 2021 (extended by 3 weeks due to COVID-19 restrictions), including two virtual workshops. Findings will be used to inform the preparation of a draft Public Realm Framework Plan.	ON TRACK
	We promote place making and shaping and advocate for the continuation and enhancement of local character			ON TRACK
Develop a set of guiding principles to facilitate place-making across the Shire	Executive Manager Communities	The drafted place-making framework has been designed to support Council staff, Councillors, community members, traders, stakeholders, contractors and consultants to plan and deliver place-making projects. This place-making framework has been endorsed by the Executive, and is due to be presented to Council for endorsement at the November 2021 Council Meeting.		
Movement and Place	We work with our community, neighbouring councils and transport and planning agencies to advocate for improved transport solutions			ON TRACK
	Implement a range of traffic and transport initiatives that will promote more sustainable travel while addressing key safety issues in line with the Eltham Major Activity Centre Structure Plan, through the Eltham Urban Congestion Fund Project	Director Operations and Infrastructure	Nillumbik's \$5 million Eltham Urban Congestion Fund project was endorsed by Council at the September 2021 Council Meeting. The project has undergone a number of modifications and improvements to address issues identified during community consultation (in which almost 900 contributions were received).  Funded through the Federal Government's Urban Congestion Fund, the project includes a range of traffic and transport initiatives to make the Eltham Activity Centre more pedestrian friendly and connected, while reducing congestion in the area. Works are scheduled to commence in March 2022.	
Sustainable and resilient - to manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future				
Climate Action	We work with our community, First Nations People, partners and all levels of government to develop clear and effective initiatives to address climate change			ON TRACK
	Develop and adopt a Climate Action Plan	Director Operations and Infrastructure	The draft Climate Action Plan was presented to the September 2021 Council Meeting for endorsement to proceed to a public consultation period from 4 October to 7 November 2021.  The draft plan has been informed by previous community consultation, including a community survey conducted in December 2020 which attracted more than 750 submissions. The plan has also been informed by a risk assessment and broader research, which when finalised will set the framework for Council's actions and importantly, how we will work with the community over the next decade and beyond to address the challenges. The draft plan responds to the projected impacts of climate change in Nillumbik and identifies what Council can and should do to mitigate our contribution to the causes of climate change and to adapt to its potential impacts.	
Sustainability	We favour sustainable and innovative investment; focussing on renewable energy initiatives			ON TRACK
	Progress the solar farm project in Plenty	Director Operations and Infrastructure	The concept design for stage one of the solar farm has been developed and a planning application has been submitted. Further investigation on expanding the solar farm (stage two) and a related community investment strategy is underway. Councillors were updated on progress in September 2021.  The solar farm will be developed at the former Plenty landfill site (next to Council's Recycling Centre at 290 Yan Yean Road) and the 1.5MW first stage will be large enough to supply renewable energy to power all of Council's corporate facilities and street lighting, delivering significant environment benefits to our community. The solar farm will also power electric vehicle charging stations.	



Theme	Action	EMT Responsibility	Q1 - Action Progress Commentary	Status
Resilience and Recovery	We support individuals, families and the community to be mentally and physically healthy, safe and enabled to participate in relief and recovery processes arising from crisis or emergency			ON TRACK
	Implement the Pandemic Recovery Plan 2021-2022	Executive Manager Communities	The majority of actions identified in the Pandemic Recovery Plan are underway and on track. The COVID-19 Taskforce continues to meet regularly to coordinate actions within the plan and share information about changes required of Council services in response to pandemic impacts.	
Business and Tourism	We support businesses, industries and events, and encourage investment within Nillumbik			ON TRACK
	Implement annual actions in the Economic Development Strategy 2020-2030	Executive Manager Planning and Community Safety	Progress continues on delivery of actions from the Economic Development Strategy. The 'Shop in our Shire' buy local program continues, with seasonal branding to cover the entire year and digital promotional campaigns. Night-time economy data has been sought through Spendmap to assess the impact of COVID-19 on local expenditure with local business. Business engagement has been high through the COVID-19 business support, regular communications and business Facebook group.	
Responsible and accountable - to facilitate the best possible outcomes for our community, by demonstrating strong leadership and working actively to achieve the community's objectives				
	We continue to exercise sustainable and responsible financial management			ON TRACK
	Report quarterly on the annual budget	Chief Financial Officer	The financial report for the first quarter was presented to Council at the October 2021 Council Meeting.  The Income Statement shows an overall unfavourable year to date variance of \$204,060 representing 0.38 percent of the year-to-date budget. This reflects the combined result of lower than budgeted operating income of \$1.05 million and lower than budgeted operating expenses of \$845,338. Council's overall financial position at the end of the first quarter is sound. The impacts of the state of emergency due to the coronavirus pandemic continue to be monitored and are adversely impacting the net result.	
Good Governance	We are forward-thinking, data-driven and evidence-led in our decision making, always looking to identify new opportunities			ON TRACK
	Continue the business transformation program encompassing systems, processes and people, to achieve our 'customer first' vision	Executive Manager Business Transformation and Performance	Our business transformation program continues following the three pillar approach of 'our people, our processes, our systems'. Key activities and outcomes for the quarter included:  Our people: • The Gender Equality Action Plan is well underway, which will become key operational document for the management of our workforce. • The Complaint Handling Policy is being updated. To support this policy, the roll out of training and awareness continues, and will enable consistency in capturing a complaint and effective use our procedures and supporting systems to record underlying issues and ultimately to improve our service delivery. Our processes: • 107 new processes were mapped in Promapp (our business process mapping tool) this quarter, with now 1,032 processes mapped in total. Review and improvement of the processes mapped is a focus throughout the remainder of this financial year. Our systems: • The upgrade of Council's website (focussed on content development, self-service options and website architecture) went live on 24 September, with the introduction of the ReachDeck text-to-speech solution successfully implemented. • The new online booking system project officially kicked-off this quarter, with venue building and fees and charges workshops having occurred. • With respect to the phased implementation of a new Asset Management System (AMS), the integrations between Council's Customer Request Management System and Geographic Information System to the system solution has been completed and is operational for the first group phase.	
	We continue to meet Council's responsibilities for emergency management by working with the community and partner agencies, especially in relation to bushfire			ON TRACK
	Implement the annual actions of the Bushfire Mitigation Strategy 2019-2023 as outlined in the Municipal Fire Management Plan	Executive Manager Governance, Communications and Engagement	All identified actions from the three-year Bushfire Mitigation Action Plan remain on track. Significant progress has been made in creating a community focussed approach to bushfire including: - Bushfire preparedness information in Nillumbik News. - Updated website content with relevant links to resources and tools for community. - Workshop conducted to NDIS providers, in partnership with CFA and DELWP, to help assist providers in working with their clients in Nillumbik to develop their own emergency plans. Over 50 NDIS Service Providers and disability inclusion staff attended from across the state. - Emergency resilience and recovery video series for communities being produced to provide information for community members that are most likely to be adversely affected by future emergencies. The online videos will be rolled out during November and December to support our fire season campaign	

Theme	Action	EMT Responsibility	Q1 - Action Progress Commentary	Status
Risk Management	We seek to enhance community safety, public health, amenity and the environment through improved planning and community engagement, prioritising fair and transparent approaches to managing compliance and enforcement			
	Undertake a review of our Local Laws	Executive Manager Planning and Community Safety	<p>The project team have completed the initial round of community engagement for the development of a draft local law. A new General Local Law has been drafted, and internal and Councillor briefings have been held. The draft local law is on track for exhibition in November 2021.</p> <p>The draft Nillumbik General Local Law has been developed to achieve three main aims:</p> <ul style="list-style-type: none"> <li>• Review and revise the existing provisions within the four existing local laws;</li> <li>• Consolidate the four existing local laws into a single general local law document; and</li> <li>• Develop new provisions aimed at addressing issues relevant to the community in 2021 and over the next ten years.</li> </ul>	ON TRACK
	We acknowledge our role in managing the significance of global risks			
	Review Council's strategic risk register periodically by identifying any external risks to the organisation and our community, and report back quarterly	Executive Manager Business Transformation and Performance	The process to review Council's strategic risks has commenced. The first workshops are scheduled for late November 2021. First quarter reporting of the organisation's Risk and Safety report has been completed and presented to the November Audit and Risk Committee Meeting and November 2021 Council Meeting.	ON TRACK
Services and Programs	We communicate clearly and regularly, taking the time to listen and engage with our community			
	Implement the Community Engagement Policy	Executive Manager Governance, Communications and Engagement	<p>The adopted Community Engagement Policy is now embedded into 'business as usual' and work to complete guidelines and a supporting toolkit are underway. Community engagement was sought for the following activities and issues in the reporting period:</p> <ul style="list-style-type: none"> <li>- the Council Plan, Financial Plan, Community Vision and Nillumbik Health and Wellbeing Plan</li> <li>- the Youth Strategy</li> <li>- the Wattle Glen Public Realm Framework</li> <li>- the Municipal Planning Strategy</li> <li>- the Kangaroo Ground War Memorial Park Management Plan</li> <li>- Eltham Area Community Hospital</li> <li>- the old Plenty CFA site.</li> </ul>	ON TRACK
	We source alternative and innovative funding sources to support and complement Council services and infrastructure			
	Delivery of our capital works program, including completion of Diamond Valley Sports and Fitness Centre upgrade and Diamond Creek Trail	Director Operations and Infrastructure	<p>Practical completion of the Diamond Valley Sports and Fitness Centre was achieved on 21 September 2021. The Certificate of Occupancy is to be achieved in Quarter 2 of the 2021-2022 financial year.</p> <p>Works on the second stage of the Diamond Creek Trail (from Wattle Glen to Hurstbridge) are expected to be completed in the third quarter of the financial year. Works include 2.5 km of concrete path, retaining walls, five pedestrian bridges, one road bridge, signage, furniture, removal of vegetation and landscaping works. Practical completion date is expected in January 2022.</p>	ON TRACK

Status Key	COMPLETE	Action is Completed
	ON TRACK	Action is on track for completion
	MAJOR ISSUES	Action is off track, experiencing
	MINOR ISSUES	Action is off track, and experiencing minor issues being managed in-house.
	YET TO COMMENCE	Action works are yet to commence
	POSTPONED	Action works have been postponed



# Domestic Animal Management Plan 2021-2025



COMMUNITY  
SAFETY





**Acknowledgement of Traditional Owners**

Nillumbik Shire Council respectfully acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners of the land on which Nillumbik is located, and we value the significance of the Wurundjeri people's history as essential to the unique character of the shire. We pay tribute to all First Nations People living in Nillumbik, give respect to Elders past and present and future, and extend that respect to all First Nations People.

We recognise that Wurundjeri Woi Wurrung people hold a deep and ongoing connection to this place. We value the distinctive place of our First Nations People in both Nillumbik's and Australia's identity; from their cultural heritage and care of the land, to their ongoing contributions in many fields including academia, agriculture, art, economics, law, sport and politics.

We recognise and value the distinctive and special spiritual and material relationship that First Nations People have with the land and the water, including trees, rocks, hills and valleys, creeks, rivers and flood plains in our Shire.



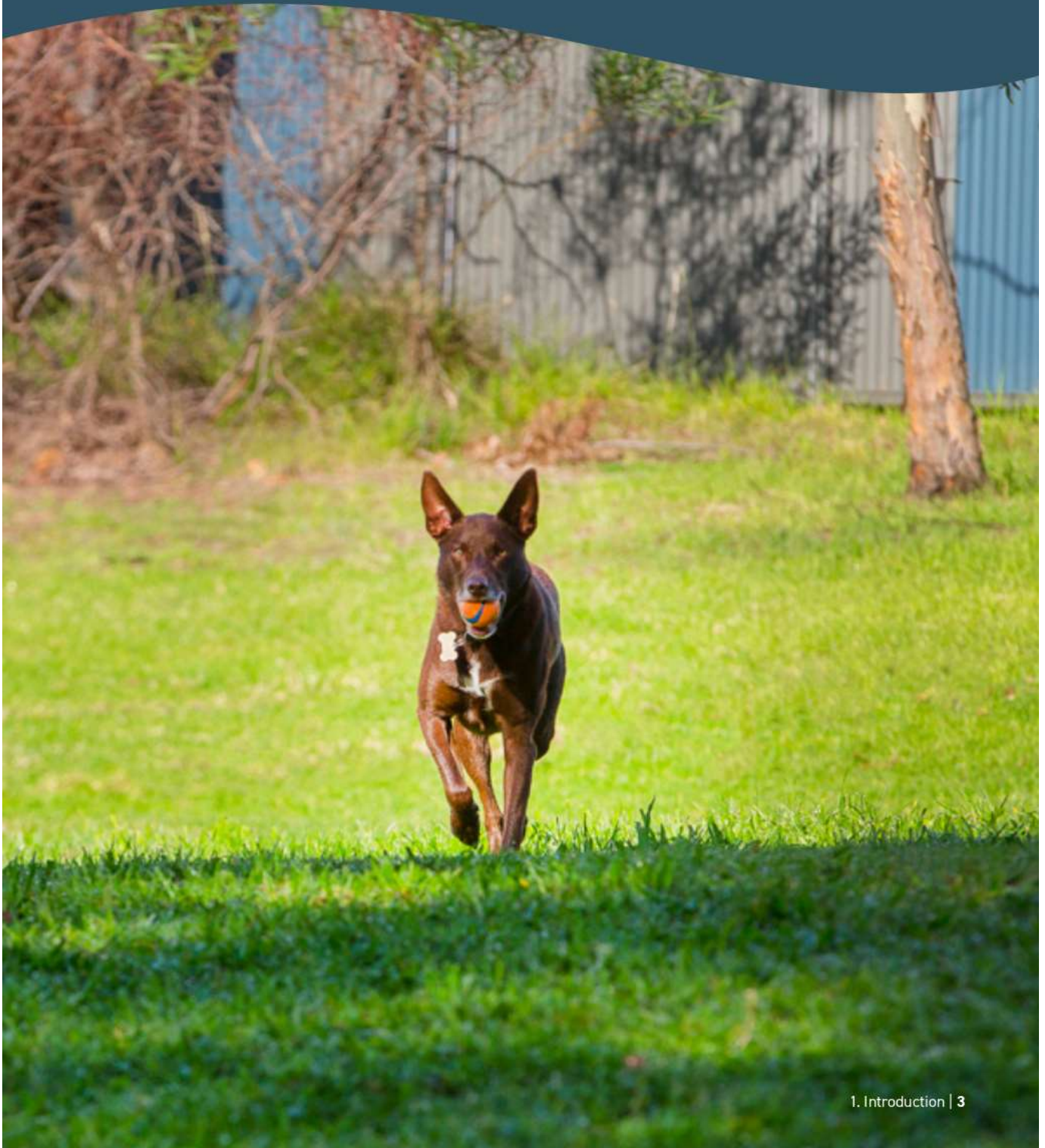
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## Acronyms

Term	Definition
<b>AMO</b>	Animal Management Officer
<b>AVA</b>	Australian Veterinary Association
<b>BCC</b>	Banyule City Council
<b>CSO</b>	Community Safety Officer
<b>DAA</b>	<i>Domestic Animal Act 1994</i>
<b>DAB</b>	Domestic Animal Business
<b>DAMP</b>	Domestic Animal Management Plan
<b>DINs</b>	Domestic Animal Infringement Notices
<b>LLs</b>	Local Laws
<b>NSC</b>	Nillumbik Shire Council
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>WAL</b>	Wandering at Large
<b>VDDR</b>	Victorian Dangerous Dog Register

# 1. Introduction



Under Section 68A of the *Domestic Animal Act 1994*, (the Act) each Council must, in consultation with the Secretary, prepare a Domestic Animal Management Plan (DAMP) on 4 December 2021 and renew the plan every four years thereafter.

The format and content of a DAMP is set by the State Government in order to ensure consistency across the state of Victoria. As set by the State Government, a DAMP must respond to the following key areas:

- Training of authorised officers
- Programs to promote and encourage responsible ownership
- Programs to address over-population rates and high euthanasia rates
- Registration and identification
- Nuisance
- Dog attack
- Dangerous, menacing and restricted breed dogs
- Domestic animal business
- Other matters
- Annual review of plan and annual reporting.

Specifically, the following provisions apply to the development of a DAMP:

S68A

(2) A domestic animal management plan prepared by a Council must—

- (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
- (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and

- (c) outline programs, services and strategies which the Council intends to pursue in its municipal district
  - (i) to promote and encourage the responsible ownership of dogs and cats; and
  - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
  - (iii) to minimise the risk of attacks by dogs on people and animals; and
  - (iv) to address any over population and high euthanasia rates for dogs and cats; and
  - (v) to encourage the registration and identification of dogs and cats; and
  - (vi) to minimise the potential for dogs and cats to create a nuisance; and
  - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
- (d) provide for the review of existing orders made under the Act and local laws that relate to Council's municipal district with a view to determining whether further orders or Local Law dealings with the management of dogs and cats in the municipal district are desirable; and
- (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
- (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan,







## 1.1 Statutory Compliance

Council is required to provide an animal management service with the aim of ensuring community amenity and safety is not compromised by domestic animals; that customer requests and complaints are responded to, and that all relevant Acts, Regulations and Local Laws are enforced.

The relevant Acts and Regulations include:

- Domestic Animals Act and Regulations 1994;
- Impounding of Livestock Act 1994;
- Prevention of Cruelty to Animals Act 1986;
- Infringements Act 2005;
- Magistrates Court Act 1980;
- Victorian Civil and Administrative Tribunal Act 1998;
- Local Government Act 1989;
- and Local Government Act 2020

Council must also have regard for applicable guidelines and standards including:

- Code of Practice for the Management of Animals in Shelters and Pounds;
- Code of Practice for the Operation of Pet Shops;
- Code of Practice for the Operation of Breeding and Rearing Establishments;
- Code of Practice for the Operation of Dog Training Establishments; and
- Code of Practice for the Operation of Greyhound Establishments.

## 1.2 Council Orders, Local Laws, and planning scheme requirements

Council can, from time to time, make orders in respect to the management of domestic animals within the Shire under the following circumstances:

### **Domestic Animals Act 1994 – Sect 10a**

A Council may resolve that it will not register dogs and cats unless desexed.

*(1) A Council may resolve that it will not, after a specified future date, register or renew the registration of a dog or cat unless the dog or cat—*

*(a) is desexed; or*

*(b) is exempted under this Act from any requirement to be desexed.*

Council currently has an order made under Section 10A of the Act which requires the mandatory desexing of cats. This order requires cats to be desexed before they can be registered.

#### **Domestic Animals Act 1994 – Sect 26**

A Council may resolve that it will prohibit the presence of cats or dogs in certain public places; set conditions regarding the restraint of dogs or cats; set conditions on the times that cats or dogs are not permitted in public places; or any other matter the Council wishes to set conditions on the management of cats or dogs within the municipality.

- (1) If a dog or cat is found in a place in respect of which an order under this section has been made in contravention of that order or any terms and conditions of that order, the owner is guilty of an offence and liable to a penalty of not more than 2 penalty units for a first offence and 4 penalty units for a second or subsequent offence.*
- (2) A Council may by resolution make an order under this section which may do all or any of the following:*
  - (a) prohibit the presence of dogs and cats in any public place of the municipal district of the Council;*
  - (b) impose all or any of the following conditions on the presence of dogs or cats in any public place of the municipal district of the Council-*
    - (iii) conditions as to the means of restraint of dogs or cats*
    - (iv) conditions as to the times at which the presence of dogs or cats is not permitted;*
    - (v) any other conditions that are specified in the order.*

Council currently has an order made under Section 26 of the Act which requires the following animal management practices:

- 'Cat confinement'. This order requires cats to be confined to their property between 7.30pm and 6am.
- 'Dogs in public places'. This order requires dogs to be on-leash in all public places, other than in designated areas where dogs are allowed off leash. It also requires owners and carers to ensure they have their dogs:
  - Under effective control at all times.
  - On-leash within five metres of playgrounds in pre-schools and childcare centres.
- 'Exclusion of dogs on sporting ovals in Diamond Creek and Hurstbridge'. This order disallows dogs being on any sports field in Diamond Creek and Hurstbridge.

#### **Amenity Local Law 2013**

The Nillumbik Shire Amenity Local Law was adopted in October 2013, and includes the following provisions that relate to domestic animals:

**Clause 23. Collection and disposal of dog excrement** requires people walking their dogs in public places to:

- carry a receptacle to remove excrement.
- collect and dispose appropriately of the excrement.
- produce receptacles on request by a Community Safety Officer.

**Clause 24. Keeping of animals – secure confinement** requires property owners or occupiers to:

- Ensure all livestock and dogs are adequately contained, and ensure the site is maintained to prevent nuisances such as odour or attracting vermin.
- Obtain a permit for more than:
  - two dogs or cats
  - five reptiles or rodents
  - 10 large birds or 25 small birds
  - a rooster or 24 poultry
- Obtain a permit for livestock kept on a property less than 4,000 square metres.

#### **Clause 26. Dogs prohibited in markets.**

*A person must not cause or permit any dog in their possession to be present in any land determined by Council by resolution, or by a delegate if this matter is the subject of a delegation, from time to time to be a market for the purpose of this Local Laws, except in accordance with the Guidelines.*

#### **Nillumbik Planning Scheme**

The Nillumbik Planning Scheme Schedule contains two Special Use Zones. One relates to the Heritage Golf and Country Club and the other to the Bend of Islands. The objective of these zones includes the protection of wildlife and aims to achieve this through restrictions on the keeping of pets.

- Special Use Zone Schedule 1 – Heritage Golf and Country Club – it is prohibited to keep cats or dogs or to horse ride
- Special Use Zone Schedule 2 – Bend of Islands – it is prohibited to keep domestic pets or livestock



### 1.3 Purpose of Domestic Animal Management Plan

Nillumbik Shire Council has developed this Domestic Animal Management Plan (DAMP) in accordance with the requirements established under Section 68A of the *Domestic Animal Act* (The Act) 1994.

The plan builds on Council's 2017-2021 Domestic Animal Plan which was adopted in October 2017. Council was successful in completing the outlined actions of the 2017-2021 plan as follows:

- A steady increase in pet registrations
- Officer training provided throughout the four years to maintain industry standard skills and knowledge
- Pet Expos were held in 2017 to 2019. Due to COVID-19 pandemic, the Pet Expo was cancelled in 2020 and 2021
- Implementation of a Lost and Found webpage
- Legislative agreements (84Y DAA 1994), have been put in place with Yarrambat Veterinary Hospital, Save-A-Dog-Scheme and Cat Protection Society
- In conjunction with Animal Welfare Victoria, Responsible Pet Ownership material has been provided to owners registering their pets for the first time
- Established a new three-year contract with Banyule City Council to provide a pound service
- Transport of un-microchipped pets to Yarrambat Veterinary Hospital for microchipping to enable registration before release as legislatively required
- An increase of patrols of reserves and parks have been well received by the community
- Expected completion by the end of 2021 of a new dog park located at Eltham North.

The 2021-2025 DAMP objectives will guide Council in its service to the community by implementing a number of strategies in response to issues raised by the community:

- Encourage statutory compliance and promote responsible pet ownership
- Reduce nuisance caused by cats and dogs
- Minimise dog attacks
- Enhance community safety by reducing the number of dogs not under effective control in Council's off-leash parks and reserves
- Review Council's animal management service which include Local Laws provisions and existing Orders made under the Act
- Increase registration of cats and dogs
- Ensure authorised officers are appropriately trained to conduct their animal management duties
- Promote the benefits of desexing cats and dogs
- Continue to reunite lost and found cats and dogs with their owners when possible
- Continue to provide assistance to vulnerable community members by caring for their animals free of charge
- To have a plan in place in case of an emergency
- Address the overpopulation of unwanted cats and dogs while minimising euthanasia rates.

The care and welfare of pets (dogs and cats) is an important priority and Council works to ensure that no dog or cat is destroyed or harmed and whenever possible all unwanted animals are rehomed.

The plan relates only to the keeping of dogs and cats, as the Act does not address other animals such as livestock or wildlife.



## 1.4 Process Applied in Developing the Plan

The DAMP has been developed in consultation with Nillumbik Shire Councillors and Council's Executive Management Team; Council's Community Safety Officers; relevant internal departments; members of the community and key stakeholders, including local veterinary practices, the Australian Veterinary Association (AVA), Cat Protection Society (CPS), Save a Dog Scheme (SADS), RSPCA and Animal Welfare Victoria.

Community consultation in the development of this DAMP was conducted in May and June 2021 and focused on broad issues associated with animal management. This was carried out via Council's website, signage placed at key locations and pop-ups displayed at prominent locations.

The 10 most common community issues identified through the survey were:



These issues along with other related matters will form part of the action plan in the 2021-2025 DAMP.

### 1.5 Demographic and Profile of Council

Nillumbik Shire is located in Melbourne's north-eastern suburbs, about 25 kilometres from the Melbourne CBD.

The Shire covers 431.94 square kilometres or 43,194 hectares and features both urban and rural areas. Located less than 25 kilometres from the centre of Melbourne, the Shire of Nillumbik has the Yarra River as its southern boundary and extends 29 kilometres to Kinglake National Park in the north. The Shire stretches approximately 20 kilometres from the Plenty River and Yan Yean Road in the west, to Christmas Hills and the Yarra escarpment in the east.

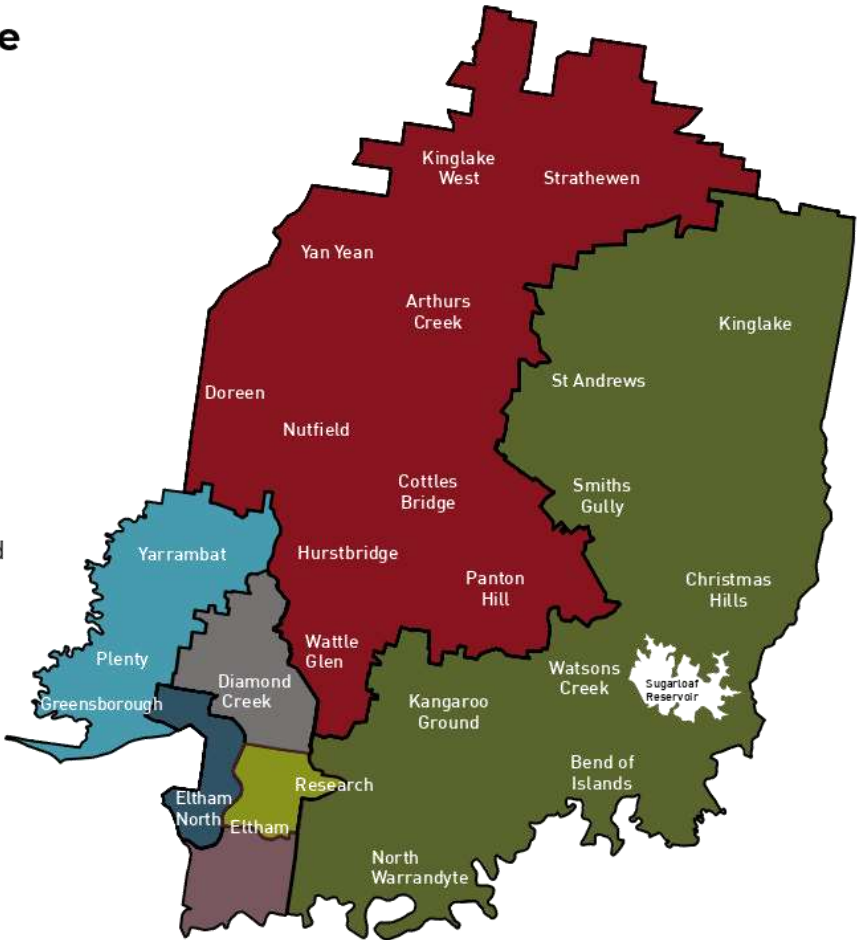
Nillumbik Shire services an estimated 65,219 residents in approximately 22,400 properties throughout the suburbs and townships of Eltham, Eltham North, Greensborough, Kangaroo Ground, Hurstbridge, Diamond Creek, Doreen, North Warrandyte, Plenty, Research, Wattle Glen, Yarrambat, Arthurs Creek, Bend of Islands, Christmas Hills, Nutfield, Panton Hill, Smiths Gully, St Andrews, Strathewen, Yan Yean and Watsons Creek.

The median age in Nillumbik is 41 years. Children aged 0-14 make up 19.7% of the population and people aged 65 years and over make up 13.1% of the population.

### Ward Structure

KEY

- Blue Lake Ward
- Bunjil Ward
- Edendale Ward
- Ellis Ward
- Sugarloaf Ward
- Swipers Gully Ward
- Wingrove Ward



## 1.6 Context and Current Situation

Current services and programs provided by Nillumbik Shire Council align with the *Domestic Animal Act 1994* and Council takes an educative approach over enforcement where possible.

Nillumbik Shire Council animal management programs and services currently in place include:

Program/Service	Service Level
NSC Regional Pound (services NSC and BCC)	<ul style="list-style-type: none"> <li>Dogs found wandering at large are displayed on Council's website.</li> <li>Veterinary care is available for any injured/sick dog seven days a week including public holidays.</li> <li>Welfare care for residents dealing with family violence or other hardship.</li> <li>Online payment facility for registration, housing and other associated costs.</li> <li>Dogs taken to owner's residence during business hours when dog owner is unable to collect.</li> <li>Mandatory registration of animals prior to release from pound.</li> <li>Other animals cared for at pound (rabbits, birds, guinea pigs.)</li> <li>Facility for livestock.</li> </ul>
Cat Protection Society	<ul style="list-style-type: none"> <li>Cat collection seven days a week from CPS.</li> <li>Photos of cats available on CPS website.</li> <li>Mandatory microchipping and registration of cats prior to release from pound.</li> </ul>
Cat trapping service	<ul style="list-style-type: none"> <li>Cat trapping service available business days.</li> <li>A cat trap deposit is required.</li> </ul>
Annual pet registration	<ul style="list-style-type: none"> <li>Pet registration reminders distributed in January.</li> <li>Pet renewals distributed in March.</li> <li>Various payment options including online payment, B-Pay, post office, Council office.</li> </ul>
Promotion of Responsible Pet Ownership	<ul style="list-style-type: none"> <li>Regular follow up with shelters and breeders to obtain information of cats and dogs sold.</li> <li>Welcome packs provided to new pet owners including Responsible Pet Ownership information.</li> </ul>
Pet Expo	<ul style="list-style-type: none"> <li>Annual event promoting animal management. (Cancelled due to COVID 2020/2021).</li> </ul>
After hours emergency service	<ul style="list-style-type: none"> <li>After hours collection service for dogs found and contained by community members. Hours of collection: Business days 5pm-10pm. Weekends and public holidays 7am-10pm</li> <li>Found dogs reunited with their owners when applicable or taken to Council's regional pound.</li> <li>Pound available to house lost pets seven days a week, including public holidays.</li> <li>Officers can attend dog attacks within 45 minutes of call.</li> </ul>
Off-leash parks and reserves	<ul style="list-style-type: none"> <li>Two fenced off-leash dog parks.</li> <li>11 off-leash parks/reserves.</li> </ul>
Park patrols	<ul style="list-style-type: none"> <li>Officer attend to park patrols during business hours and after hours, weekends and public holidays.</li> </ul>
DAB inspections	<ul style="list-style-type: none"> <li>Annual inspections.</li> </ul>
Declared Dogs inspections	<ul style="list-style-type: none"> <li>Annual inspections.</li> </ul>



## 1.7 Domestic Animal Statistics

The figures provided in the tables below are comparative to the commencement of the 2017-2021 DAMP.

### Animal management statistics 2017-2021

	2017	2018	2019	2020	2021-June
Registered Cats	2098	2328	2661	2959	3133
Registered Dogs	7369	7859	8960	10041	10659
Registered DAB	12	15	14	16	13
Dangerous Dog	2	5	5	5	7
Menacing Dog	0	0	0	2	1
Restricted Dog	0	0	0	0	0
Impounded Dog	248	194	208	115	62
Reclaimed Dog	218	171	176	100	51
Rehoused Dog	18	12	20	10	9
Seized Dog	15	6	12	5	1
Surrendered Dog	8	9	14	6	8
Euthanised Dog	7	8	9	4	2
Welfare Dog	7	8	9	4	0
Impounded Cat	190	154	203	214	110
Reclaimed Cat	23	34	32	30	24
Rehoused Cat	127	85	150	143	63
Seized Cat	0	0	0	0	0
Surrendered Cat	64	31	63	34	25
Euthanised Cat	38	34	19	41	23
Welfare Cat	0	0	0	1	0

Key takeaways from the data above include:

- Council has had an increase of 49.33% of cat registrations and a 44.65% increase of dog registrations in the four years of the current DAMP.
- Nillumbik has consistently maintained a zero rate of registered restricted breed dogs.
- Prior to the COVID Pandemic, impoundments of dogs were consistent at about 200 per annum.
- There is an upward trend in cat impoundments.
- Council has consistently achieved an average rate of 95% returned or rehomed dogs.

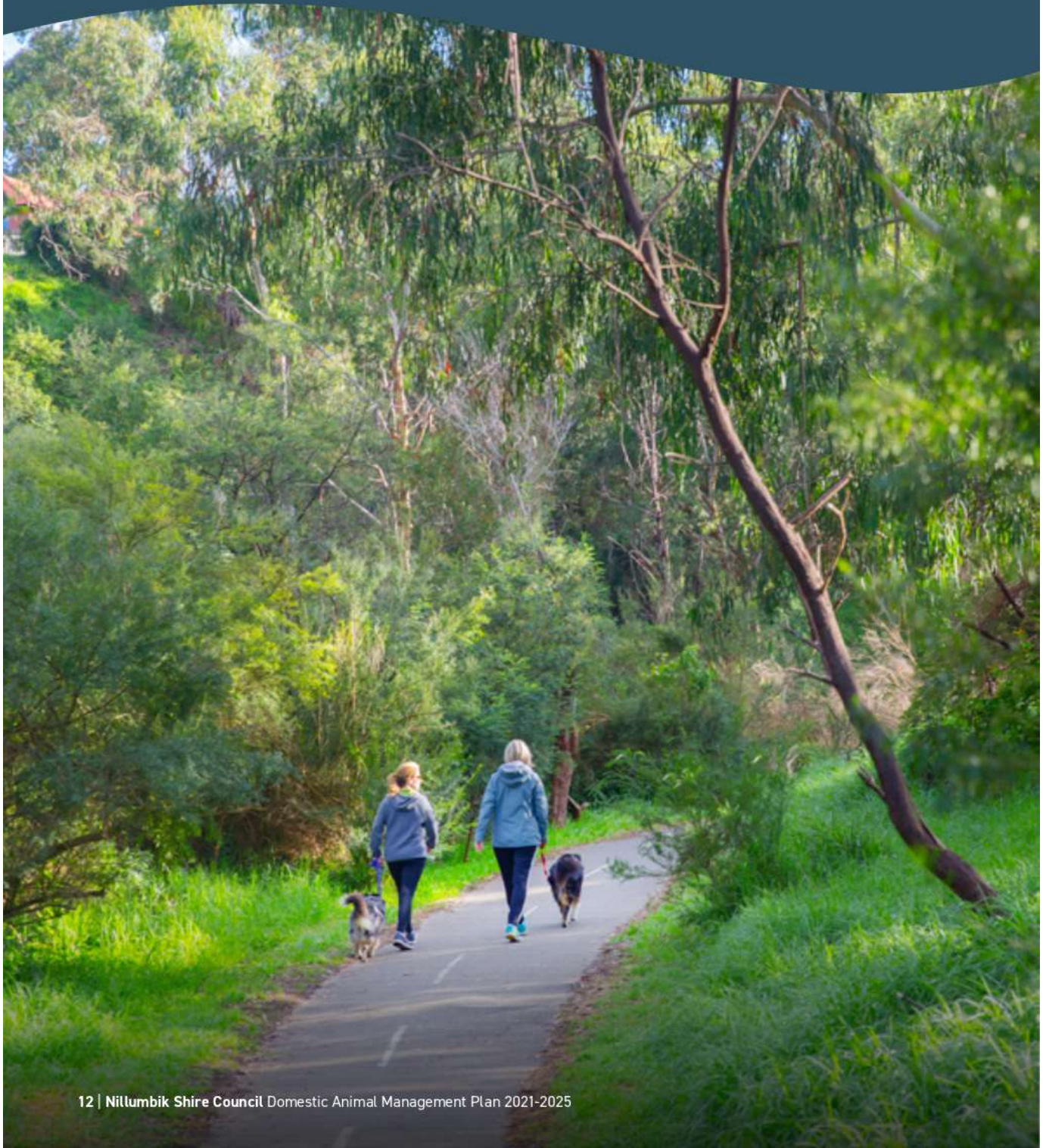
### Animal management service requests 2017-2021

Additional Data	2017	2018	2019	2020	2021-June
Cat Cage Request	59	68	73	95	58
Cats at Large	15	14	156	13	9
Dog Attacks	46	63	72	69	34
Dog Rush	26	27	29	24	5
Dog Wandering	12	6	7	16	3
Dog Pick up	287	252	314	288	158
Multiple Permit Cat	24	24	17	12	9
Multiple Permit Dog	119	105	98	75	56
Park Patrols	N/A	N/A	N/A	349	283
Prosecutions	0	0	4	5	1

The Community Safety team has implemented several proactive programs over the life of the 2017-2021 DAMP. These have included:

- cat trapping program year on year
- improved reporting on park patrols
- increased frequency of patrols across all of Council's parks and reserves.

## 2. Strategic Aims





## Key strategic aims addressed within the DAMP include:

**1** To enhance the skills and knowledge of officers and provide the tools Community Safety Officers require to deliver best practice programs and services

**5** To encourage responsible pet ownership in order to protect the health and welfare of other animals and wildlife and to minimise the potential of nuisance or harm to others

**2** Promote responsible pet ownership

**6** To minimise the risk of dog attacks to the community

**3** To gain a better understanding of dog and cat populations within Nillumbik Shire and redress circumstances of preventable euthanasia

**7** To ensure that declared dogs are identified and managed to minimise the risk to safety of residents and the broader community

**4** To increase animal registration and compliance

**8** To ensure compliance with the Act and the Code of Practice are met.

### 3. Training of Authorised Officers





Section 68(A) (2) (b) of the Act outlines training programs for authorised officers, ensuring proper administration and enforcement of the Act within the municipal district.

*Aim: To enhance the knowledge and provide the required tools for all Community Safety Officers to deliver best practice programs and services.*

### 3.1 Context and Current Situation

Nillumbik Shire Council is committed to ensuring all Community Safety Officers and Administration Support are trained and competent in their duties and provide an effective and professional service to the community.

Officers are required to hold Certificate IV Animal control and Regulation, Certificate IV in Local Government (Regulatory Services) or similar and to be competent in the use of Council systems.

### 3.2 Our Planned Training for Authorised Officers

A detailed training program ensures officers maintain skills at an industry-leading level.

*Industry Related Training.*

Training	Frequency	Evaluation
Animal Handling.	Annually	
Animal Assessment.	Year 1 & 3	
Canine Anatomy and Identification.	Year 2 & 4	
Department of Economic Development, Jobs, Transport and Resources-training and information days.	Annually	

*Good Governance Training.*

Training	Frequency	Evaluation
Customer Service.	Annually	
Freedom of Information.	Annually	
Privacy & Data Protection Act.	Annually	
Mental health, drugs and alcohol awareness.	Annually	
Family Violence and Gender Equity.	Annually	

*Occupational Health & Safety related training.*

Training	Frequency	Evaluation
Working in a remote area.	Annually	
Situation awareness.	Annually	
Managing difficult situations.	Annually	
Dealing with aggressive/difficult persons.	Annually	
Manual handling.	Annually	
First Aid.	As required	

*Technical Skills.*

Training	Frequency	Evaluation
Legislation awareness updates.	Monthly	
Statement and interview techniques.	Annually	
Microchipping of cats and dogs.	Initial one of training	
System training.	Ongoing	

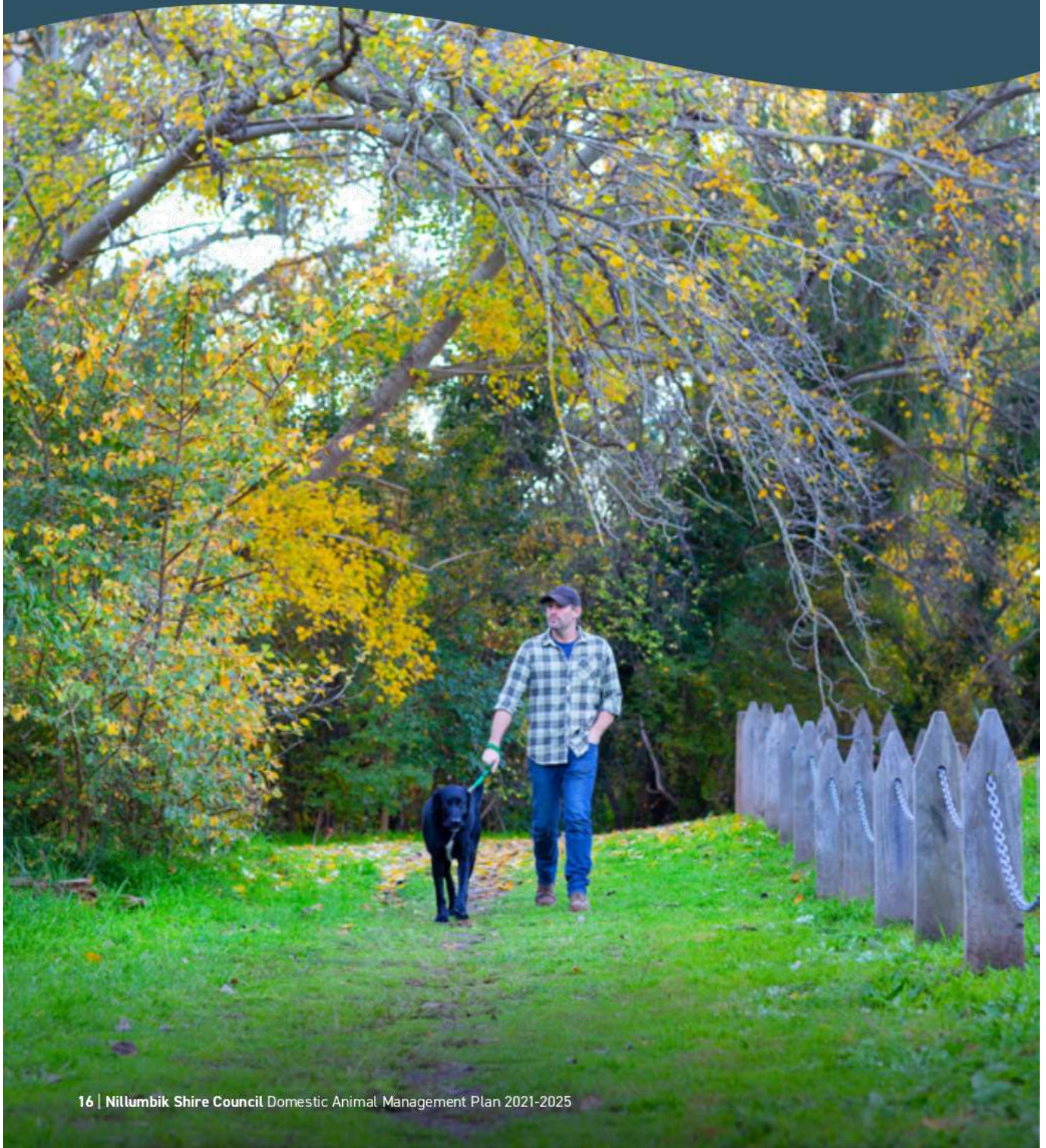
### 3.3 Our Plan

Council is committed to developing officer skills by identifying training opportunities and enabling attendance to relevant forums, workshops and seminars that provide the necessary skills and qualifications to undertake the duties of animal management officers with confidence and professionalism.

The training will provide well-developed technical skills and knowledge required for animal investigations, prosecution and animal handling and behavior. All training will include a strong customer service focus to assist with building and maintaining positive relationships with members of the community and visitors to Nillumbik Shire.



## 4. Promotion of Responsible Pet Ownership





## 4.1 Context and Current Situation

Promoting responsible pet ownership (RPO) has always been paramount in the administrative and on-field work by Community Safety officers (CSOs). Council's Community Safety and Amenity Support team receives daily updates of the sales and adoptions from breeders and shelters including owner details and microchip numbers. Information on RPO and registration is sent to residents to encourage education and compliance with legislation.

Council has conducted an annual Pet Expo, with the exception of 2020 and 2021 due to the COVID-19 pandemic. The aim of the Pet Expo is to promote RPO and services and activities available for pets within the Shire and beyond. Residents have the opportunity to engage directly with CSOs, shelters, veterinary specialists and breeders to promote, advocate and assist with RPO.

## 4.2 Our Orders, Local Laws, Council Policies and Procedures

Currently Nillumbik Shire Council does not have Orders or Local Laws specific to communicating or enforcing the responsible pet ownership message.

However Council does have policies and procedures in place, aimed at improving community understanding of RPO, including:

- Registration forms and Welcome Packs to be posted to new pet owners.
- Text message alerts to pet owners advising of upcoming events, registration and Pet Expo.
- Hosting an annual Pet Expo.
- Officers attending to weekly park patrols to provide education to pet owners by scanning dogs for microchip details, checking registration, and providing poo bags and dog leashes.

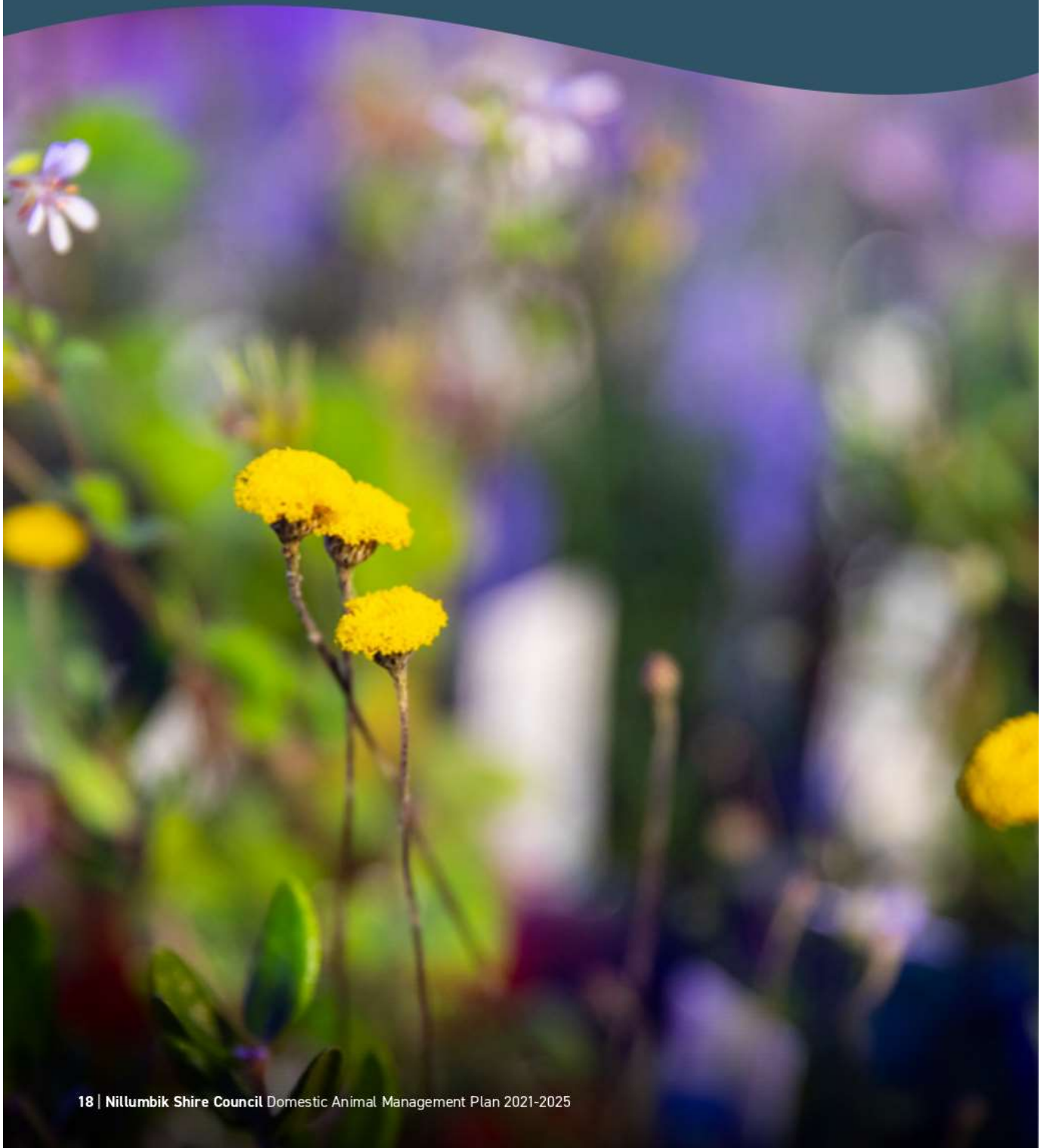
## 4.3 Our Plan

Implementation of proactive programs to increase the responsible pet ownership message to the community, including;

- Implement an educational program in local schools
- Regular review of Council's website content, to ensure it is up to date and easy to use
- Development of short promotional videos distributed on social media and Council's website promoting RPO
- Develop information tools focusing on pet anxieties (i.e as a result of COVID-19 ) informed by an animal behaviourist
- Develop further information resources through brochures and fact sheets relating to animal nuisance. (see appendix for maps of off-leash areas throughout the Shire).

Action	Frequency	Evaluation
Educational programs for responsible pet ownership run by CSOs at parks and reserves within the municipality during business hours and after hours, including weekdays and weekends.	Every 6 months	
Provide information sessions at local community centres, retirement villages, schools, sporting grounds and other relevant groups on aspects of RPO.	Every 6 months	
Engage with an animal behaviourist to create posts and videos relating to RPO and caring for your pet during the transition of family members returning to school/work during COVID-19 pandemic.	Year 1	
Create social media posts advertising educational programs run by CSOs.	Ongoing	
Dedicated webpage on RPO.	Year 1	
Develop a brochure and fact sheets for the community in responding to pets causing a nuisance.	Year 2	
Develop a brochure and fact sheets to educate the community on compliance with legislation.	Year 2	

## 5. Programs to Address Over-population Rates and High Euthanasia Rates



Section 68A (2) (c) (iv) of the Act outlines programs, services and strategies to address over-population and high euthanasia rates for dogs and cats.

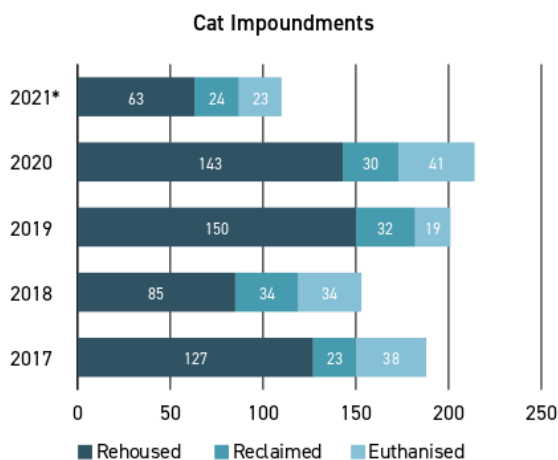
*Aim: To gain better understanding of dog and cat populations within Nillumbik Shire and address circumstances of preventable euthanasia.*

## 5.1 Context and Current Situation

Council provides a cat and dog impoundment service in conjunction with the Cat Protection Society (CPS) and Save a Dog Scheme (SADS). Council's pound service is also provided on behalf of Banyule City Council. Data in relation to the impoundment of cats and dogs for the period 2017-2021 is contained below:

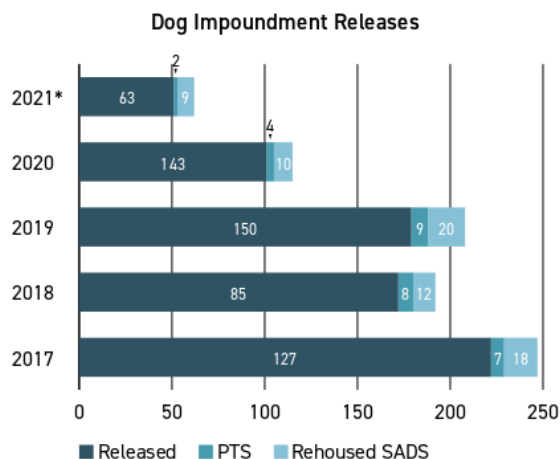
Cats	2017	2018	2019	2020	2021-June
*Impounded	190	154	203	214	110
Reclaimed	23	34	32	30	24
Rehoused	127	85	150	143	63
Euthanised	38	34	19	41	23

*\*Impounded refers to the total number of animals brought in by Council, public (stray animals) and those surrendered by the public.*



Dogs	2017	2018	2019	2020	2021-June
*Impounded	248	194	208	115	62
Reclaimed	218	171	176	100	51
Rehoused	18	12	20	10	9
Euthanised	7	8	9	4	2

*\*Impounded refers to the total number of animals brought in by Council, public (stray animals) and those surrendered by the public.*



While the number of dogs that are euthanised within Nillumbik Shire is low, there has been an increase in the number of cats euthanised.

In many cases, euthanasia of both dogs and cats is a result of not being able to rehome the animal within the community due to temperament problems that pose a risk to the community. In the case of the impoundment of cats the difficulty for Council is the identification of colonies of wild cats which results in cats being trapped and not able to be rehomed due to infections, untreatable disease or deformities. Most of these cats are deemed wild.





## 5.2 Our Orders, Local Laws, Council Policies and Procedures.

- Orders in place, relevant to over-population and euthanasia are; Section 10A Order in Council – 'Mandatory Desexing of Cats'.
- Section 26 Order in Council 15 – 'Cat Confinement'.

Provision Part 5, Clause 24(c) of the Amenity Local Law 2013 addresses multiple animal ownership:

Policies and procedures in place, relevant to over-population and euthanasia are:

- Documented process for seizure and impounding of dogs after a dog attack
- Documented process for issuing of notice to comply, infringement notices and filing charges for prosecutions
- Standard operating procedure for cat trapping
- Statutory process for managing a Notice of Objection.

## 5.3 Our Plan

A strong focus for Council is the collaboration with the Cat Protection Society and Save a Dog Scheme to assist in the rehoming of unwanted domestic animals. The focus actions within the Plan are a) reduce euthanasia rates and b) promote rehousing of unwanted domestic animals.

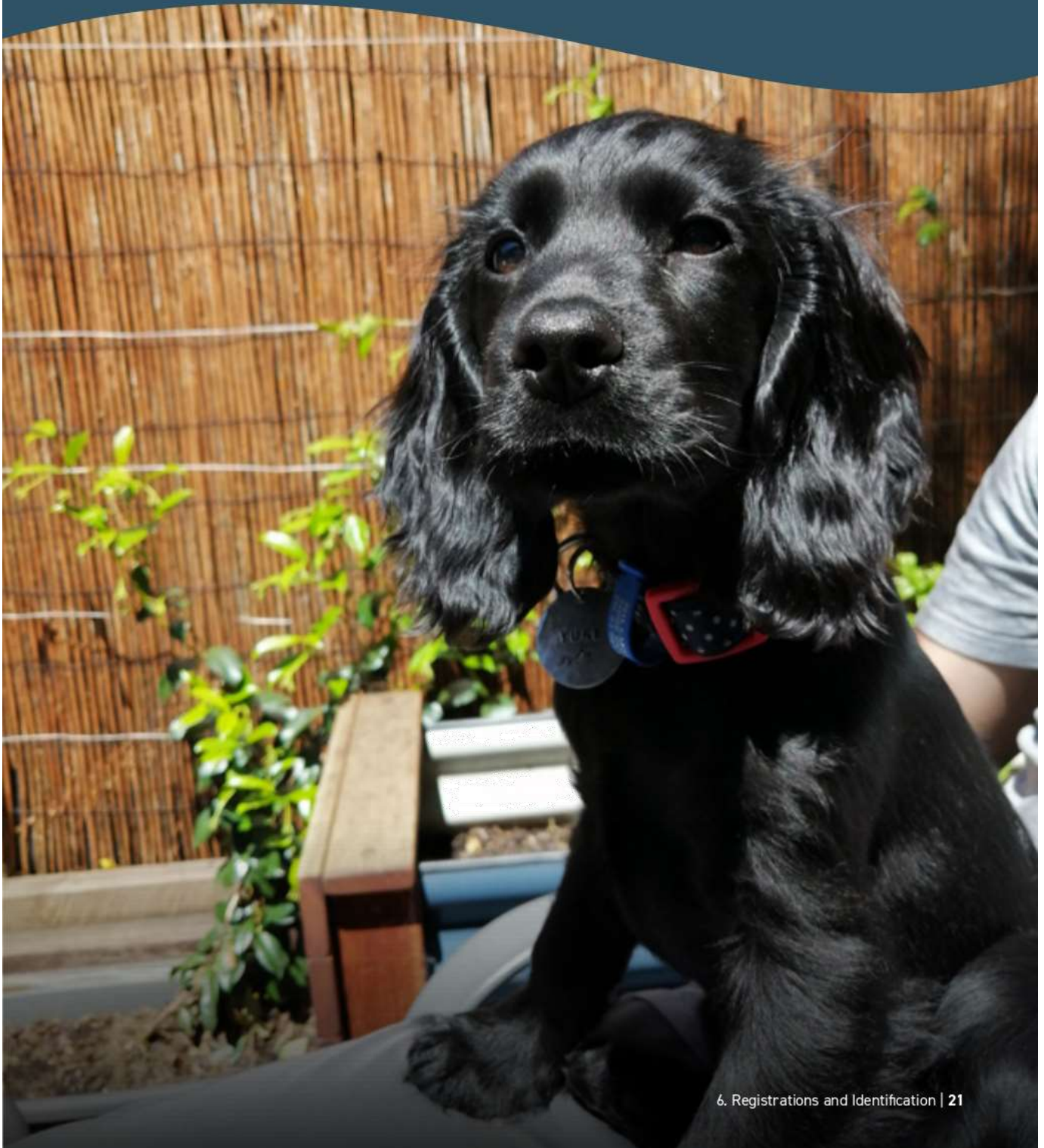
*Reduce the number of impounded animals that are euthanised.*

Action	Frequency	Evaluation
Update Council Lost and Found webpage with photographs of found cats and dogs.	Ongoing	
Raise awareness of the benefits of microchipping and desexing pets to reduce the number of stray animals and increase reunification rate.	Ongoing	
Promote dog and cat owners keeping microchip details up to date to ensure animals are reunited if lost.	Yearly	
System training.	Ongoing	

*Promote rehousing and adoption of unwanted domestic pets.*

Action	Frequency	Evaluation
Reducing the number of dumped and unwanted dogs and cats by encouraging the surrendering of domestic pets and arranging for adoption through SADS and CPS.	Ongoing	
Establish a service agreement with SADS	Year 1	

## 6. Registrations and Identification



6. Registrations and Identification | 21



Section 68A (2) (c) (v) of the Act outlines programs, services and strategies to encourage the registration and identification of dogs and cats.

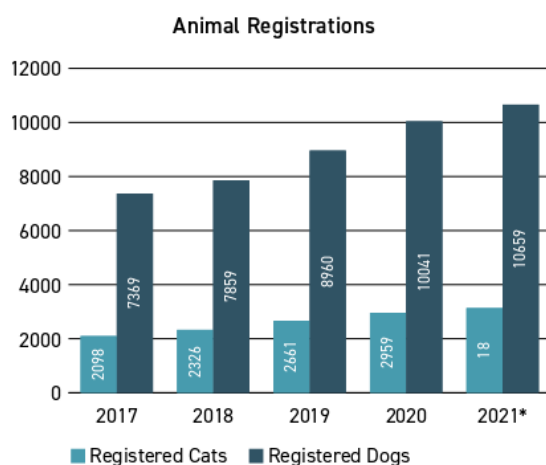
In accordance with section 68A (2) (a), (c) (i), (c) (ii), (d), (f) - All dogs and cats are required to be registered annually. Registered pets are also required to wear an identification marker outside their premises. All dogs and cats being registered in Victoria for the first time must be microchipped before they can be registered.

*Aim: To increase animal registration and compliance.*

## 6.1 Context and Current Situation

Nillumbik Shire Council has recorded a continued trend toward improved rates of animal registration and increased levels of pet ownership within the Shire during the term of the current DAMP 2017-2021.

Annual Registrations	2017	2018	2019	2020	2021-June
Registered Cats	2098	2328	2661	2959	3133
Registered Dogs	7369	7859	8960	10041	10659
Total	9467	10187	11621	13000	13792



Specifically, we have seen the following key trends:

- Cat registrations have increased by 49.33%
- Dog registration have increased by 44.65%
- Overall domestic animal registrations have increased by 45.69%

The registration and identification of dogs and cats remains an ongoing priority issue for Council. Animal registration enables officers to reunite lost and found animals with their owners in a short period of time. It also assists in the provision of education programs, the Pet Expo, regular patrols of parks and reserves, and to attend local schools, sporting clubs and other groups to provide education on animal safety and RPO.

## 6.2 Our Orders, Local Laws, Council Policies and Procedures.

Orders relevant to registration and identification include:

- Section 10A Order in Council - 'Mandatory Desexing of Cats'.
- Section 26 Order in Council 15 - 'Cat Confinement'
- Part 5 clause 24(c) of the Amenity Local Law 2013 addresses the number of animals a person may keep in their premises.

Policies and procedures in place

- Annual review of registration renewal information
- Animal registration fees are prepared and adopted as per Council's annual budget process
- Text message reminders to pet owners listed on Council's database sent in January and again a week before registration are due on 10 April each year
- Registration renewals issued each February
- Registration reminders issued each May
- Registration renewal payment options include online payment, Post BillPay, BPay, mail or in-person
- Follow up of unregistered dogs and cats
- Enforcement via notices to comply, infringement notices and filing charges for prosecution where dogs/cats have not been registered or renewed.



## 6.3 Our Plan

Ensuring all cats and dogs within the municipality are registered is an ongoing challenge. It has been identified that a range of promotional, educational and regulatory actions are needed to achieve and maintain high registration rates.

A strong emphasis will be placed on social media campaigns to increase pet registrations. Community Safety Officers will be actively engaged in promoting registrations of cats and dogs by maintaining a visible presence in parks and reserves, providing education and enforcement to encourage registration and renewals of pets.

*Improve registrations for renewals.*

Activity	Frequency	Evaluation
Registration reminder text sent out.	Bi-annually January and April	
Mail out registrations, due April 10.	Annually – March	
Send out registration reminders to owners who have failed to apply for registration two months after final due date.	Annually – June	
Investigate registration cost for juvenile (under 12 months), not desexed dogs and cats	Year 1	

*Improve responsible pet ownership and education in relation to registration requirements.*

Activity	Frequency	Evaluation
Implement two free microchipping days including free first-time registration.	Bi-annually – January and July	
Increase patrols in parks and reserves.	Weekly over four years	
Support local veterinary practices to promote registration by referring clients to Council's website, as well as providing hard copies.	Ongoing	
Attend education days at schools, sporting clubs and other community organisations.	Yearly	
Develop a communication plan incorporating social strategies to engage with hard to reach community members to promote registration requirements.	Year 1 and 3	

*Follow up enforcement actions.*

Activity	Frequency	Evaluation
Ensure all seized, impounded animals are registered before leaving the pound.	Ongoing	
Infringement notices to be issued within seven days of a dog/cat found not to be registered.	Ongoing	



## 7. Nuisance





Section 68A (2) (c) (IV) and 68A (2) (a), (c) (i), (d), (f) of the Act outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

Section 32 of the Act outlines what is regarded as a nuisance in relation to the behavior of cats and dogs.

- (2) A dog or cat is to be regarded as a nuisance for the purposes of this section—
- (a) if it injures or endangers the health of any person; or
  - (b) if it creates a noise, by barking or otherwise, which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises.

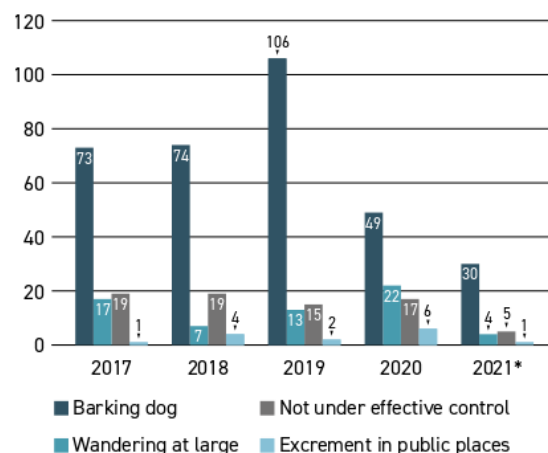
*Aim: To encourage Responsible Pet Ownership in order to protect the health and welfare of other animals and wildlife and to minimise the potential of nuisance or harm to others.*

## 7.1 Context and Current Situation

In Nillumbik Shire it is noted that the most common nuisances caused by dogs vary from wandering at large, not under effective control in public, excrement not collected by their owners and barking dogs.

Complaint received	2017	2018	2019	2020	2021-June
Barking dog	73	74	106	49	30
Wandering at Large	17	7	13	22	4
Not under effective control	19	19	15	17	5
Excrement in public places	1	4	2	6	1

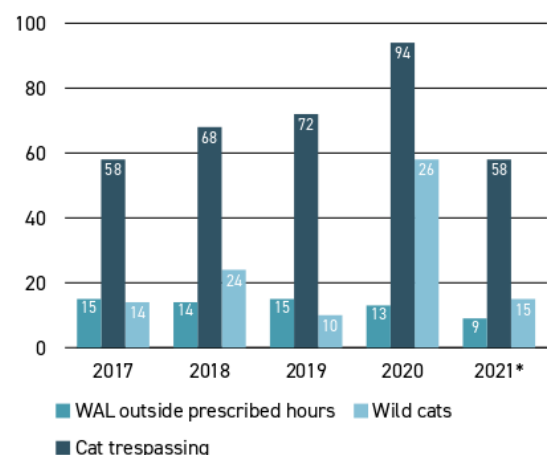
Dog Related Complaints



In Nillumbik Shire it is noted the most common nuisances related to cats include wandering at large outside prescribed hours, cat trespassing and wild cats.

Complaint received	2017	2018	2019	2020	2021-June
WAL outside prescribed hours	15	14	15	13	9
Cat trespassing	58	68	72	94	58
Wild cats	14	24	10	26	15

Cat Related Complaints



The statistics show that cat owners need further education and encouragement to contain their cats to their properties.

Roaming cats can attack and kill native wildlife, wander onto a neighbour's property, cause damage to garden beds by defecating, create health concerns in children's sandpits, cause undue noise due to fighting with owned or stray cats, call and cry when seeking a mate, and spray on front doors, mats and other areas.

It is an offence under the DAA for a cat to remain on private property without permission.

To assist with addressing this need, Nillumbik Shire has a cat curfew established under s26 of the Act. The curfew requires cats to be confined to their owner's premises between 7:30pm and 6am, however cats found roaming the streets during the day (non-curfew hours) can still be trapped if a resident objects to the cat being on their property.

The majority of survey and quick poll participants were supportive of the proposal for a 24-hour cat curfew in Nillumbik, although mixed views were evident: just over half of participants indicated strong support (260 or 50.8%) and a further 80 (or 15.6%) indicated somewhat support (but they had some concerns). 60.0% of quick poll participants indicated support for the proposal.

The level of support for the proposal for a 24-hour cat curfew varied across areas (suburb, township and village): stronger levels of support were evident for: Bend of Islands, Christmas Hills, Cottles Bridge, Hurstbridge, North Warrandyte, Research, Smiths Gully and St Andrews. These insights are based on low response levels for many areas and should be regarded as indicative and not conclusive.

## 7.2 Our Orders, Local Laws, Council Policies and Procedures.

Orders relevant to nuisance animals include:

- Section 10A Order in Council - 'Mandatory Desexing of Cats'.
- Section 26 Order in Council 15 - 'Cat Confinement'.
- Section 26 Order in Council - 'Dogs in public places.'
- Section 26 Order in Council - 'Exclusion of dogs on sporting ovals in Diamond Creek and Hurstbridge.'
- Relevant provisions of the Amenity Local Law 2013 are:
- Section 23. (a), (b) and (c) - Collection and disposal of dog excrement.
- Section 24. (a), (c) and (d) - Keeping of animals secured confinement.
- Section 26. Dogs prohibited in markets.

Policies and procedures relevant to nuisance animals include:

- Animal management processes and procedures are in place to ensure a consistent approach to animal management issues
- Review of barking dog procedures to further enhance and provide officers the tools to provide a timely investigation
- The availability of cat trapping cages to residents on a weekly basis to trap cats trespassing during the current curfew.

## 7.3 Our Plan

Nuisance animals can have a serious negative effect on the amenity and peaceful enjoyment of property and enjoyment to residents. Noise issues in particular can cause sleep deprivation, stress, domestic issues and disputes between neighbours.

Other nuisances, such as animals wandering at large and excrement not being collected, prevent members of the community and visitors to Nillumbik from enjoying our parks, reserves and leafy streets. A visible presence of officers conducting mobile patrols within suburban streets and foot patrols throughout Council's reserves and parks will be a key focus in the next four years, with officers enforcing breaches of Council's current Orders and Local Laws. Key actions will include a review of controls currently in place relating to animals in public spaces.

### Actions in relation to the management of dogs.

*Minimise the number of barking dogs complaints.*

Activity	Frequency	Evaluation
Regularly review Council process and update accordingly.	Half yearly	
Review all Sec. 26 Order in Council in relation to off-leash areas and exclusion of dogs on ovals.	Year 1-2	
Review Council Local Laws to implement new provision relating to barking dogs.	Year 1	
Engage with animal behaviourist to create posts/ videos relating to barking dogs, and provide the tools a dog owner can utilise to stop the dog from barking.	Year 1, 2, 3 and 4	
Implement industry approved device to provide a more effective/partial investigation of barking dogs.	Ongoing	
Provide ongoing training for authorised officers in management of barking dog complaints.	Ongoing	
Engage with Dispute Settlement Centre.	Ongoing	

*Minimise the number of complaints received in relation to dogs wandering at large.*

Activity	Frequency	Evaluation
Continue to identify and patrol known hotspots.	Ongoing	
Attend to WAL reports within 40 minutes during business hours.	Ongoing	
Return dogs to owner if first offence with written warning notice.	Ongoing	
Dogs found WAL with history to be impounded and an infringement notice issued.	Ongoing	

*Minimise the number of complaints of dogs not under effective control in public places.*

Activity	Frequency	Evaluation
Continue to patrol parks and reserves during business hours, after hours, weekends and public holidays.	Ongoing	
Review signage at parks and reserves.	Year 2	
Utilise Council social media with reminders of responsible pet ownership.	Ongoing	
Dogs found WAL with history to be impounded and an infringement notice issued.	Ongoing	

*Minimise the excrement left on roads, footpaths and reserves.*

Activity	Frequency	Evaluation
Investigate the installation of poo bags and devices.	Year 1	
Collaborate with neighbouring Councils on alternative options (other than Council-provided poo bags).	Year 1 and 3	
Increased frequency of monitoring and patrol of known hotspots where dog excrement is commonly found.	Ongoing	
Officers to issue infringement notices to known offending dog owners.	Ongoing	

**Actions in relation to the management of cats.**

*Wandering at large outside prescribed hours to minimise cat trespassing.*

Activity	Frequency	Evaluation
Complete a review of the existing cat curfew and associated Sec. 26 Order in Council.	Year 1	
Provide educational material relating to cat enclosures and nuisance issues to cat owners.	Year 2	
Undertake an extensive marketing and media campaign based on responsible pet ownership and importance of securing cats within their yards or registered property.	Year 1, 2 and 4	

*Minimise Wild Cat population.*

Activity	Frequency	Evaluation
Provide cat trapping programs focusing on clusters of wild cats.	Yearly	
Educate well-meaning community members on the harms of feeding random cats.	Ongoing	



## 8. Dog Attack

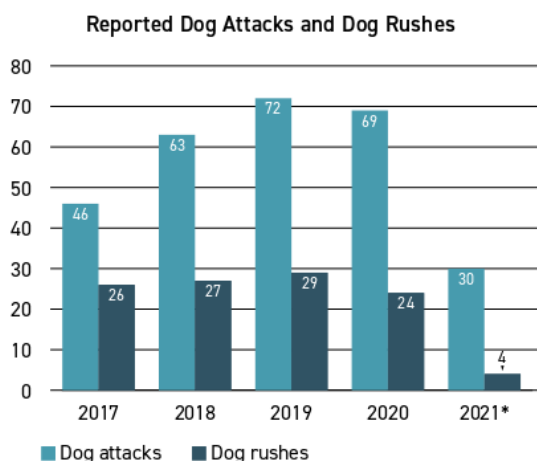


Section 68A (2) (c) (iii) of the Act outlines programs, services and strategies to minimise the risk of attacks by dogs on animals and people.

*Aim: To minimise the risk of dog attacks to the community.*

## 8.1 Context and Current Situation

Council receives a relatively low rate of reported dog attacks and dog rushes within the Shire.



The majority of dog attacks occur when the attacking dog is wandering at large or not securely confined to its property. Reducing risk and responding to attacks and rushes is one of the core roles of a Community Safety officer.

## 8.2 Our Orders, Local Laws, Council Policies and Procedures

Orders relevant to dog attacks and rushes include:

- Section 26 Order in Council - 'Dogs in public places.'
- Section 26 Order in Council - 'Exclusion of dogs on sporting ovals in Diamond Creek and Hurstbridge.'

Provisions of the Amenity Local Law 2013 relevant to dog attacks and rushes include:

- Section 24. (a), (c) and (d) – Keeping of animals secured confinement.
- Section 26. Dogs prohibited in markets.

Policies and procedures in place relevant to dog attacks and rushes include:

- Investigation of serious and non-serious dog attacks
- Investigation of dog rushes
- Prosecution of serious dog attacks
- Capture of wandering dogs
- Collection of abandoned or injured animals
- Animal handling
- Regular patrols of parks, reserves and streets
- Recording all declared dogs on the Victorian Dog Registry
- Process relating to seizure documents (s.75 DAA)
- Serving notices of seizure (s.84H DAA)
- Process for owners when recovering a dog that has been seized (s.84M DAA)
- Process with the seizure of a dog and impounding after a dog attack
- Warning and infringement notices
- Declaration of dogs – menacing or dangerous
- Seeking an order for destruction of dog/s.

## 8.3 Our Plan

A key tool to reducing the frequency of dog attacks and dog rushes within the Shire, is increasing awareness within the community, including Council's role in managing events of this nature; making it easier for community members to report events to Council, and increasing the presence of Community Safety Officers within Council's parks and reserves while also educating pet owners of the importance of keeping their dog under effective control.

*Increase the reporting of dog attacks in the community.*

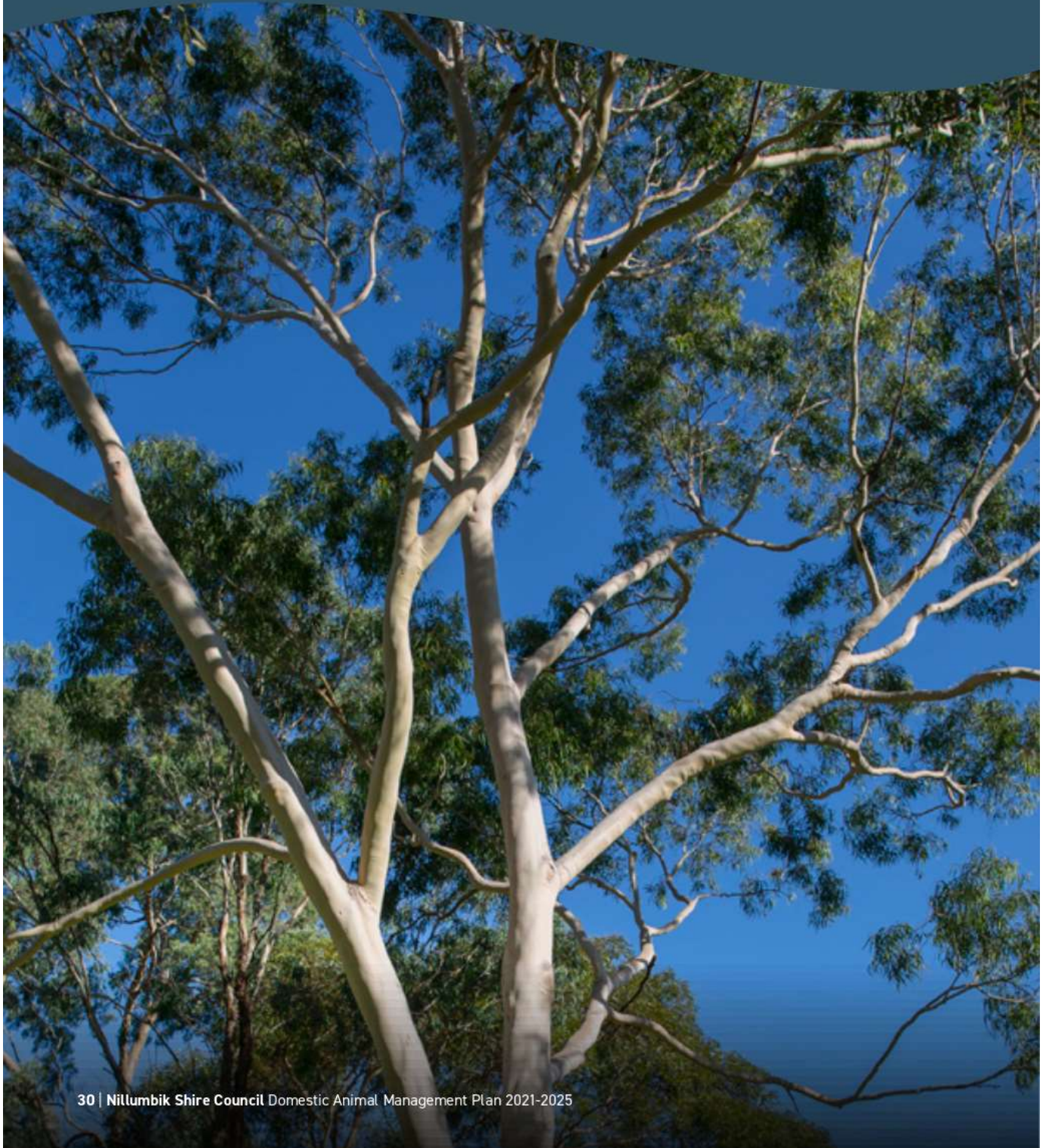
Activity	Frequency	Evaluation
Improve public awareness of what a dog attack is and how to report it.	Yearly and ongoing	
Quarterly reporting made available on Council's website of reported dog rushes and dog attacks.	Year 1 and ongoing	

*Improved community awareness of dog attacks and dog rushes.*

Activity	Frequency	Evaluation
Set park patrol targets.	Ongoing	
Publicise key dog attack prevention messages through media articles, mail outs, website information and social media.	Year 1 and 3	



## 9. Dangerous, Menacing and Restricted Breed Dogs

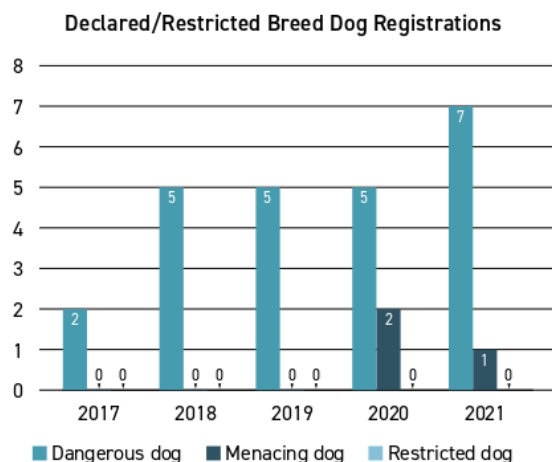


Section 68A(2)(c)(vii) of the Act outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs.

Aim: To ensure that declared dogs are identified and managed to minimise the risk to safety of residents and the broader community.

## 9.1 Context and Current Situations

There has been consistently low numbers of declared dangerous, menacing or restricted breed dogs registered within Nillumbik.



## 9.2 Our Orders, Local Laws, Council Policies and Procedures

Council has made no Orders or Local Laws specific to dangerous, menacing and restricted breed dogs.

Policies and procedures relevant to dangerous, menacing and restricted breed dogs include:

- Statutory procedure for the declaration of dogs (statutory requirement to declare dogs)
- Statutory requirement to provide details of declared dogs to the VDDR (Section 44AE DAA 1994)
- Statutory requirement to provide details to VDDR of dogs destroyed in relation to DAA 1994
- Procedure associated with the seizure and impounding of declared dogs.

## 9.3 Our Plan

There are currently a low number of declared dogs within Nillumbik Shire. Council will continue to focus on maintaining communication with declared dog owners, undertaking unscheduled inspections of properties, and keeping abreast of legislation changes relating to restricted breeds, declared dangerous and menacing dogs.

*Ensure all dogs are kept in accordance with the Act and Regulations.*

Activity	Frequency	Evaluation
Maintain regular contact with owners of declared dogs ensuring owners are aware of their responsibilities and penalties for non-compliance.	Every 6 months.	
All dogs that remain unregistered after 10 April each year are to be investigated for possible breaches of legislation.	Yearly – June	
Undertake property inspections of all properties housing declared dogs to ensure compliance.	Yearly – February	

*Accurate identification of restricted breed dogs.*

Activity	Frequency	Evaluation
Officers to ensure appropriate standards are applied in accordance with the DDA 1994.	Ongoing	
Victorian Declared Dog Registry to be updated by Senior Officer.	Bi-annually – July and February	



## 10. Domestic Animal Businesses



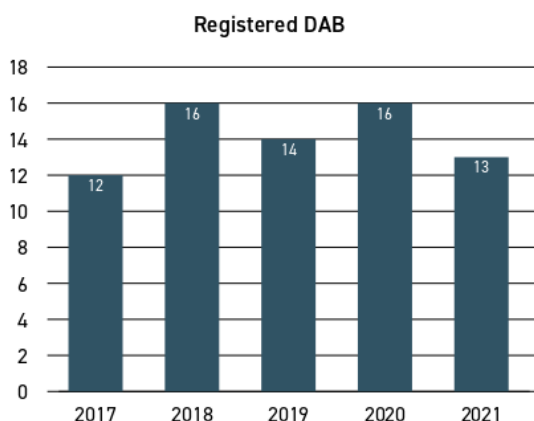
Section 68A (2)(c) (ii) of the Act outlines the programs, services and strategies that Council intends to pursue to ensure the Domestic Animal Business (DAB) complies with the Act, regulations and relevant Codes of Practice.

*Aim: To ensure compliance with the Act and the Code of Practice is met.*

## 10.1 Context and Current Situation

There are currently 13 Domestic Animal Businesses (DABs) consisting of:

- 8 boarding establishments
- 1 training establishment
- 2 pet shops
- 2 shelter and pounds.



Over the last four years Council has undertaken unannounced annual audits of all registered Domestic Animal Businesses to ensure compliance with legislation and relevant Code of Practice. During this time the audits have highlighted some minor noncompliance issues which have been quickly rectified.

## 10.2 Our Orders, Local Laws, Council Policies and Procedures

Council has made no Orders or Local Laws specific to Domestic Animal Business.

Policies and procedures relevant to Domestic Animal Businesses include:

- Registration of Domestic Animal Businesses
- Periodical auditing of all Domestic Animal Businesses
- Retention of standard sheets are to be maintained in Council's record management system
- All new businesses are subject to planning approval and inspection before registration
- Noncompliance and reports of cruelty are investigated accordingly.

## 10.3 Our Plan

Council officers will continue to conduct audits and identify noncompliant or new DABs within the Shire while also engaging with business proprietors to provide education, relevant updates and changes to legislation.

*Identify and register all DABs within the Shire.*

Activity	Frequency	Evaluation
Officers to regularly check social media sites for unregistered DABs.	Bi-annually January/February and June/July.	
Officers to conduct mobile patrols of known areas where DABs set up.	Throughout the year.	
Senior CSO to arrange annual inspections of DABs.	Annually – to be completed before registration is due 10 April.	

# 11. Council Regional Pound





Nillumbik Shire Council Regional Pound is a Council-owned and operated facility caring for lost, stray and unowned domestic animals found within Nillumbik or Banyule. The pound provides caring for dogs free of charge for up to 10 days or longer if required by community members facing family violence, or other hardship.

Historically Council has seen a relatively consistent level of impoundments, however 2020 and 2021 have seen decreased impoundments, generally as a reflection of reduced dogs at large during the COVID-19 pandemic.

Impoundments	2017	2018	2019	2020	2021-June
Impounded Dog	248	194	208	115	62
Reclaimed Dog	218	171	176	100	51
Rehoused Dog	18	12	20	10	9
Seized Dog	15	6	12	5	2
Surrendered Dog	8	9	14	6	8
Euthanised Dog	7	8	9	4	2
Welfare Dog	7	8	9	4	2

The pound is attended by staff seven days a week including weekends and public holidays, however, in order to maintain a safe and secure facility for impounded animals and staff, the pound is not open to the public.

Registration and other associated payments can be paid online. Officers will then meet with dog owners at Council's Civic Centre office or, if required, take the dog home at an agreed time.

After eight days unclaimed dogs are assessed and rehomed by SADS. Council provides a monetary donation for every dog that is rehomed with SADS.

## 11.1 Our Policies and Procedures

Council ensures it complies with all requirements of the Code of Practice for the management of dogs and cats in shelters and pounds.

## 11.2 Our Plan

Nillumbik Shire Council Regional Pound will continue to provide a shelter for lost and found dogs, surrendered animals, seized dogs and dogs requiring immediate care due to family violence, illness and other emergency situations.

Community Safety Officers and Pound staff will:

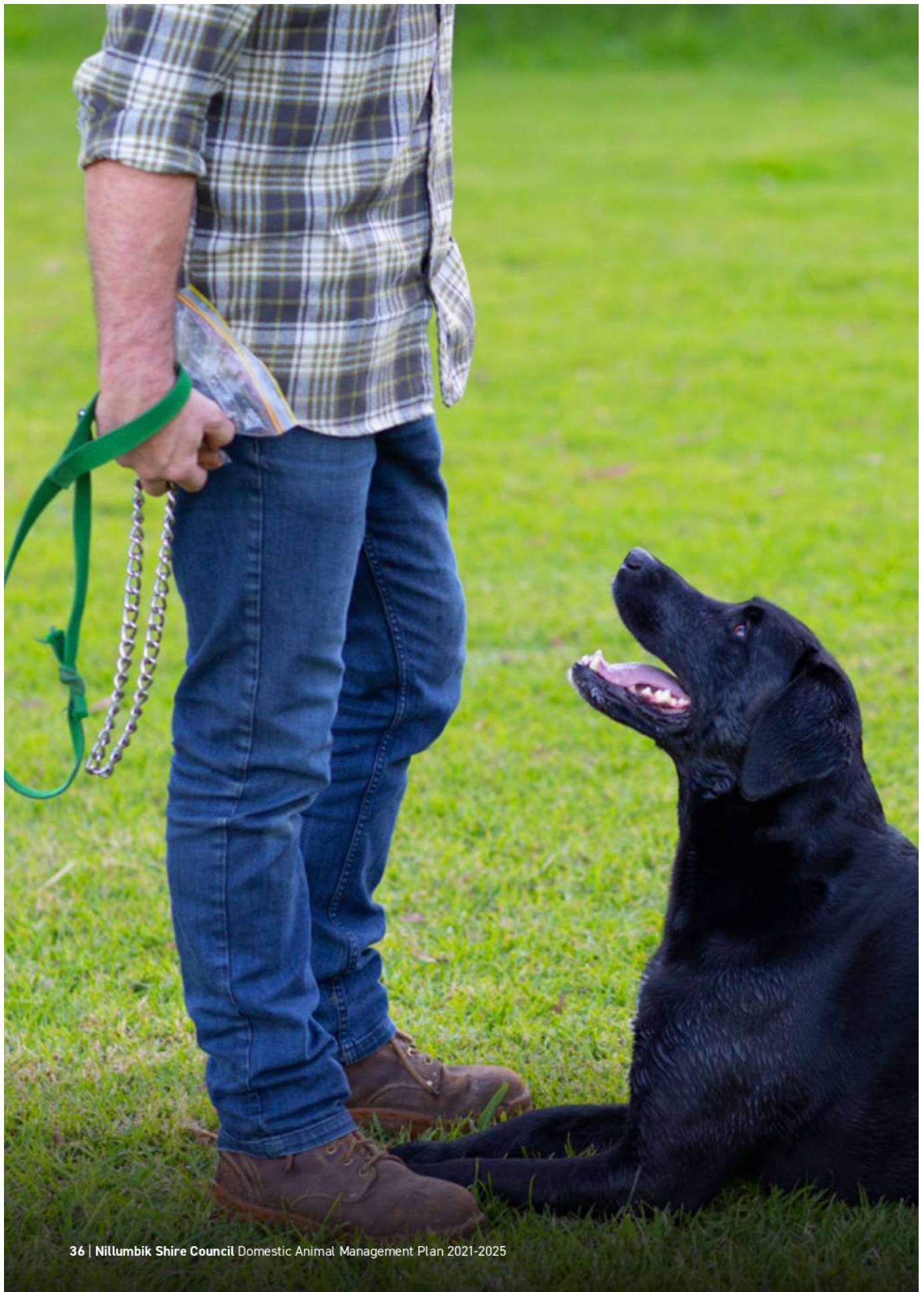
- Promote responsible pet ownership and maintain a continuous campaign to educate the general public.
- Staff will continue to be trained in matters relating to animal health and welfare.

Council's pound is compliant with the Code of Practice, however the building structure is old and security is a major concern for both staff and animals. As such a current review is underway to ensure the infrastructure can continue to protect the physical and emotional needs of animals and staff.

Items under review include:

- Ventilation and outdoor space
- Outdoor exercise area
- Medical treatment rooms
- Isolation space for sick animals
- Pen upgrade
- Safe vehicle entrance
- Secure reception area for the collection of animals.

Upgrades to the pound will ensure that both the facility and the operations meet community expectations in terms of animal management and welfare.





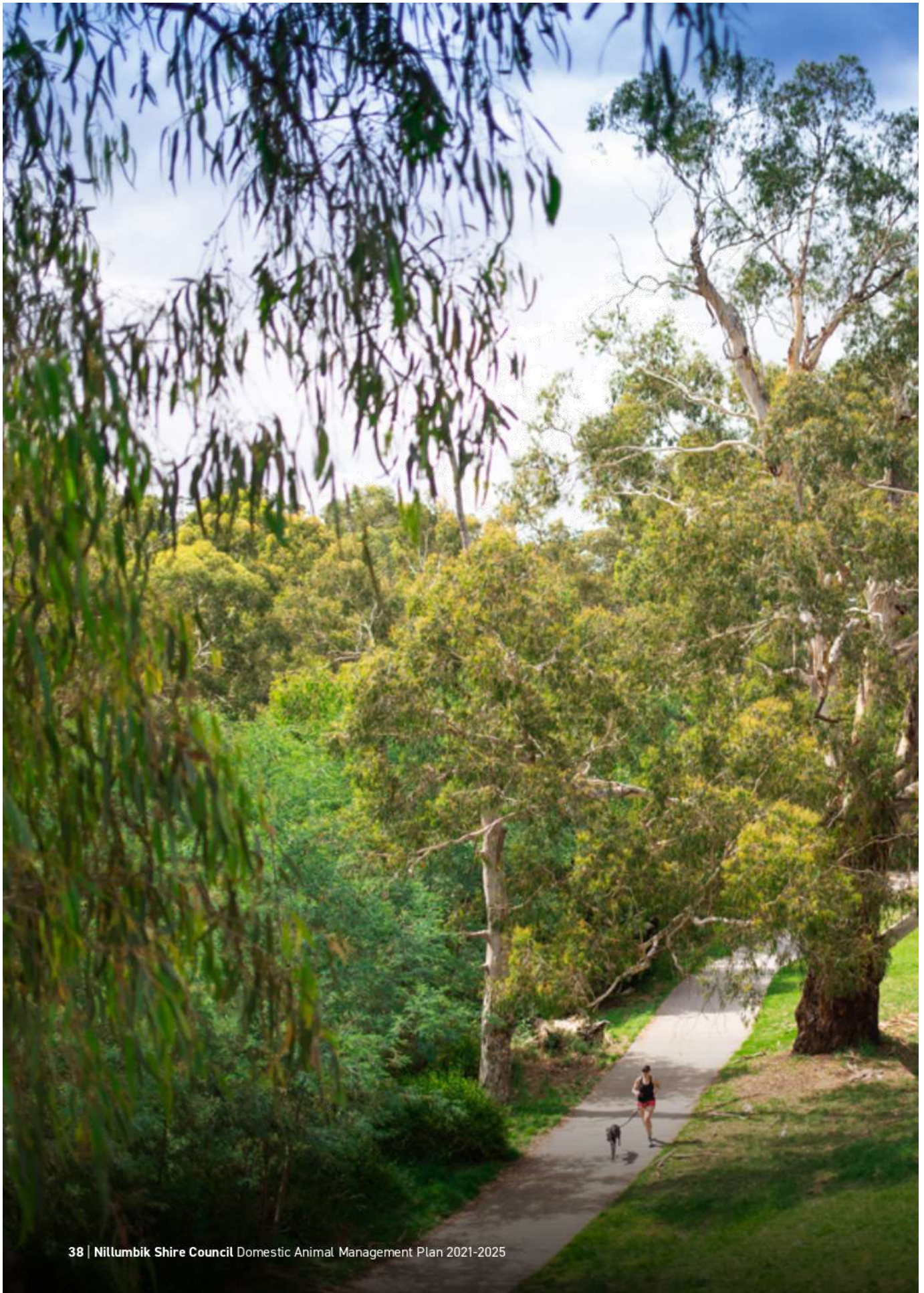


## 12. Annual Review of Plan and Annual Reporting

Council is required to review this plan pursuant to Section 68A of the Act. The intent behind the review process is to ensure that the plan responds to current issues and opportunities over the four-year period.

The annual review process evaluates whether the services provided are suitable.









# Appendix: Maps of Off-leash Areas in Nillumbik

Diamond Creek Reserve	40
Eltham Lower Park	43
Gumtree Reserve Research	44
Former Eltham Tip Kangaroo Ground	45
Falkiner Street Park Eltham	46
Plenty River Drive Reserve Greensborough	47
Woodridge Lineear Reserve Eltham	48
Susan Street Reserve Eltham	49
Griffith Park Eltham	50
Fergusons Paddock Hurstbridge	51
Eltham East Linear Park	52



Map not to scale

### Looking after your best friend

To ensure your dog can be easily identified and returned if it strays:

1. Register it with Council, and
2. Get your vet to microchip it.

Under Victorian law, all dogs (and cats) registered for the first time must be microchipped. This entails implanting a tiny, grain-sized computer chip, containing a unique ID number, under the skin. The chip is inert, has no battery and uses no energy but can be scanned to identify your dog. It lasts the dog's lifetime. It is also advisable to have your dog sterilised (unless intended for breeding).

**Remember, as a dog owner, you can be fined for:**

- not registering your dog
- walking your dog in a prohibited area
- allowing your dog to wander at large
- not having your dog on a leash when it should be
- failing to pick up after your dog, and/or
- not carrying a doggy-do bag or container and leash.

## Diamond Creek Reserve

- Off Leash

Path (on Leash)

Prohibited
- Playground

Train line

Creek

Enjoy walking your dog!







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### Diamond Creek Reserve

- Off Leash

Path (on Leash)

Prohibited

Dog Park

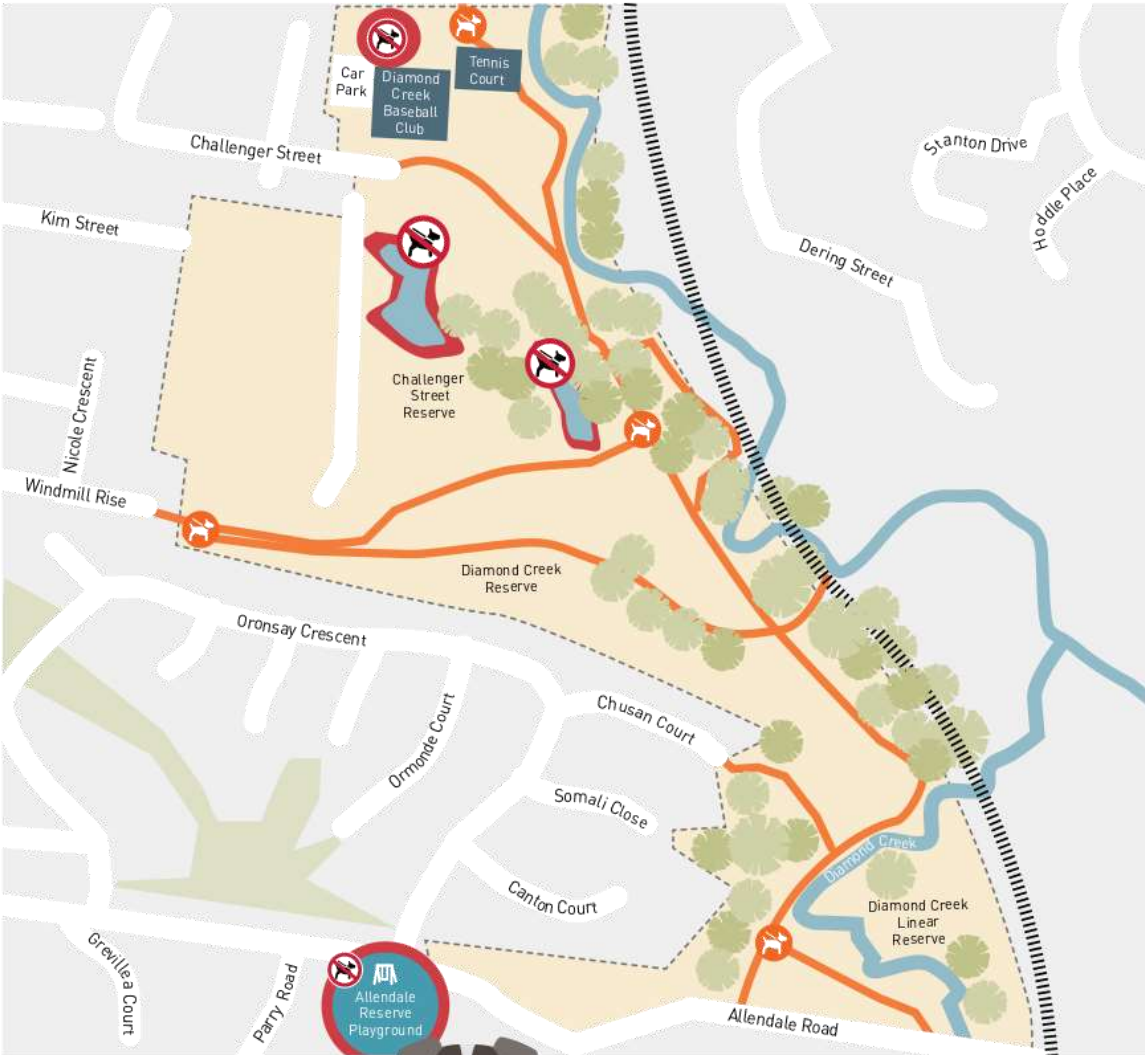
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Diamond Creek Reserve

- Off Leash

Path (on Leash)

Prohibited
- Playground

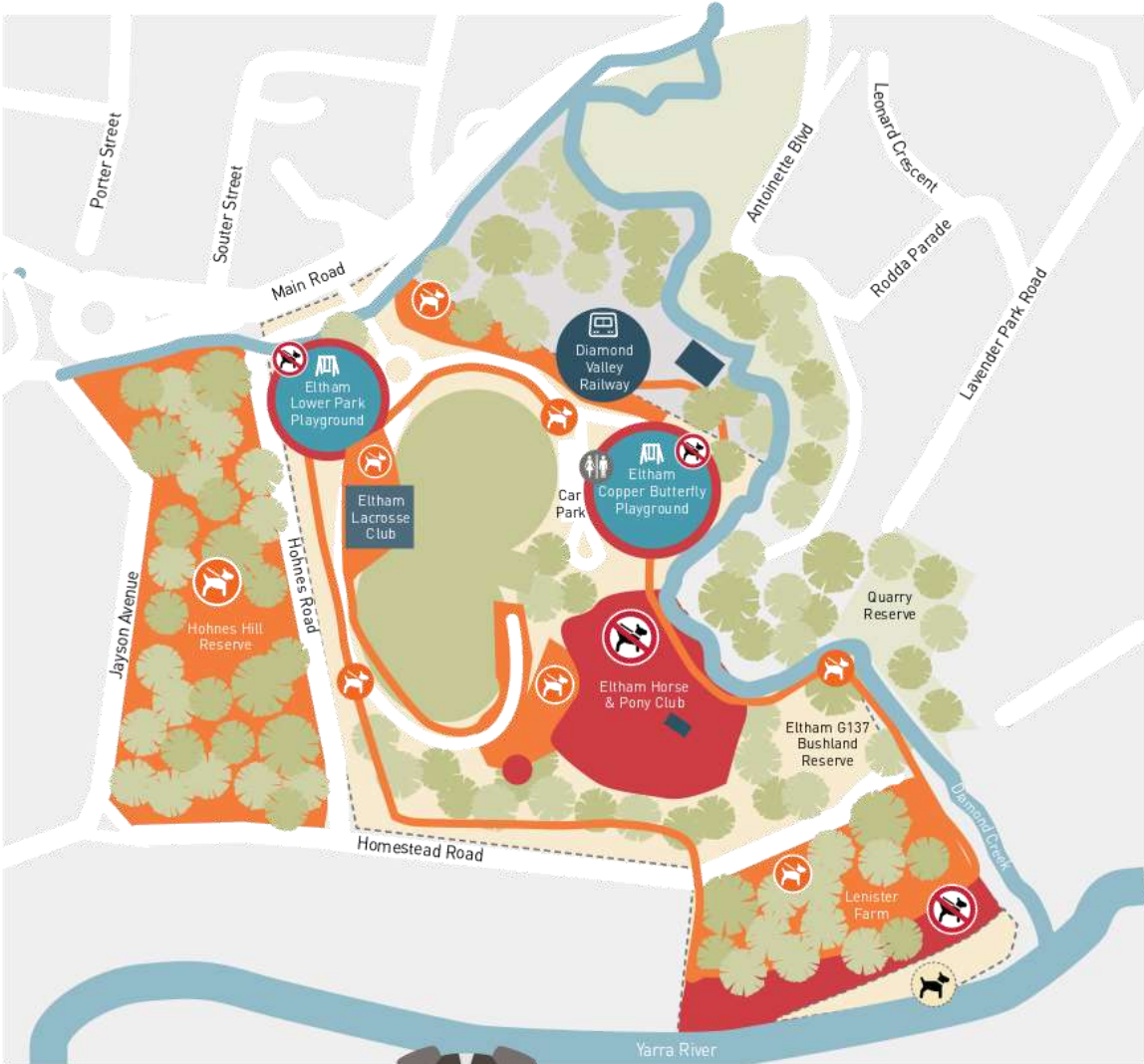
Train line

Creek

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Map not to scale

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## Eltham Lower Park

- Off Leash

Path (on Leash)

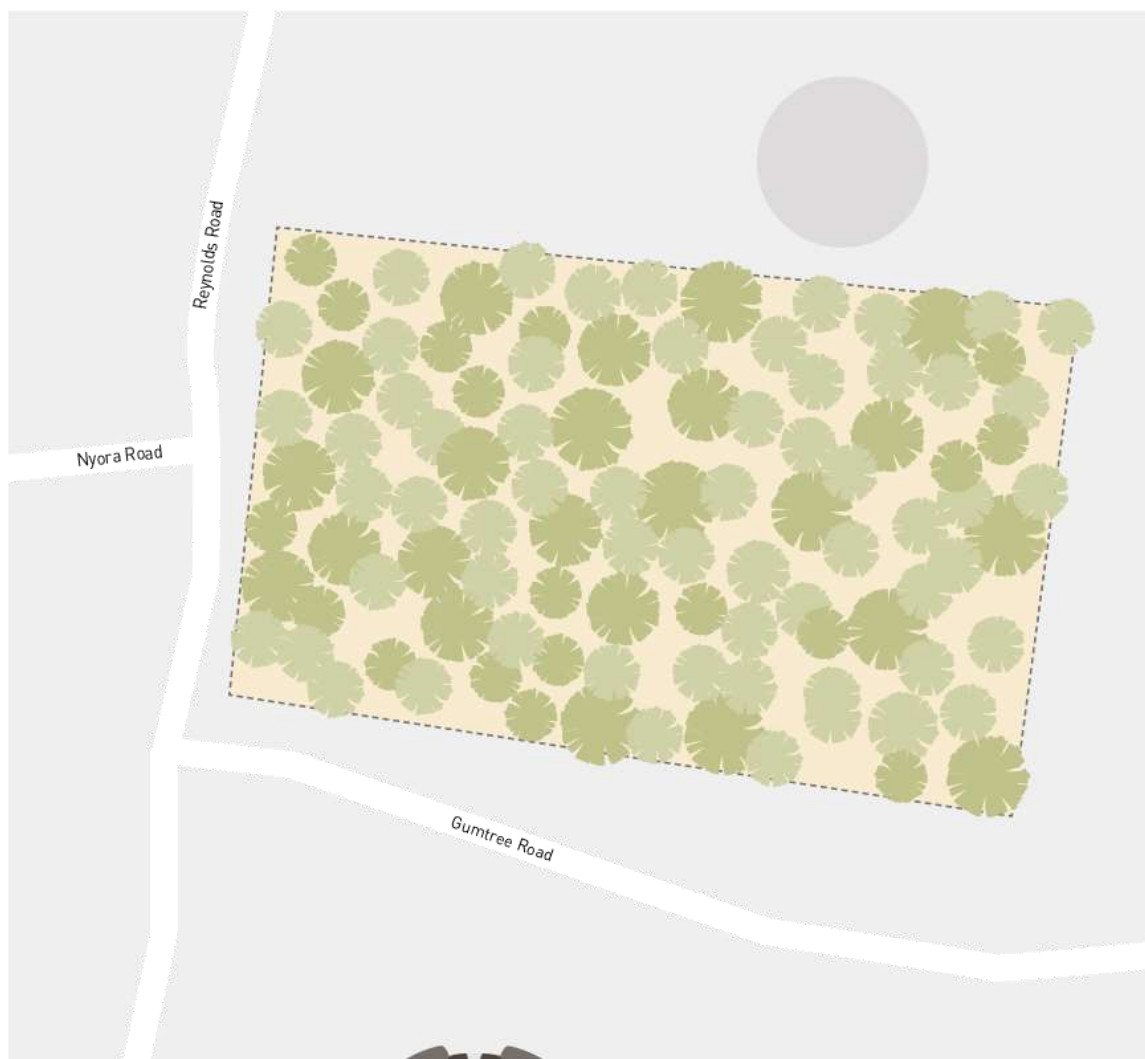
Prohibited

Playground

Creek

Enjoy walking your dog!





Map not to scale

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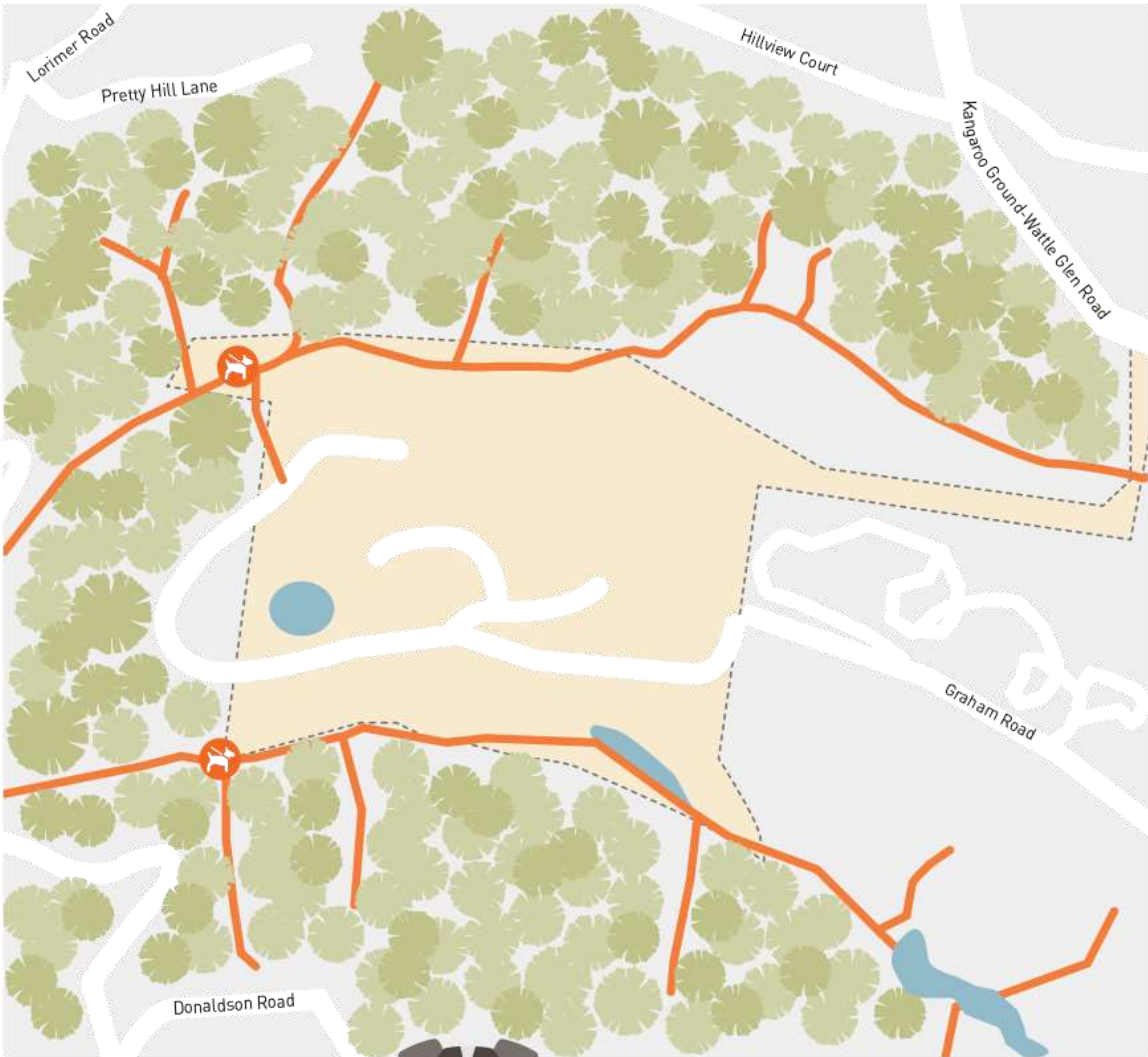
## Gumtree Reserve, Research



Off Leash

Enjoy walking your dog!





Map not to scale

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- walking your dog in a prohibited area
- allowing your dog to wander at large
- not having your dog on a leash when it should be
- failing to pick up after your dog, and/or
- not carrying a doggy-do bag or container and leash.



### Former Eltham Tip, Kangaroo Ground

- 

Off Leash
- 

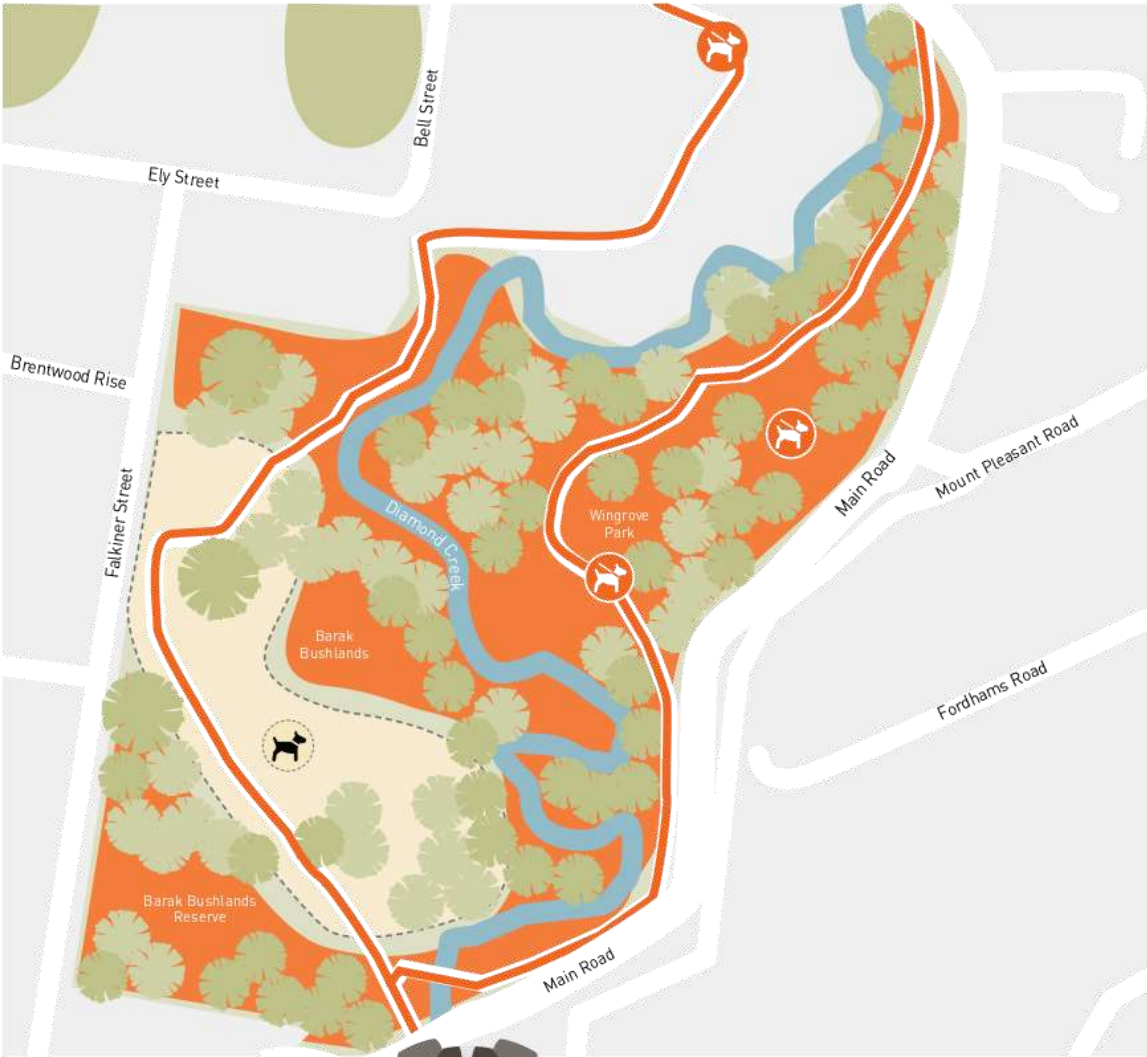
Path (on Leash)
- 

Creek

Enjoy walking your dog!







Map not to scale

### Looking after your best friend

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## Falkiner Street Park, Eltham

- Off Leash
- Prohibited
- Path (on Leash)
- Creek

Enjoy walking your dog!







Map not to scale

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## Plenty River Drive Reserve, Greensborough



Off Leash



Prohibited



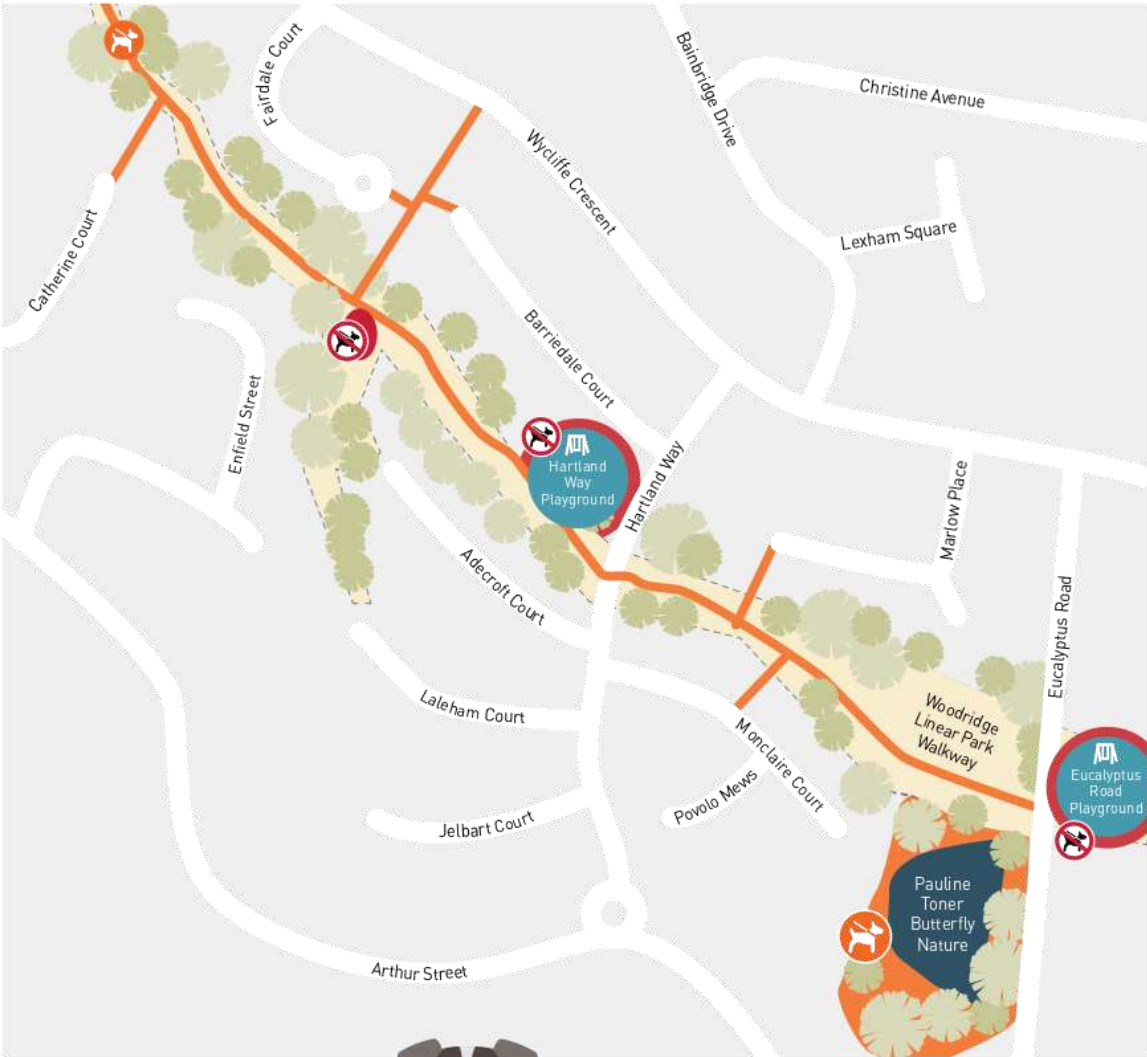
Path (on Leash)



## Playground

**Enjoy walking your dog!**





Map not to scale

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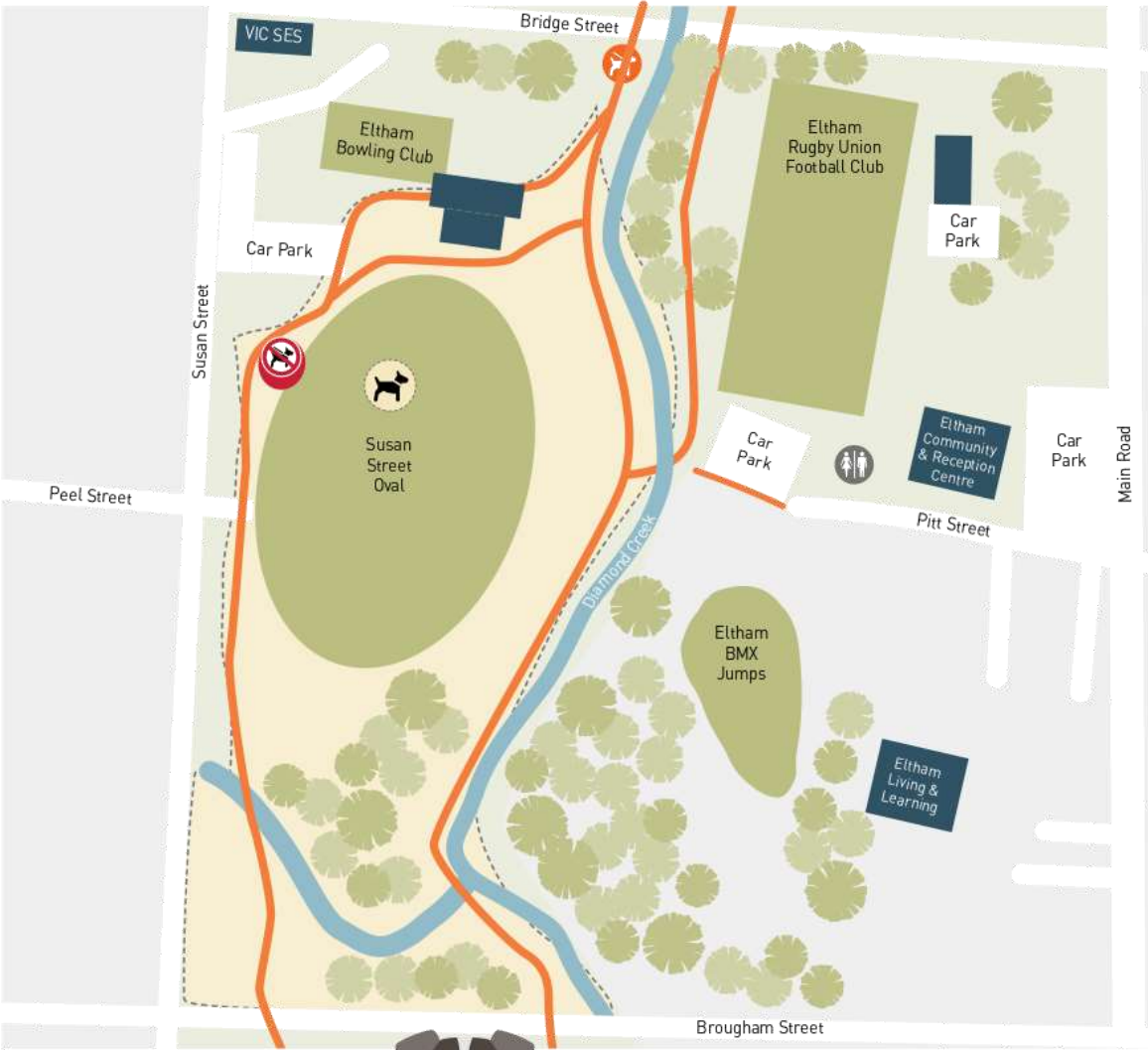
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## Woodridge Linear Park, Eltham

- Off Leash
- Prohibited
- Path (on Leash)
- Playground

Enjoy walking your dog!





Map not to scale

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### Susan Street Reserve, Eltham

- Off Leash
- Path (on Leash)
- Creek
- Prohibited

Enjoy walking your dog!







Map not to scale

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## Griffith Park, Eltham

-  Off Leash

 Creek
-  Path (on Leash)

Enjoy walking your dog!







Map not to scale

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### Fergusons Paddock, Hurstbridge

- Off Leash

Path (on Leash)

Prohibited

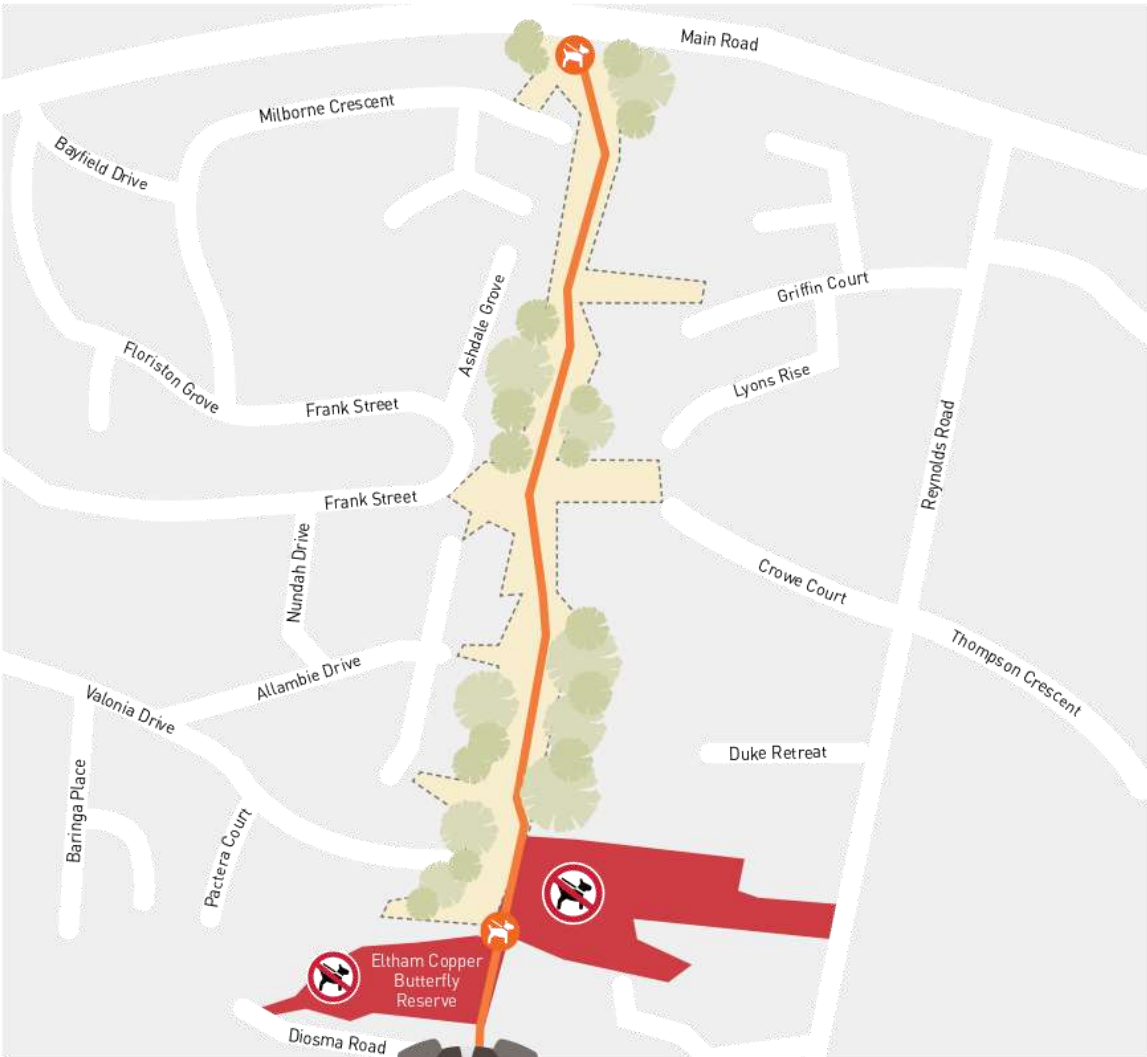
Dog Park
- Playground

Train line

Creek

Enjoy walking your dog!





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### Eltham East Linear Park

Off Leash

Path (on Leash)

Prohibited

Enjoy walking your dog!



**Nillumbik Shire Council**

Civic Drive (PO Box 476) Greensborough Victoria 3088  
9433 3111 | [nillumbik@nillumbik.vic.gov.au](mailto:nillumbik@nillumbik.vic.gov.au)



[nillumbik.vic.gov.au](http://nillumbik.vic.gov.au)



# Land Management Incentive Program

## Draft Guidelines (November 2021)

### 1. About the program

Nillumbik Shire Council's **Land Management Incentive Program (LMIP)** offers incentive grants for sustainable land management activities that have positive environmental outcomes, threatened species conservation and/or improved and sustainable land productivity outcomes.

The program is open year round, commencing 1 July of each year, until the grant pool has been expended.

The program has a priority focus on encouraging and supporting the adoption and enhancement of best practice land management - by new and longer term residents of the Shire.

Council officer advice is available to help you assess your land management options and priorities, and to help you apply for this funding. Phone 9433 3111 or email [environment@nillumbik.vic.gov.au](mailto:environment@nillumbik.vic.gov.au).

Details on how to apply for a grant are provided in Section 8 of these guidelines.

### 2. Overarching eligibility

To be eligible, activities are required to provide:

- Positive environmental or sustainable agriculture outcomes at the project site; and
- Positive environmental, social or community outcomes that extend beyond the property boundary

The degree to which the project will achieve the above determines whether an eligible activity is assessed as being a category A, B, C or D project, and the associated amount of LMIP funding that the project may receive. Details are provided in Sections 6 and 7.

**Note:** Waterway projects are given low priority for funding under this program because assistance is available through [Melbourne Water's Stream Frontage Management Program](#).

ENVIRONMENT  
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### 3. What we can assist you with: (Eligible project activities)

1. Weed control (of key priority species listed in the publication Nillumbik Live Local Plant Local)
  - These costs can include contractor hire, machinery hire, labour and chemical/herbicide costs; and/or fees to attend an approved Chemcert Farm Chemical User Course or recognised equivalent.
  - Costs may not include the purchase of weed control equipment or machinery. Spraying of flowering annuals is ineligible for funding.
  - Environmental weed control will only be funded within areas of native vegetation or where the weeds are causing a direct threat to an adjacent environmental asset.
  - Agricultural weed control will only be funded when in alignment with the recommendations of the Nillumbik Invasive Species Action Plan.
  - Removal of Radiata Pines will only be considered under Category C and D.
2. Revegetation (using species that are indigenous to Nillumbik and the property) and which:
  - Enhance the biodiversity of an area
  - Buffer remnant vegetation
  - Create or enhance habitat corridors, habitat stepping stones, and/or significant habitat locations
  - Establish shelterbelts
  - Prevent and/or rehabilitate soil erosion

These costs can include the purchase of plants and associated (non plastic) guards, mats and stakes; or other materials on a case-by-case basis. The grant recipient is responsible for ordering and purchasing plants from a local indigenous plant nursery and ongoing watering, weeding and maintenance.
3. Indigenous seed collection, propagation and planting (subject to the applicant obtaining any necessary permits)
4. Works for threatened species conservation
5. Rabbit control (across a minimum of five adjacent properties, or at least 5Ha) – refer Grant conditions, Section 11
6. Fox control (targeted to protect listed threatened species, across a minimum of five adjacent properties, or at least 5Ha) – refer Grant conditions, Section 11
7. Deer control (targeted towards biodiversity protection, across a minimum of five neighbourhood properties, or at least 20Ha) – refer Grant conditions, Section 12

8. Pasture management improvements to support control of invasive grassy weeds and reintroduction of native grasses
9. Sustainable / regenerative agriculture enhancements
  - Trials in integrated pest management for an orchard/vineyard
  - Companion planting to enhance predatory insects/reduce insecticide use
  - Software tools to monitor and manage groundcover or pasture feed budgeting
  - Drill sowing of native perennial grasses inter-row
  - Multi-species cover crop trials
  - Shelterbelt planting and associated fencing
  - Training courses or farm planning advice in sustainable practices/ processes
  - Soil testing to minimise excess fertiliser usage
10. Costs associated with organising/delivering relevant environment and/or land management education and training for Nillumbik landholders
11. Co-contributions to help support grants offered through other agencies, for very high benefit projects, e.g. PPWCMA and Melbourne Water community grant funding.
12. Biodiversity or exclusion fencing to protect high biodiversity value sites from grazing and browsing by herbivores, or rubbing and thrashing by deer
  - Fencing of remnant vegetation (including paddock trees and around dams) or revegetation works
  - Exclusion fencing to protect a known or likely potential population of listed threatened flora or fauna species
  - Gates must be installed, to enable future managed grazing as required.
  - Permanent fencing must include end and corner assemblies. It may be standard rural/post and wire or permanent electric fencing. The use of barbed wire is not permitted due to the dangers posed to wildlife.
  - Fencing of waterways that are eligible for Melbourne Water Stream Frontage funding will not be funded, and boundary fencing is ineligible.
13. Non-standard projects that provide significant environmental and broad-scale community benefit (e.g. demonstration sites or trials of innovative environmental management or pest management; cultural burning; development of landscape-scale land management plans etc). Applications must detail how demonstration/ trial findings will be useful to and shared amongst the broader community.

#### 4. Eligible applicants

- Private landowners or landholders
- Community groups including, for example: Landcare; rabbit, fox or deer action groups; environment groups, other community clubs and groups.

The applicant must display a commitment to ongoing good land management practices in order to be eligible for funding.

#### 5. Eligible properties

To be eligible, your property must be:

- Located within the Shire of Nillumbik; and
- Located within the Green Wedge Zone, Rural Conservation Zone, or have an Environmental Significance Overlay
- Other locations by exception, for example at sites with cultural heritage significance

#### 6. Available funding

There is a recurring annual LMIP grant pool of around \$60,000 per year.

A maximum grant of up to \$2,000 is available per single property, or up to \$10,000 for a community led cross-tenure or landscape-scale initiative, per financial year.

Projects will not be funded retrospectively.

Applications will be assessed and categorized as being Category A, B, C or D (refer to Section 7). The category will determine the maximum amount of funding that the project is eligible for, and associated co-contribution requirements.

\* Most successful applications will require a 50% co-contribution of funds, materials or in-kind labour.

- In kind labour is assessed at the rate of \$40 per hour and must be undertaken as part of upcoming (not retrospective) project works.
- In addition to physical labour, in-kind support can include, for example, the provision of materials, running workshops, project management (for complex projects) and planned monitoring activities.
- A monetary co-contribution is a requirement of all pest management projects (i.e. deer, foxes, rabbits).

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SERVICES





## 7. Assessment Process

Each application is assessed against the LMIP eligibility criteria specified in Sections 2-5 above (i.e. whether the project activity and applicant and property is eligible).

Applications that meet those eligibility criteria are then assessed to determine their level of a) environment benefit and b) community/social benefit. This determines whether the application is graded as being of Category A, B, C or D benefit, and the associated level of funding support that the grant program can provide.

**Category A.** High environment and very high community benefit: 100% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)

**Category B.** High environment and high community benefit: 50% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)

**Category C.** Medium environment and community benefit: 50% Council LMIP contribution, up to \$500

**Category D.** Low environment and community benefit: ineligible

The funding category that each eligible project will fall within is determined according to:

### a) Level of environment benefit

The types of matters considered when assessing the level of environmental benefit include:

- Biodiversity or agricultural values of the property and its surrounding area
- Presence of threatened species or habitat
- Weed species and location
- Water quality outcomes
- Soil conservation outcomes
- Sustainable agricultural / improved pasture management outcomes
- The degree to which the positive project outcomes extend beyond any single property
- The likely environmental consequences of inaction

### b) Level of community / social benefit

The types of matters considered when assessing the level of community benefit include:

- Possession of a valid Pensioner Concession Card or Health Care Card – If applicants with such a card (who are not able to make a co-contribution) propose works that will provide high or very high environment benefit, they can be funded under Category A.
- Community support and involvement
- Whether the community benefit matches / outweighs the private benefit

ENVIRONMENT  
SERVICES



- What the community benefit is, e.g. improved amenity, reduced pest animal harbour / weed spread, community safety impacts, increased knowledge
- The consequences to the broader community/landscape of inaction.

## 8. Grant Application Procedure

**Step 1** - To apply for an LMIP grant, a short Expression of Interest (EOI) form is available on the LMIP web page of Council's website. After submitting the EOI (via Smarty Grants), a council officer will contact the applicant within 10 working days to discuss the project and usually to arrange a site visit.

**Step 2** - If the project appears to be eligible, an application form will be sent to the applicant to provide Council with additional information about the project, such as photos and quotes/ costings.

**Step 3** – Applications are assessed monthly. The application will be assessed by Council officers against the LMIP eligibility criteria. The applicant will then be notified of whether their grant application has been successful and of any conditions.

**Step 4** – Successful applicants or their contractor can then commence the project works.

**Step 5** – At the completion of the project, submission of an acquittal form is required.

All grant administration and assessment processes are housed within the Smarty Grants digital platform and are undertaken in alignment with Council's grant management policy.

## 9. Project approval, payments and acquittals

Final approval of applications lies with Council officers, and follows Council's governance policies and the LMIP eligibility criteria and conditions.

Payment of the grant money depends on the Landholder Agreement being completed, signed and submitted, with the correct supplementary paperwork and photographs.

Payment is made after the works have been undertaken upon receipt of project invoices\*.

\*On occasion milestone or staged payments may be agreed to where a project involves the progressive implementation of individual elements of a Land Management Plan or similar.

Works must be completed by 30 May in the same financial year as the application. An online project acquittal will be required to be completed by this date in Smarty Grants, with receipts / invoices and before and after photographs of completed works to also be provided. Projects may be audited at an agreed time after the grant has been acquitted.

## 10. General conditions

1. Past recipients are eligible to apply for funding, however depending on the number of applications received, priority may be given to new applicants.
2. In general, projects are funded for a maximum of three consecutive years, and this occurs only when a multiple-year approach is required to achieve a good outcome. In exceptional circumstances where more than three years treatment is required to achieve success, and a detailed and approved Land Management Plan (or similar) has been submitted, this condition may be varied.
3. Applicants are eligible to be awarded a maximum of one LMIP grant per financial year.
4. Applicants must acquit the grant by the date stated on the Landholder LMIP Agreement.
5. Applicants must acquit previous grants prior to applying for new LMIP funding, and for multi-year projects must provide a long term plan of works which is reviewed prior to each new year of funding.
6. If other funding sources are being utilised by the landowner to undertake the proposed works (e.g. registered offset credit sites), or there is a land management plan required by a Planning decision, the project is ineligible.
7. However, applicants may apply for LMIP funding to use as a co-contribution for grants offered through agencies such as Melbourne Water or the Catchment Management Authority.
8. LMIP grant funding will not be approved in instances where a council Compliance Notice is active at the property address.
9. In exceptional circumstances a non-standard grant that exceeds the standard maximum funding may be considered for approval. In such instances, additional information will

be required to be submitted and additional governance will be applied to the assessment process. If successful, comprehensive evaluation and reporting will be required.

10. The applicant may be required to repay the grant to Council if the project is not delivered within the specified time schedule, or the completed project differs from the project detailed in the Project Agreement.
11. An inspection /audit of the completed project may be undertaken by a Council officer, at a mutually agreed time.
12. Photographs associated with funded projects may be utilised in Council publications.
13. Data on the invasive species or biodiversity that are targeted via the LMIP grant may be submitted by Council officers to the Victorian Biodiversity Atlas.

#### **11. Additional rabbit and fox control conditions and eligibility**

Funding for rabbit and fox control is only possible where it is demonstrated that a sustained and well-coordinated rabbit or fox control program will be adopted. This must include multiple integrated control methods.

The group must:

- Includes five or more neighbouring properties or cover more than five hectares.
- Demonstrates clear justification that rabbits or foxes are a serious community and environmental problem in this area.
- Have a designated project leader / coordinator of works.

#### **12. Additional deer control conditions and eligibility**

Funding for deer control is only possible where it is demonstrated that a sustained and well-coordinated deer control program will be adopted.

Deer control programs must be:

- Planned and undertaken by professional (commercial) pest animal / deer controllers with Public Liability Insurance (\$20 million covering firearms use).
- Carried out in accordance with the Wildlife Act 1975 and all other relevant legislation.

It is important to understand that many peri-urban areas of Nillumbik require a Public Place Permit to carry and use a firearm. As such the program can only provide provisional approval to fund deer control through LMIP until:

- Confirmation has been provided that no Public Place Permit is required, or
- A Public Place Permit is required and a Shoot Plan has been prepared by the appointed contractor and has been approved by Victoria Police (District Firearms Officer)

In addition, to be eligible for consideration for funding the following is required:

- Involvement of five or more neighbouring properties or that cover more than 20 hectares. Together, these properties will be considered a local Deer Action Group.



- A designated / nominated project leader of the Deer Action Group
- A written Plan that includes:
  - a list of property addresses and contact details for the owners of all of the properties that are part of the Deer Action Group
  - a list of goals that the Group hopes to achieve in the short, medium and long-term and a rationale for why the deer control is required
  - a list of the integrated control methods that the Group intends to employ and the approximate timing involved for each method
  - a neighbour notification plan
  - a quote from a professional deer controller
  - advice received from a professional deer controller that confirms that the Deer Control Group comprises sufficient area(s) within its property cluster where control works can be undertaken that will have a meaningful benefit and effect.

Council has produced “Deer control (ground-based shooting)” information, checklists and templates that can be used to assist with the above. They are available on Council’s website on its “Deer management and control” page at: [Deer - Nillumbik](#)

Council also has an online “Community Deer Directory” on its website that can assist you in finding professional businesses and volunteers that offer deer management services in Nillumbik. [Deer - Nillumbik](#)

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## **Attachment 2 - Land Management Incentive Program factsheet**

This factsheet outlines:

1. Current operation of the LMIP and associated achievements.
2. Review of the LMIP guidelines, including benchmarking.
3. Recommended changes.

### **1. Current operation of LMIP**

#### **Grant allocation timing**

The LMIP program is open year round, commencing 1 July of each financial year, until the grant pool has been expended.

#### **Grant pool**

With a total funding pool of \$60,000, the current LMIP has funded an average of 30 grants per year ranging from large Community Group grants up to \$15,000 to smaller \$250 grants to landowners.

Grants require a matching co-contribution from the applicant which may be financial or in-kind.

#### **Promotion**

There are a number of ways that residents find out about and access the LMIP. This includes:

- Direct promotion via Council's website, Nillumbik News, Environment E-news, Council's Facebook page and social media posts
- Resident enquiries to the environment and agricultural advisory service may warrant a site visit and, if they fall within the guidelines of the LMIP, they may lead to a grant funded project under LMIP.
- Targeted mail outs occur, particularly to address a specific issue or project and where there are complementary works on public land. For example, 130 residents south of Yarrambat Park were recently specifically contacted to participate in group rabbit control, in conjunction with works occurring at the Yarrambat Golf Course, Pony Club, Historical Society and Archery Club, and to support management of Plenty Gorge Park.

#### **Eligibility**

To be eligible for the LMIP, a project must meet the program guidelines.

Private landowners and community groups in the Rural Conservation Zone, Green Wedge Zone or areas under an Environmental Significance Overlay within the Shire of Nillumbik are eligible to apply for a grant under the LMIP. Community groups, for example Landcare, and rabbit action groups can undertake cross-tenure and/or landscape-scale works across multiple properties.

No changes to the criteria for eligible applicants or eligible properties are proposed.

Officers also provide an up front land management advice service to anyone in the community regardless of eligibility. Officers triage enquiries and encourage landowners with eligible projects to apply for the LMIP:

- In FY20/21 out of 223 general land management enquiries, 33 resulted in projects funded through the LMIP.

- Not all projects meet the guidelines for funding, however the education and advice service, including on-site tailored advice, is available to all residents.

The current LMIP guidelines allow for revegetation, weed control, fox control, rabbit control, biodiversity fencing and other non-standard activities to trial new techniques, develop demonstration sites, trials and/or to develop detailed management plans or strategy documents as part of medium or large scale projects.

Deer control isn't explicitly mentioned because it wasn't a big issue in 2011. It is technically eligible under the broader pest animal control category, but hasn't been promoted.

### Recent LMIP Outcomes

The LMIP has been funding approximately 30 grants per year, ranging from \$250 small grants, \$2000 medium grants and up to \$15,000 community grants.

**Table 1: Number of recent LMIP funded projects, by grant size**

Grant size	20/21	19/20	18/19	17/18
Large grants (up to \$15,000)	3	4	12	4
Medium grants (\$250 - \$2000)	27	24	16	20
Small grants (up to \$250)	3	4	2	7
<b>Total</b>	<b>33</b>	<b>32</b>	<b>30</b>	<b>31</b>

#### **Case study of a large community grant:**

*In 2018/19 Christmas Hills Landcare received a LMIP community grant of \$14,894. In order to facilitate good post-burn regeneration, this project funded the trial of temporary electric fencing to exclude deer and other large herbivores from four traditional burn demonstration sites in Christmas Hills, totalling 2.7 ha. The Christmas Hills Landcare Group worked with the Wurundjeri to establish the four sites. The project was undertaken to support the Wurundjeri to regain traditional burning capacity and demonstrate traditional burning outcomes in Nillumbik. The burns were planned for late Autumn/Winter in 2018. The Wurundjeri undertook the burn plans with each landholder, conducted the burns, and the pre- and post-burn monitoring, costing a total value of \$28,000. The electric fencing supported this project as it enabled a true demonstration of the vegetation and fauna responses to applying traditional burning practices in Christmas Hills, by removing/reducing the grazing pressure of deer and other large herbivores on the post-burn regeneration. Through this project, the Wurundjeri Narrap team was engaged to erect the electric fencing around all the burnt areas after the burns were conducted.*

## **2. Review of the LMIP guidelines**

The current LMIP guidelines have not substantially altered since they were adopted in 2011. Minor administrative changes were made in 2014 to strengthen some aspects of the guidelines and costing principles.

Over time, the experience gained through the implementation of the LMIP at Nillumbik and through observing biodiversity/land management incentive programs at other councils has demonstrated a need for an update of some aspects of the current guidelines, particularly the eligibility criteria and categories of funding.

Additions/refinements to the eligibility criteria and categories for funding are based on:

- a) Community enquiry data, based on emerging issues and trends that have been identified with private landowners in the operations of Council's land management advice service
- b) State and federal government policy changes, priorities and mapping.



- c) There is ongoing work with private landowners to maintain the pest plant and animal control which was initiated through the state government funded Sugarloaf Link and Conservation Futures projects. To continue the positive works undertaken within these projects, inclusion of community led deer control and threatened species protection projects may be more explicitly included in new LMIP guidelines.

### **Benchmarking**

It is common practice for peri-urban councils to provide incentives to encourage landowners to undertake environmental works on their properties, effectively raising awareness and motivating landowners to take action on environmental and land management improvements.

The update of the LMIP eligibility criteria involved benchmarking with other councils including Manningham, Whittlesea, Hume and Wyndham councils.

Manningham City Council are the only Council that currently funds deer control through their incentive program. Each year deer control can be funded up to two thirds of the total cost, to a maximum of \$1,000, when carried out in accordance with the Wildlife Act 1975 and the Council's checklist requirements. Manningham's deer control grants are in addition to their LEAF and RELEAF grants.

Officers also considered emerging issues raised by landowners, seeking opportunities to provide support for previously grant funded projects such as Sugarloaf Link and Conservation Futures as well as current best practice in biodiversity conservation and sustainable land management across Victoria.

### **3. Recommendations for revised LMIP Guidelines**

#### **Inclusions to the LMIP eligibility criteria and categories for funding**

The LMIP eligibility criteria and funding categories guidelines have been updated to include the ability to:

- a) Respond to new land management and environmental trends and threats,
- b) Provide greater equity and accessibility for landowners
- c) Provide more clarity in terms of what is eligible to be funded and how eligibility decisions are made
- d) Provide more flexibility to incentivise very high biodiversity value projects

The changes and inclusions within the guidelines will also enable support for the continuation of works conducted as part of council's externally funded grants and projects such as Sugarloaf Link and Conservation Futures to be supported.

In addition to those works already specifically identified under the current guidelines, the major changes will include an opportunity to fund projects related to the following:

#### **a. Deer management:**

Deer have become an increasing threat across the Shire. The Sugarloaf Link Project has established a successful trial of a model deer control program across the landscape. However, there is a need for this program to continue and expand into other rural areas of Nillumbik to manage deer impacts. Inclusion of community led deer control within LMIP will enable these environmental benefits to continue and assist the community and council to retain the technical knowledge gained through the Sugarloaf Link Project.

Supporting deer control under the original guidelines was possible under the generic category of pest animal control, but not specifically detailed.

b. Cultural burning:

Community interest in indigenous land management practices, particularly traditional burning is growing. The Victorian Traditional Owner Cultural Fire Strategy 2018 outlines opportunities to expand the knowledge and use of cultural burning on private land. By incorporating this management technique into the eligibility criteria there will be an opportunity to engage and support more private landowners who may wish to work with Traditional Owners to implement Cultural Burning on their land.

c. Sustainable agriculture:

Cleared rural land interacts with adjacent bushland and human settlements and assets. Enhancing the ecological value and function of farmland through promotion of best practice agricultural land management is essential for protection of adjacent biodiversity, resilient food production, healthy waterways and climate change adaptation. On-farm projects in this category could include, for example, trials in integrated pest management strategies for orchards or vineyards, companion planting to promote pollination services and insect diversity or use of software to monitor and manage groundcover.

d. Pasture management improvement:

Well managed pasture can capture and hold carbon, slow the movement of water and provide food and habitat for native fauna. Vigorous pasture swards are also resilient to the establishment of noxious weeds, such as Serrated Tussock and Chilean Needle Grass. Projects in this category could include, for example, drill sowing of native grasses.

e. Works for threatened species conservation:

There is a long history of successful threatened species conservation projects in the area including the state government funded Conservation Futures project. Further support is required to protect previous investment in threatened species conservation and to continue to protect these vital habitats for Nillumbik's threatened species. Some threatened species have very unique management requirements, including many rare native orchids found nowhere else, such as the endangered Rosella Spider-orchid and Charming Spider-orchid. Allowing a more specific criteria that allows for threatened species conservation works under the LMIP will cater to these requirements.

f. Reduced scope to fund invasive tree removal projects:

Support to remove invasive trees such as Radiata Pines where this will achieve high environmental benefit will continue to be an eligible LMIP activity but only up to a maximum co-funding value of \$500. Whilst there is environmental value - such works, particularly for large mature trees, reduce general canopy and have not been a cost-effective use of the LMIP budget compared to other eligible activities.

g. Greater flexibility for very low income residents:

Council officers have been contacted by residents who would like to apply for a LMIP grant however are unable to meet the 50% landholder financial or in-kind contribution required by the grant, due to financial and physical reasons. To increase the accessibility of the grant, residents on very low income such as a disability pension or aged pension will be eligible for 100% funding, if all other grant conditions are met.

#### 4. Revised grant size

The current allocated budget of \$60,000 for LMIP has not changed since 2011.

It is anticipated that with the increase in eligible projects there will be an increase in eligible applications seeking funding.

The changes to the LMIP guidelines propose that a maximum grant of up to \$2,000 is available per single property, or up to \$10,000 for a community led cross-tenure or landscape-scale initiative, per financial year based on the following categories:

- a) Category A. High environment and very high community benefit: 100% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)
- b) Category B. High environment and community benefit: 50% Council LMIP contribution, up to \$2,000 (single property) or up to \$10,000 (community-scale initiative)
- c) Category C. Medium environment and community benefit: 50% Council LMIP contribution, up to \$500
- d) Category D: Low environmental and

Where Council provide funding on a dollar for dollar basis (i.e. 50% funding), the applicant must contribute in-kind labour and/or funds or materials equivalent to the grant amount.

Current grant size	Proposed grant size
Community grants (up to \$15,000)	Community-scale grants (up to \$10,000)
Medium grants (\$250 - \$2,000)	Single property grants (up to \$2,000, depending on category)
Small grants (up to \$250)	

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## Nillumbik Placemaking Framework 2021





## Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, and we value the significance of the Wurundjeri Woi-wurrung people's history as essential to the unique character of the shire. We pay tribute to all First Nations People living in Nillumbik, give respect to Elders past, present and future, and extend that respect to all First Nations People.

We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge the ongoing impacts of past trauma and injustices from European invasion, massacres and genocide committed against First Nations People. We acknowledge that sovereignty was never ceded.

Wurundjeri Woi-wurrung people hold a deep and ongoing connection to this place. We value the distinctive place of our First Nations people in both Nillumbik's and Australia's identity; from their cultural heritage and care of the land and waterways, to their ongoing contributions in many fields including academia, agriculture, art, economics, law, sport and politics.

Nillumbik Placemaking Framework publication versions:

- V0 - for comment 11 August 2021
- V1 - for second round comments 12 August 2021
- V2 - final version 12 October 2021

Image credits, by [Pexels](#):

- Cover: image by Pixabay
- P2: image by Felicity Tai
- P5: image by Hieu Hoang

**“Everyone has the right to live in a great place.**

**More importantly, everyone has the right to contribute to making the place where they already live great.”**

**Fred Kent, Founder,  
Project for Public Spaces**



The Nillumbik Placemaking Framework is designed to support Council staff, Council Members, community members, traders, stakeholders, contractors and consultants to plan and deliver placemaking projects.

Framework purpose:

- Establish a shared understanding of placemaking
- Outline a set of guiding principles that underpin Nillumbik Shires approach to place making and place based projects
- Build the organisation's confidence and capacity to deliver placemaking outcomes
- Facilitate enhanced relationships with the community

Placemaking is supported by Nillumbik Shire Council's Community Vision, Council Plan and strategic priorities which are available [here](#).

‘Nillumbik's places and spaces make an important contribution to health, wellbeing, culture, the environment, biodiversity and economic success,’ Draft Community Vision Nillumbik 2040 theme, Our Place.

‘Different places and communities within Nillumbik are unique, and play an important role in shaping health and wellbeing. Place-based approaches are collaborative in nature, and seek to create sustainable change by delivering local solutions to local issues and problems.’ The Health and Wellbeing Plan 2021-2025.



## What is placemaking?

Placemaking is a collaborative process which creates opportunities and re-imagines places people love.

Placemaking is a process that empowers local communities and stakeholders to shape their own places, solve local problems, help neighbours and colleagues and lead the change they want to see.

Community development, arts, cultural development, urban design, events, activation and economic development are among the many important components of placemaking, but it is people who are central to placemaking because it is people who bring places to life.



### Benefits

- Builds civic pride and social responsibility
- Creates happier, healthier and more connected citizens
- Unlocks volunteerism, partnerships and co-contribution of resources
- Stimulates local economies and supports economic resilience
- Attracts visitation, entrepreneurs and investment
- Celebrates sense of belonging & identity

Placemaking principles to guide the way:



### Strategic vision

Create a shared vision that builds on local strengths and solves local problems. Only then can you successfully harness energy, build relationships and work towards a common goal.



### Engaging

Match energy with energy. Find the people, businesses and organisations with the energy, the spark, the idea and the drive. Partner with them to build capacity.



### Creative

Creativity enables alternative, non-linear thinking, builds empathy and opens up new possibilities. Embed creativity into every-day processes, project teams and outcomes.



### Inclusive

Local knowledge provides a strong foundation. Those who inhabit a place can deeply appreciate its unique heritage, character, culture and strengths. Tap into local knowledge and actively work to enhance equity within participation and build social capital.



### Fun

Having fun, with serious intent, will create better outcomes for staff, communities and places. Maximise opportunities to bring a sense of play and celebration every step of the way.





## Placemaking project types

One size does not fit all when working within local people, places and dynamic ecosystems.

Tailored processes may draw on diverse combinations of the following typical project archetypes, from tactical action on the ground to strategic place planning.

Action <-----> Strategy



### Tactical urbanism

Tactical, low cost, pilots to test ideas and solutions, evaluate effectiveness and de-risk change before investing the big \$ and making change permanent.

#### Project examples:

- Verge gardens & revegetation
- Street beautification & activation
- Yarn bombing
- Pop-up bike path
- Alternative traffic calming
- 'Palette' seating nodes



### Community projects

Community led projects & ephemeral activation to build social capital & local networks.

#### Project examples:

- Place Shapers program
- Community grant projects
- Locally-led festivals, events and activations
- Community gardens
- Neighbourhood street parties & play streets
- Co-design projects



### Creative & cultural

Creative & cultural projects to enhance sense of belonging, identity & purpose.

#### Project examples:

- Ephemeral installations
- Murals - including wall, road and pavement artwork
- Art classes in public space
- 'Learn to speak' language meet ups in local cafes
- Cultural gatherings & events
- Local arts festivals



### Economic development

Business networks, place management & activation to create sticky places to attract visitation, support economic vitality & resilience.

#### Project examples:

- Shopfront improvement & vacancy programs
- Markets
- Establishment of & collaboration with local Business Associations
- Place branding & marketing



### Strategic place planning

Placemaking Strategies & visions for revitalisation, to guide future direction & investment.

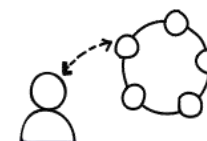
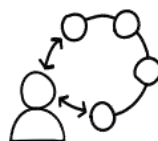
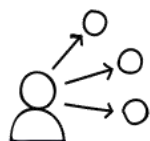
#### Project examples:

- Shared place visions
- Placemaking action plans - shared vision, place management/activation, marketing. 2 year timeframe.
- Place plans - shared vision, capital works upgrades, place management/activation & marketing. 5 year timeframe.
- Value adding structure plans, masterplans, streetscape upgrades & capital works projects.



## Placemaking spectrum

The Placemaking Spectrum is a tool to provide placemaking project planning guidance for staff, stakeholders and community.



Placemaking level	Provider	Facilitator	Enabler
Councils role	Planning, communications, promotions, deliverer, evaluation	Motivator, mentor, advocate, collaborator, promotions, approvals, co-deliverer, co-evaluation	Motivator, capacity builder, mentor, grant funder, promotions, advocate, approvals
Promise to the public by Council	<b>"We will lead on your behalf, undertake placemaking pilots and projects, evaluate outcomes and keep you informed."</b>	<b>"We will work with local communities and stakeholders to understand local problems and identify solutions. We will invite you into placemaking project planning, delivery and evaluation."</b>	<b>"We will build your capacity, provide placemaking resources, then get out of the way so you can lead local projects yourself."</b>
Example techniques	<ul style="list-style-type: none"> <li>Pilot tactical urbanism interventions, installations and placemaking projects</li> <li>Undertake social impact measurement and evaluation to understand the effectiveness of interventions.</li> <li>If you are not measuring its just a pop-up</li> <li>Engagement, if included, generally limited to trial outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Observational place research to understand use, behaviours and local problems</li> <li>Engagement with communities and stakeholders on placemaking projects to understand problems and identify solutions/opportunities</li> <li>Delivery of placemaking projects that consider social, cultural, economic, environmental ecosystem values</li> <li>Explore opportunities to invite communities and stakeholders into project delivery</li> <li>Undertake demonstration project and evaluate to understand the effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Council grant opportunities and support for communities &amp; traders to find external funding</li> <li>Mentoring system: staff supporting community projects</li> <li>Capture placemaking grant projects via quality photography &amp; videography</li> <li>Marketing program to promote placemaking achievements and inspire/mobilise communities</li> <li>Community training: placemaking projects, event planning /delivery, visual merchandising, social media promotions</li> <li>Grow placemaking volunteer base</li> <li>Train up key volunteers to support: road closures and event management</li> </ul>
Communities role	Participant, co-promotion, evaluation feedback	Collaborator, community connector, co-deliverer, co-evaluations, volunteer, promotions, participant	Planning, communications, sponsorship, promotions, deliverer, volunteer, evaluation
Community expectations	<b>"Council should do it all."</b>	<b>"Let's work together, we share responsibility."</b>	<b>"Get out of our way, we go this."</b>
IAP2 Spectrum level	<b>Inform</b>	<b>Consult, Involve &amp; Collaborate</b>	<b>Empower</b>

## Resources

Visit the [placemaking page](#) on Councils website or in get touch with dedicated Nillumbik Placemaking Officers on:

[place@nillumbik.vic.gov.au](mailto:place@nillumbik.vic.gov.au)

The Nillumbik [Place Shapers](#) program builds skills and tools community up to skills to deliver their own community and placemaking projects.

### Council grants

A range of grants are available to support placemaking projects. View [Councils website](#) for detail on:

- Nillumbik Community Fund
- Quick response grants
- Festive Fun

The Nillumbik [Community Training Calendar](#) provides access to a range of free training and workshops for residents, community groups, clubs and volunteers.

### External reference

Learn more about ground breaking placemaking research and methodologies:

- [Department Planning Industry & Environment](#), NSW Government - programs & resources
- [The Neighbourhood Project](#) - community-led placemaking research, process methodologies & case studies
- [Gehl Institute](#) - city shaping tools & international research
- [Project for Public Spaces](#) (PPS) - international research & articles



## Appendix

### Glossary of placemaking terms

#### Asset based community development (ABCD)

A community development approach that focuses on building on strengths, not needs. It involves assessing the resources, skills, and experience available in a community, so these assets can be utilised as the base for development.

#### Community

A group of people whose association is defined by one or more common qualities or characteristics. These may be defined by 'communities of location' or 'communities of interest', connected by a common identity, hobby or life experience.

#### Community engagement

A process enabling community members, and other stakeholders, to contribute views, thoughts and aspirations within a decision-making process.

#### Clustering

Establishment of micro-precincts of related or complimentary business uses to strengthen an activity centres and mainstreets identity, competitiveness and offer.



### **Community-led placemaking**

Placemaking processes, including projects and activities, that are led by local communities and often supported by grant funding. Note: Council permits and approvals still apply in this context. Refer to The Neighbourhood Project in the previous section for detailed process methodologies and case study examples.

### **Co-design**

A participatory design approach actively involving stakeholders where participants have shared ownership of the design process and the outcomes to help ensure the result meets their needs and is usable. Consensus building focused.

### **Ephemeral place installation**

Temporary installation of creative elements to re-imagine and re-purpose space, often season specific. No permanent infrastructure is installed. Installations not considered public art assets.

### **Human centred design**

A design framework that develops solutions to complex problems by involving the human perspective at all stages of the problem-solving process. Process focused.

### **IAP2 Spectrum**

A community engagement planning tool designed by the International Association of Public Participation (IAP2) that is referenced in the Nillumbik Shire Community Engagement Policy 2021. IAP2 is an international organisation dedicated to advancing community engagement practice.

### **Lighter, quicker, cheaper**

A placemaking strategy that seeks to deliver smaller and short-term improvements to a place, that are part of a larger effort and vision to improve the place. See pop-ups.

### **Locally-led placemaking**

Placemaking processes, projects and activities that are led by community groups, traders or other stakeholders and often supported by grant funding.

### **Place activation**

Planned activity for a place, to attract and maintain human activity. Activations may be delivered on broad range of themes (e.g. for entertainment or recreational purposes) and are often designed to keep people in a place longer (longer stays = increased economic return from visitation).

### **Place management**

The practice of programming place activations to support ongoing human activity in a place.

### **Placemaking**

Placemaking is a collaborative process which creates opportunities and re-imagines places people love. Refer to the Nillumbik Placemaking Framework for detail.

### **Placemaking ecosystem**

Place hardware and software are two equally important interrelated components within holistic placemaking 'ecosystem', including:

- **Hardware** of place includes physical assets such as streets, wayfinding signage, seating, shop fronts, roads and other elements typically included asset management and capital works programs. While vital, these elements fail to bring heart and soul to place.
- **Software** of place includes human behaviour, activation, behavioural economics and interaction between residents, traders, property owners, visitors and others. This contributes to sense of welcome, 'vibe', and emotional place attachment that results in social & economic uplift.

### **Pop-ups**

Ephemeral use of a space, outside of normal general use, where infrastructure is bump in, bump out and no permanent infrastructure is installed (e.g. pop-up parks).

### **Sticky place**

A place that encourages people to linger longer. Longer dwell time = strengthened local economy.

### **Tactical urbanism**

Pilot projects and tactical interventions to test solutions and measure outcomes before making permanent decisions/change. 'Guerrilla' place installations undertaken by citizens to improve local neighbourhoods.

### **Urban design**

A multidisciplinary design process for shaping cities, towns and public spaces, generally associated with upgrade and renewal.

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## Nillumbik Audit and Risk Committee minutes

Monday 10 November 2021

Via Zoom commenced at 4pm



### **1 Pre-meeting In Camera**

Nil

### **2 Present**

Independent members: John Watson (Chair), Greg Rimmer-Hollyman, Chris Eddy

Councillors:

Mayor Cr Peter Perkins, Deputy Mayor Cr France Eyre

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Financial Officer), Blaga Naumoski (Executive Manager Governance, Communications and Engagement), Corrienne Nichols (Executive Manager Community Services), Jeremy Livingston (Executive Manager Business Transformation and Performance), Melika Sukunda (Finance Manager), Craig Commene (Risk and Safety Lead)

Other invitees:

Richard Wilson (Pitcher Partners) (Arrived at 16:51)

### **3 The Chair welcomed attendees and acknowledged the traditional owners and custodians of the lands on which attendees were meeting.**

### **4 Apologies**

Graham Noriskin (Pitcher Partners)

### **5 Disclosure of any conflicts of interests**

Nil

### **6 Declarations**

i. CEO – Any impending legal action, legislation breaches or instances of fraud.

Nil

ii. Internal Auditors – Any obstructions to the work of the internal audit.

Nil

**7    Adoption of the minutes of the meeting held 23 August 2021**

***Decision***

The minutes of the Audit and Risk Committee meeting held on 23 August 2021 were accepted as a true record.

**8    CEO Update**

The CEO update was presented to the Committee.

***Decision***

The CEO update was received and noted.

The Committee noted that currently only approximately 6 staff were yet to receive their first vaccination.

**9    Table of actions arising**

The table of actions arising was presented to the Committee.

***Decision***

The table of actions arising was received and noted.

**10   Officer briefing on art collection missing works**

The officer briefing on art collection missing works was presented to the Committee.

***Decision***

The officer briefing on art collection missing works was received and noted.

**11   Annual Procurement Report**

The Annual Procurement Report was presented to the Committee.

***Decision***

The Annual Procurement Report was received and noted.

The Committee recorded their appreciation for the detailed procurement report.

**12   Councillor and Staff Gift Registers**

The Councillor and Staff Gift Registers were presented to the Committee.

***Decision***

The Councillor and Staff Gift Registers were received and noted.



**13 Pending audit recommendations report**

The status report of pending audit recommendations report was presented to the Committee.

***Decision***

The pending audit recommendations report was received and noted.

**14 Risk and Safety report**

The Risk and Safety report was presented to the Committee.

***Decision***

The Risk and Safety report was received and noted.

**15 Fraud control action plan 2021 to 2023 – update 2021**

The Fraud control action plan 2021 to 2023 – update 2021 was presented to the Committee.

***Decision***

The Fraud control action plan 2021 to 2023 – update 2021 was received and noted.

**16 Complaints Handling Policy and Report**

The Complaints Handling Policy and Report will be presented to the Committee.

***Decision***

That the Complaints Handling Policy be received and noted.

The Committee suggested that greater distinction be made within the policy as to internal versus external complaints and that clarification be provided as to the scope of the policy.

**17 Transformation at Nillumbik (T@N) Update**

The T@N update was presented to the Committee.

***Decision***

The T@N update was received and noted.

**18 Emergency Management Internal Audit Report**

The Emergency Management Internal Audit Report was presented to the Committee.

***Decision***

The Emergency Management Internal Audit Report was received and noted.

The Committee noted the prompt action taken regarding the recommendations in this report, given the relevance to Nillumbik Shire Council.

**19 Internal Audit Status Report**

The internal audit status report will be presented was Committee.

***Decision***

The internal audit status report was received and noted.

**20 Recent Risk and Issues Brief**

The Recent Risk and Issues Brief was presented to the Committee.

***Decision***

The Recent Risk and Issues Brief was received and noted.

**21 Local Government Act 2020 Update**

The Local Government Act 2020 update was presented to the Committee.

***Decision***

The Local Government Act 2020 update was received and noted.

**22 Loan Guarantee Policy**

The Loan Guarantee Policy was presented to the Committee.

***Decision***

The Loan Guarantee Policy was received and noted.

**23 Finance Policies Review Dates**

The Finance Policies Review Dates were presented to the Committee.

***Decision***

The Finance Policies Review Dates were received and noted.

**24 September Quarter Financial Report Summary and September Quarter Financial Report**

The September Quarter Financial Report Summary and September Quarter Financial Report were presented to the Committee.

***Decision***

The September Quarter Financial Report Summary and September Quarter Financial Report was received and noted.

**25 Rates in Arrears report**

The rates in arrears report was presented Committee.

***Decision***

The Rates in arrears report was received and noted.

**26 Councillor Expenses report**

The Councillor Expenses report was presented to the Committee.

***Decision***

The Councillor Expenses report was received and noted.

**27 Audit Committee work plan**

The Audit Committee work plan was presented to the Committee

***Decision***

The Audit Committee work plan was received and noted.

**28 Other Business**

1) Local Government sector issues

Independent member Chris Eddy highlighted the very recent report published regarding Councillor Interest returns and the failure in a significant number of cases of councillors providing accurate returns. The Committee noted that Nillumbik Shire Council has no cases of return non-compliance and in fact is sought out by other councils to assist with process improvement.

**29 Next meeting**

The next Audit and Risk Committee meeting is scheduled to be held on 14 February 2022, 4pm at Council Offices, Civic Drive Greensborough.

In closing the meeting, members wished each other a safe and happy Christmas and New Year.

Councillor members, Mayor Cr Peter Perkins and Deputy Mayor Cr Frances Eyre expressed their appreciation for the value that they took from participation in the Committee. The Chair in turn, on behalf of the Committee, thanked Mayor Cr Peter Perkins and Deputy Mayor Cr Frances Eyre for the contribution they had made to the Committee.

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*Planning and Environment Act 1987*

## **NILLUMBIK PLANNING SCHEME**

### **AMENDMENT C131**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This Amendment has been prepared by the Nillumbik Shire Council, which is the planning authority for this amendment.

The Amendment has been made at the request of Nillumbik Shire Council.

##### **Land affected by the Amendment**

The Amendment applies to land within the Green Wedge Zone and Rural Conservation Zone (Schedules 1 – 5).

##### **What the Amendment does**

The Amendment amends the schedule to the Green Wedge Zone and schedules 1 to 5 of the Rural Conservation Zone to require a permit trigger for earthworks which involve the receipt, importation, stockpiling or placement of more than 100 cubic metres of fill on land within those specified zones.

Specifically, the request:

- Amends the Schedule to Clause 35.04 (Green Wedge Zone), and schedules 1-5 of Clause 35.06 (Rural Conservation Zone).

##### **Why is the Amendment required?**

The Amendment will assist the council to manage large earthworks and the placement of fill within the Green Wedge and Rural Conservation Zones (Schedules 1-5) allowing the Council to assess and mitigate the future risks and fill activities which are having significant environmental and amenity impacts in the Shire.

Earthworks are currently unregulated in areas that are not subject to environmental specific planning controls and have a range of potentially negative environmental, amenity and landscape impacts. Requiring a permit for 'earthworks' will provide Council with a mechanism to regulate them and to minimise these impacts.

##### **How does the Amendment implement the objectives of planning in Victoria?**

The Amendment implements the following objectives as set out in Section 4 of the *Planning and Environment Act 1987*:

- Section 4(1) (a) To provide for the fair, orderly, economic and sustainable use and development of land.
- Section 4(1) (b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.
- Section 4(1) (g) To balance the present and future interests of all Victorians.

##### **How does the Amendment address any environmental, social and economic effects?**

The Amendment will provide a basis for addressing the potential environmental, amenity and landscape impacts of earthworks and the importation of fill within Nillumbik's Green Wedge.

**Does the Amendment address relevant bushfire risk?**

The Amendment will not increase the risk of life, property, community infrastructure and the natural environment from bushfire.

**Does the Amendment comply with the requirements of any Minister's Direction applicable to the Amendment?**

This Amendment supports Direction 4.5 *Plan for Melbourne's green wedges and peri-urban areas*, in facilitating the desired planning outcomes for green wedges and peri-urban areas through *avoiding significant land disturbance, reducing the occurrence and impact of soil erosion and salinity and managing potentially contaminated land*.

The Amendment will improve the effectiveness and efficiency of the Nillumbik Planning Scheme and will provide certainty around the current ambiguity of use of rural land for clean fill earthworks, particularly 'dumping' which may also be attributable to a commercial scale use in its own right in some instances.

The Amendment is consistent with the *Ministerial Direction on the Form and Content of Planning Schemes* under section 7(5) of the Act.

The Amendment complies with Minister's Direction No 11, '*Strategic Assessment of Amendments*'. All requirements to be met under the direction have been considered and met in the preparation of the Amendment.

The Amendment is consistent with Minister's Direction No 9 *Metropolitan Strategy*, particularly Direction 2 – *Better management of metropolitan growth*. This direction reinforces 'green wedges' as a fundamental feature of metropolitan planning and includes:

- Policy 2.4 - *Protect the green wedges of metropolitan Melbourne from inappropriate development*.

It also identifies *Melbourne 2050 will protect the green wedges for non-urban uses and encourage proper management of these areas. Each green wedge has unique features and will require a tailored management approach to promote and maintain its diversity*.

The Amendment is also consistent with Direction 7 – *A greener city*.

This direction includes:

- Policy 7.1 - *Ensure that water resources are managed in a sustainable way*
- Policy 7.5 - *Protect ground water and land resources*
- Policy 7.7 - *Protect native habitat and areas of important biodiversity through appropriate land use planning*.

The Amendment will provide a mechanism by which Council will be able to address potential impacts on water and land resources and protect habitat and biodiversity.

The Amendment is consistent with Planning Practice Note 42 *Applying the Rural Zones* in advancing the purpose of the zones including in the Green Wedge Zone in *protecting and conserving non-urban land outside of the Urban Growth Boundary (UGB) for its agricultural, environmental, historic, landscape, or recreational values, or mineral and stone resource* and in the Rural Conservation Zone in *primarily protecting and conserving rural land for its environmental features or attributes*.

**How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?**

The Amendment is consistent with State policy **11.01-1R Green wedges – Metropolitan Melbourne** where the objective of this clause is to *protect the green wedges of Metropolitan Melbourne from inappropriate development*.

The Amendment is also consistent with State policy **12 Environmental and Landscape Values** where in seeking to control the impacts of fill in rural areas, the Amendment advances the objectives of this policy where *Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified environmental and landscape values.*

The Amendment is particularly aligned to the objectives of State policy **13 Environmental Risks and Amenity**, with particular regard that *Planning should aim to avoid or minimise natural and human-made environmental hazards, environmental degradation and amenity conflicts.* With the green wedge covering 91 percent of the Shire, land filling is an environmental, health and safety issue. This type of activity is largely unregulated and can have negative impacts to the environment, landscape and amenity of the green wedge areas.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The Amendment supports the implementation of the LPPF. Specifically, the proposed Amendment advances the following local planning policies:

Clause 21.05-3 *Environment, Conservation & Landscapes* includes Objective 2 which seeks to ensure land use and development is assessed in the context of its potential effect on the wider catchment and encourages sustainable land management by:

- Encouraging coordinated environmental management of public and private land;
- Protecting the natural systems including land, air and water from pollution and detrimental activities in accordance with relevant State legislation including State Environment Protection Policies, best practice environmental management guidelines and approved catchment strategies; and
- Ensuring land use and development is consistent with identified land capability and environmental constraints and is managed to have minimum adverse impact on neighbouring properties and the catchment.

**How does the Amendment support or implement the Municipal Planning Strategy?**

Not applicable.

**Does the Amendment make proper use of the Victoria Planning Provisions?**

The Amendment seeks to ensure that the Victorian Planning Provisions are correctly applied through the correct application of zone provisions and reflects the current and future intended use of the land.

The Amendment will add a permit trigger for earthworks which involve the receipt, importation, stockpiling or placement of more than 100 cubic metres of fill on land within those specified zones.

Adding a planning permit trigger to the schedules to the Green Wedge and Rural Conservation Zones is the most appropriate application of the VPP for this type of planning permit trigger.

The majority of major earthworks and soil importation/dumping is occurring on land in these zones.

In this application, the new permit trigger is considered building and works under the parent clause 35.04-5 of the Green Wedge Zone and clause 35.06-5. As such, the council will be required to consider the decision guidelines in clauses 35.04-6 and 35.06-6 which include a range of general, rural, environmental, design and siting issues listed under those clauses.

**How does the Amendment address the views of any relevant agency?**

The views of relevant agencies will be sought during the public exhibition process, however both the EPA and Melbourne Water have been consulted in regard to the subject of this Amendment, and are generally supportive of the proposed Amendment and have noted that they (under their relevant operational Acts) cannot effectively regulate the issue of clean fill dumping in rural areas, and consider the planning scheme as the most effective control for such activities. Both agencies note an increased frustration by local authorities in dealing with this issue in rural areas.

**Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

The Transport Integration Act 2010 requires that a planning authority have regard to transport system objectives and decision-making principles where a planning scheme Amendment is likely to have a 'significant impact on the transport system'. There are no statements of policy principles relevant to the Amendment.

**Resource and administrative costs**

**What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The Amendment will lead to an increase in planning permit applications, however the resource and administrative costs associated with this are not expected to be significant and will be offset by a reduction in resources applied to managing the impacts of unregulated earthworks and the importation of fill.

**Where you may inspect this Amendment**

The Amendment can be inspected free of charge at the Nillumbik Shire Council's website at <https://participate.nillumbik.vic.gov.au/>

And/or

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Nillumbik Shire Council Offices

Civic Drive

Greensborough 3088

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at:

[www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection).

**Submissions**

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 3 June 2021.

A submission must be sent to:

Nillumbik Shire Council

Civic Drive (PO Box 476)

Greensborough 3088

Council's offices will be closed during the Covid-19 State of Emergency. If you require a hard copy, or if you have difficulty accessing the documents please contact the Strategic Planning team via [strategic.planning@nillumbik.vic.gov.au](mailto:strategic.planning@nillumbik.vic.gov.au).



**Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this Amendment:

- directions hearing: To commence in week of 30 August 2021
- panel hearing: To commence in the week of 21 September 2021



*Planning and Environment Act 1987*

**NILLUMBIK PLANNING SCHEME**

**AMENDMENT C131NILL**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Nillumbik Shire Council.

The Nillumbik Planning Scheme is amended as follows:

1. In **Zones** – Clause 35.04, replace the Schedule with a new Schedule in the form of the attached document.
2. In **Zones** – Clause 35.06, replace Schedule 1 with a new Schedule 1 in the form of the attached document.
3. In **Zones** – Clause 35.06, replace Schedule 2 with a new Schedule 2 in the form of the attached document.
4. In **Zones** – Clause 35.06, replace Schedule 3 with a new Schedule 3 in the form of the attached document.
5. In **Zones** – Clause 35.06, replace Schedule 4 with a new Schedule 4 in the form of the attached document.
6. In **Zones** – Clause 35.06, replace Schedule 5 with a new Schedule 5 in the form of the attached document.





**Planning  
Panels  
Victoria**

# **Nillumbik Planning Scheme Amendment C131nill Earthworks in the Green Wedge**

**Panel Report**

*Planning and Environment Act 1987*

**20 October 2021**



**How will this report be used?**

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue you should seek independent advice.

The planning authority must consider this report before deciding whether to adopt the Amendment.  
[section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31 (1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

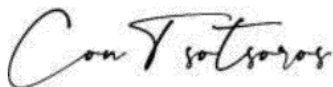
If approved by the Minister for Planning a formal change will be made to the planning scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

*Planning and Environment Act 1987*

Panel Report pursuant to section 25 of the PE Act

Nillumbik Planning Scheme Amendment C131nill

**20 October 2021**



Con Tsotsoros, Chair

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## Glossary and abbreviations

Council	Nillumbik Shire Council
MFPF	Draft Melbourne Future Planning Framework
PE Act	<i>Planning and Environment Act 1987</i>
Planning Scheme	Nillumbik Planning Scheme
VCAT	Victorian Civil and Administrative Tribunal

## Overview

Amendment summary	
The Amendment	Nillumbik Planning Scheme Amendment C131nill
Common name	Earthworks in the Green Wedge
Brief description	Amends the Green Wedge Zone Schedule and Rural Conservation Zone Schedules 1, 2, 3, 4 and 5 to require a permit trigger for earthworks which involve the receipt, importation, stockpiling or placement of more than 100 cubic metres of fill
Subject land	Land in the Green Wedge Zone and Rural Conservation Zone Schedules 1, 2, 3, 4 and 5
Planning Authority	Nillumbik Shire Council
Authorisation	6 December 2020
Exhibition	22 April to 3 June 2021
Submissions	<ol style="list-style-type: none"> <li>1. Colleen Hackett</li> <li>2. Peter and Deborah Thomson</li> <li>3. Peter Kean</li> <li>4. Andrew Ferraro</li> <li>5. Doug Seymour OAM</li> <li>6. Betty Russell</li> <li>7. Rex Niven</li> <li>8. Steve Jarvis</li> <li>9. Jenny Seed</li> <li>10. Friends of Nillumbik Inc</li> </ol>

Panel process	
The Panel	Con Tsotsoros (Chair)
Directions Hearing	By video conference, 31 August 2021
Panel Hearing	30 September 2021
Site inspections	There was no site inspection
Parties to the Hearing	<p>Nillumbik Shire Council represented by Bea Guevara, Leigh Northwood and Julie Paget</p> <p>Friends of Nillumbik Inc represented by Don Macrae</p> <p>Douglas Seymour OAM, who called expert evidence on land management and water quality from Scott Seymour of Aquatic Systems Management</p>
Citation	Nillumbik PSA C131nill [2021] PPV
Date of this report	20 October 2021



## Executive summary

The Nillumbik municipality includes one of Melbourne's green wedges, comprising significant areas of relatively intact biodiversity on public and private land. The Green Wedge Zone and Rural Conservation Zone apply to most of Nillumbik's green wedge.

The green wedge's location near Melbourne's northern growth corridor is attracting increased larger scale soil stockpiling on green wedge land. Council identified that certain earthworks can result in negative impacts which are inconsistent with zone and planning policy objectives. It subsequently conducted research, including consultation with Hume City Council which has successfully required a permit for larger scale earthworks in its green wedge for years. This work formed the basis for Nillumbik Planning Scheme Amendment C131nill (the Amendment).

The Amendment seeks to amend the Green Wedge Zone Schedule and Rural Conservation Zone Schedules 1, 2, 3, 4 and 5 to require a permit trigger for earthworks which involve the receipt, importation, stockpiling or placement of more than 100 cubic metres of fill. It was exhibited from 22 April to 3 June 2021 and received 10 submissions. Key issues raised in submissions related to whether the Amendment was strategically justified, the permit trigger threshold measure and whether it should include transitional provisions, application requirements, prohibiting certain earthworks, and increasing fines for damaging earthworks.

Council is commended for its proactive approach to the identified earthwork issues. The Amendment will enable Council to assess proposed larger scale earthworks to ensure acceptable environmental outcomes and alignment with planning policy and provisions.

For reasons set out in this report, the Panel concludes that the Amendment:

- is supported by, and implements, the Planning Policy Framework and is consistent with the relevant Ministerial Directions and Practice Notes
- will achieve net community benefit and sustainable development
- is well founded and strategically justified and should proceed.

### Permit trigger

The Amendment's proposed permit trigger threshold of 100 cubic metres is appropriate and justified and should include fertiliser in its measure. There is no justified reason to include transitional provisions for the proposed permit triggers.

### Application requirements

The Green Wedge Zone and Rural Conservation Zone enable their schedules to require a permit for earthworks but do not allow them to include provisions such as application requirements. There would be benefit in Council having an advisory note which informs green wedge property owners and tenants and prospective permit applicants about earthwork related objectives and guidance.

Environmental matters such as soil contamination should be regulated through existing legislation and enforced by the Environment Protection Authority.

### Other issues

A permit application proposing larger scale earthworks should be assessed on its own merits to determine whether its composition will result in unacceptable outcomes.

Enforcement and associated fines are outside the earthworks permit application process and therefore outside the scope of the Amendment.

**Recommendation**

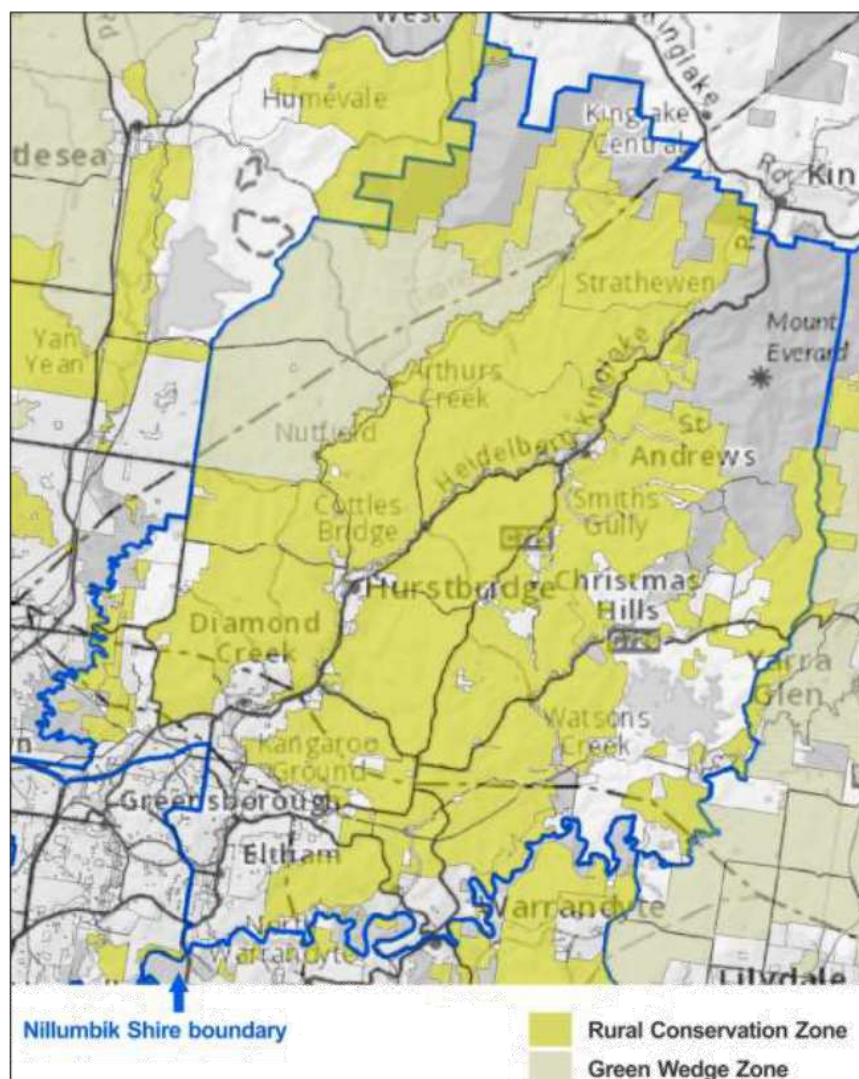
Based on the reasons set out in this Report, the Panel recommends that Nillumbik Planning Scheme Amendment C131nill be adopted as exhibited.

# 1 Introduction

## 1.1 The Amendment

The Amendment seeks to manage larger earthworks and fill in the Green Wedge and Rural Conservation Zones to help minimise potentially negative environmental, amenity and landscape impacts. To achieve this, it proposes to amend the Green Wedge Zone Schedule and Rural Conservation Zone Schedules 1, 2, 3, 4 and 5 to require a permit for earthworks which receive, import, stockpile or place more than 100 cubic metres of fill. The Amendment applies to land shown in Figure 1.

Figure 1 Subject land: Green Wedge and Rural Conservation Zones



Source: [www.vicplan.vic.gov.au](http://www.vicplan.vic.gov.au) and Planning Panels Victoria

## 1.2 Background

<b>2016</b>	The Victorian Civil and Administrative Tribunal (VCAT) upheld Council's decision (P571/2015) to refuse a planning permit for Earth Solutions Group's ongoing earthworks at 130 Chapel Lane, Doreen
<b>2019</b>	
Feb	Earth Solutions Group entered a contract with the owners of 265 Chapel Lane, Doreen to deposit soil excavated from other sites on the land
Apr-Jul	Following meetings and information exchanges, Council advised Earth Solutions Group that a planning permit was not required
<b>2020</b>	
Jul	Council identified a Planning Scheme breach and applied to VCAT for an enforcement order
28 Jul	Council resolved to: <ul style="list-style-type: none"> <li>- not support clean fill being disposed of on Green Wedge Zone or Rural Conservation Zone land unless it is for a direct agricultural purpose and less than 100 cubic metres</li> <li>- commence preparing a planning scheme amendment to achieve this outcome</li> <li>- request the Minister for Planning to introduce a 100 cubic metre clean fill limit in the Green Wedge Zone and Rural Conservation Zone schedules</li> </ul>
18 Aug	Council resolved to commence enforcement proceeding relating to the development of land at 265 Chapel Lane
25 Aug	Council resolved to advocate to the Minister for Planning to approve and gazette Amendment C130nill through section 20(4) of the <i>Planning and Environment Act 1987</i> (PE Act)
15 Sep	Council applied to VCAT for an enforcement order on the contravention at 130 Chapel Lane, Doreen [section 114 of the PE Act]
21 Sep	Council applied to VCAT for an interim enforcement order and enforcement order on activities at 265 Chapel Lane, Doreen [sections 114 and 120 of the PE Act]
27 Oct	Preliminary VCAT hearing for 265 Chapel Lane
9 Nov	VCAT compulsory conference for 265 Chapel Lane
15 Dec	Minister for Planning refused to authorise Amendment C130nill
<b>2021</b>	
23 Mar	Council resolved to request the Minister for Planning authorise Amendment C131nill
22 Apr	The Amendment exhibition commenced
3 Jun	The Amendment exhibition ended
22 Jul	A new Municipal Planning Strategy and new local policies replaced the Local Planning Policy Framework [Amendment C135nill]
27 July	Council resolved to request an independent planning panel
9 Sep	VCAT made its decision for 130 Chapel Lane



### 1.3 The Panel's approach

The Panel has assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme.

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, and submissions, evidence and other material presented to it during the Hearing. It has referred to the more relevant or determinative material in the Report. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Strategic justification
- Issues
  - Permit trigger
  - Application requirements
  - Prohibited earthworks
  - Increased fines for damaging earthworks.

## 2 Strategic justification

### 2.1 Planning context

The Amendment's Explanatory Report and Council's submission identify the following as being relevant to the Amendment:

- Planning objectives at PE Act sections 4(1)(a)(b) and (g)
- Planning Scheme policies:
  - Municipal planning strategy: Clause 2.03-4
  - Clauses 11.01-1R, 12 and 13
- Plan Melbourne Directions 1.4, 4.5, 7.1, 7.5 and 7.7
- Green Wedge Zone and Rural Conservation Zone provisions
- Ministerial Direction 11 and Planning Practice Notes 42 and 46.

Appendix A provides further details.

### 2.2 Submissions

#### (i) Council's submission

The Amendment is consistent with clauses and policies set out in Chapter 2.1 and Appendix A of this report.

About 91 per cent of the Nillumbik Shire comprises Green Wedge land located outside Melbourne's Urban Growth Boundary. Much of the municipality is of high environmental value, of which a significant amount is privately owned.

Plan Melbourne 2017-2050 – Draft Melbourne Future Planning Framework (MFPP) comprises of six Land Use Framework Plans to guide strategic land-use and infrastructure development for the next 30 years. The plans will provide a means of aligning state and local planning strategies and working collaboratively across government to implement Plan Melbourne. The purpose of the Land Use Framework Plans is to guide the application of Plan Melbourne's nine guiding principles, seven outcomes, 32 directions and 90 policies at a regional and local level.

The MFPP:

- includes policy for major housing development in the Northern Growth Corridor comprising the urban areas of Hume, Mitchell and Whittlesea
- identifies the need to:
  - ... protect and enhance the landscape and biodiversity of the Northern Metro Region, noting 'the Northern Metro Region's natural assets and green wedges form the basis of its amenity and biodiversity values' and 'as part of supporting ecosystem resilience in a changing climate and reducing potential impacts from urban encroachment, a range of planning policies and protections apply to the Northern Metro Region's green wedge areas.

The Northern Growth Corridor's proximity and easy access makes it attractive to dispose of site fill from growth areas into the Nillumbik Green Wedge. MFPP does not identify how to manage the impacts of regional growth on Green Wedges.

Plan Melbourne 2017-2050 Directions 1.4 and 4.5 and Policies 1.4.1, 4.5.1 and 4.5.2 support the protection of Green Wedge land. Some of Victoria's most productive agricultural land is located in green wedges therefore non-urban land uses need to be carefully planned and managed to

support productivity and to avoid irreversible changes. Green wedges and peri-urban areas have valued landscape attributes that need to be protected and enhanced for present and future generations.

The Planning for Melbourne's Green Wedges and Agricultural Land (Consultation Paper), Department of Environment, Land, Water and Planning, 2020:

- seeks to improve planning for Melbourne's green wedges and agricultural land and protect important values and features
- does not identify illegal soil stockpiling in the green wedge as an issue.

The Amendment seeks to regulate larger scale soil stockpiling to support Clause 2.01 of the Planning Scheme's Municipal Planning Strategy. It would achieve this by helping to protect the region's biodiversity, including its landscape values, waterways and waterbodies. The Amendment also supports Clause 2.03-1 by seeking to avoid soil erosion and salinity related problems.

#### **(ii) Other submissions**

Submissions which supported the Amendment stated that larger scale earthworks would:

- cause environmental damage, potential contamination, road safety issues, local infrastructure impacts
- damage the road surface and edges because the narrow roads were not designed for trucks
- result in unacceptable dust, noise, vibration and light emissions which affects neighbouring residents
- increase maintenance costs to ratepayers.

Council generally agreed with submissions that larger scale earthworks needed to be regulated to manage potential impacts.

One submission considered Council did not undertake sufficient strategic work to justify the proposed provisions.

## **2.3 Discussion and conclusion**

Council is commended for identifying earthwork issues and progressing the Amendment. Council:

- identified a growing issue of larger scale earthworks, particular because of its strategic location near Melbourne's northern growth corridor
- explained how such earthworks can affect the ability to meet green wedge related policy objectives and zone purposes
- conducted research, through among other means, including consultation with Hume City Council which has successfully applied the same earthwork permit triggers in its green wedge for years
- has selected the appropriate planning provisions for implementing its outcomes.

The Amendment will ensure that Council can assess proposed larger scale earthworks to decide whether they will:

- result on an acceptable outcome on the subject land which forms part of Nillumbik's broader significant area of biodiversity
- align with planning policy and provisions.

Without regulation, unmanaged larger scale earthworks may accumulate to a scale of environmental damage that results in net community disbenefit. The Panel is cognisant that issues sought to be addressed through the Amendment may be applicable to other green wedges around Melbourne. However, the Panel does not comment beyond the scope of the Amendment.

The Amendment will not address illegal soil stockpiling. This is an enforcement issue which sits outside the permit application process.

For the reasons set out in the following chapters, the Panel concludes that the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework
- is consistent with the relevant Ministerial Directions and Practice Notes
- is well founded and strategically justified
- will achieve net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme
- should proceed, having considered the more specific issues raised in submissions as discussed in the following chapters.



## 3 Issues

### 3.1 Permit trigger

#### (i) The issues

The issues are whether the proposed permit trigger threshold of 100 cubic metres:

- is appropriate and justified
- should exclude fertiliser from its measure
- should include transitional provisions.

#### (ii) Evidence and submissions

Council submitted that the proposed threshold:

- was informed through consultation with Hume City Council which confirmed the 100 cubic metre metric has been successful and effective as a trigger in the Hume Planning Scheme for the past seven years
- enables small agricultural works without the need for a planning permit
- requires a permit for larger earthworks which need to be assessed to understand potential impact and implement appropriate measures
- will not result in a significant number of applications, as demonstrated through the Hume City Council experience.

There were submissions which considered the proposed threshold should:

- be less than 100 cubic metres, with one suggesting 50 tonnes
- not measure the import and use of fertilisers needed to improve soil quality
- include transitional provisions so that earthwork projects which began before the approval date do not require a permit.

One submission queried:

- whether someone could repeatedly import less than 100 cubic metres without a permit to a volume which would have normally required a permit
- whether there should be a limit on the number of times soil could be imported on a property.

Another submitter objected to requiring a permit for earthworks on private land. They sought to complete the earth berm on their 20 acre property needed to reduce noise from traffic and motor bikes from neighbouring properties.

After considering all submissions, Council submitted:

- the 100 cubic metre permit trigger, which includes fertiliser, continues to be the appropriate threshold measure
- the largest fertiliser provider has not made a submission to the Amendment
- lowering the threshold measure:
  - may impact legitimate soil, fill and fertiliser requirements for agricultural uses
  - would require the Amendment to be re-exhibited to give property owners an opportunity to comment on this unexhibited additional burden

- there is no legitimate reason for transitional provisions because, as evidenced in the Hume municipality, only a small number of permits are expected and the threshold enables day-to-day agricultural activities.

**(iii) Discussion**

The Panel considers that Council has struck an appropriate balance between assessing larger scale earthworks while enabling smaller scale earthworks required for day-to-day activities without the need for a permit. The requirement would enable a property owner to apply for a planning permit for larger scale earthworks such as an earth berm so that Council can assess its potential impacts against the zone's purposes and relevant planning policies. Reducing the threshold to a smaller metric is unjustified and is likely to result in unnecessary regulatory burden.

Although the permit trigger would apply to about 65.4 per cent of land in the Nillumbik Shire, it is likely to generate a relatively small number of permit applications each year.

The Panel agrees with Nillumbik Shire that the permit trigger threshold has been applied in the Hume municipality for years with successful outcomes.

Council's justification for the permit threshold is sound and rational.

**(iv) Conclusions**

The Panel concludes:

- The proposed permit trigger threshold of 100 cubic metres is appropriate and justified and should include fertiliser in its measure.
- There is no justified reason to include transitional provisions for the proposed permit triggers.

## **3.2 Application requirements**

**(i) The issue**

The issue is whether application requirements can be specified through the Green Wedge Zone and Rural Conservation Zone Schedules.

**(ii) Evidence and submissions**

At the Hearing, a party called expert evidence on land management and water quality from Mr Seymour of Aquatic Systems Management. Mr Seymour provided an overview of soil types in the Northern Growth Corridor, noting the topsoils are generally low in sodicity.

He stated:

- earthworks should be managed through a permit application process
- a qualified engineer was needed in the permit process because soil management is complicated, which a planner would not understand
- there are many issues to be considered, including whether imported soil has unreasonable levels of sodium, acidity and magnesium, and whether it may result in soil explosion and subsequent erosion.

In response to questions at the Hearing, Mr Seymour agreed that an education program, including advisory information, was needed. This was to ensure that all parties are aware of potential

issues. He was concerned the property owner and operator “*simply have no idea as to the physical and chemical properties of the soils they are disposing off and hence no certainty can be had as to the likely success or failure of the filling operation and potentially high erosion of the same affecting both local and regional waterway quality and the land quality.*”

Council submitted that it conducted pre-application meetings and could provide advisory information to property owners at that stage.

**(iii) Discussion**

The Panel was not provided with opposing information to dispute the evidence of Mr Seymour. It supports having guiding information to inform property owners, tenants and prospective permit applications. This would be of most benefit to owners who may not be aware of potential issues associated with soil importation. It could also advise suitable qualified professionals about the type of information which should be included in their reports supporting a permit application.

The Green Wedge Zone and Rural Conservation Zone do not their schedules to specify application requirements. Advisory and guiding information could be available on Council’s webpage and referred to during a pre-application meeting with Council officers.

There are existing legislation and enforcement processes for managing environment matters such as soil contamination. The planning process should not duplicate these existing processes because it may confuse the two different processes, result in unintended consequences and cause potential delays.

**(iv) Conclusions**

The Panel concludes:

- The Green Wedge Zone and Rural Conservation Zone enable their schedules to require a permit for earthworks but do not allow provisions such as application requirements.
- There would be benefit in Council having an advisory note which informs green wedge property owners and tenants and prospective permit applicants about earthwork related objectives and guidance.
- Environmental matters such as soil contamination should be regulated through existing legislation and enforced by the Environment Protection Authority.

### **3.3 Prohibited earthworks**

**(i) The issue**

The issue is whether earthworks should be prohibited if:

- the proposed imported soil is dispersive
- the exchanged sodium percentage of the soil is greater than six per cent.

**(ii) Evidence and submissions**

One submission considered the following earthworks should be prohibited:

- dispersive imported soil, as determined by Emerson Slaking and Dispersion test results
- soil with greater than six per cent exchanged sodium.

Mr Seymour’s evidence on this matter is set out in Chapter 3.2 and is not repeated here.

Council submitted that it intends to assess each permit application on its merits against the decision guidelines and geotechnical report. It noted the Green Wedge Zone and Rural Conservation Zone Schedules already require a permit for earthworks which increase the discharge of saline groundwater.

**(iii) Discussion**

The Panel agrees with Council's submission. Council can assess a proposal to increase saline groundwater discharge through the permit application required in the Green Wedge Zone and Rural Conservation Zone Schedules. Both these schedules do not have the statutory ability to prohibit certain soil composition.

**(iv) Conclusion**

The Panel concludes a permit application proposing larger scale earthworks should be assessed on its own merits to determine whether its composition will result in unacceptable outcomes.

### **3.4 Increased fines for damaging earthworks**

A submission requested Council to lobby State Government to increase fines for road damage resulting from earthworks. For example, something in the hundreds of thousands of dollars for each incident and property, and if necessary, charged by the hour or day.

Council submitted:

- larger earthworks can permanently damage and impact the environment
- it had advocated to the Minister for Planning to increase fines for illegal soil stockpiling and vegetation removal
- this remains a State government matter and Council can only continue to advocate.

The Panel concludes that enforcement and associated fines are outside the earthworks permit application process and therefore outside the scope of the Amendment.



## Appendix A Planning context

### A1 Planning objectives

#### PE Act

The following planning objectives in section 4(1) of the PE Act:

- (a) to provide for the fair, orderly, economic and sustainable use, and development of land
- (b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity
- (g) to balance the present and future interests of all Victorians.

#### Planning Scheme

Table 1 summarises the Planning Policy Framework clauses relevant to the Amendment, as set out in the Explanatory Report.

**Table 1 State, regional and local policies**

Relevant clauses
<b>2 Municipal planning strategy</b>
<b>2.03 Strategic direction</b>
<b>2.03-4 Natural resource management</b>
To protect the green wedges of Metropolitan Melbourne from inappropriate development.
<b>11 Settlement</b>
<b>11.01 Victoria</b>
<b>11.01-1R Green Wedges – Metropolitan Melbourne</b>
To protect the green wedges of Metropolitan Melbourne from inappropriate development.
Protect areas of environmental, landscape and scenic value such as biodiversity assets, national and state parks, Ramsar wetlands and coastal areas.
<b>12 Environmental and Landscape Values</b>
Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified environmental and landscape values
<b>12.05-2S Landscapes</b>
To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.
<b>12.05-2L Rural landscapes in Nillumbik</b>
To encourage uses, buildings and works to maintain or enhance the landscape character of the locality, including any significant views to the site.
Locate buildings, earthworks (including internal roads and dams) and utility services to ensure minimal impact on the topography of the area.
<b>13 Environmental risks and amenity</b>
Planning should identify, prevent and minimise the risk of harm to the environment, human health, and amenity through:
- Land use and development compatibility.
- Effective controls to prevent or mitigate significant impacts.

#### Relevant clauses

##### **13.04-1S Contaminated and potentially contaminated land**

To ensure that contaminated and potentially contaminated land is used and developed safely.

##### **13.04-2L Managing erosion in Nillumbik**

Design and locate development, including earthworks, to maintain the natural topography where possible and reduce the potential for erosion and landslip problems by minimising cut and fill.

#### **14 Natural resources management**

##### **14.01 Agriculture**

##### **14.01-2L Sustainable agricultural land use**

Protect rural land from development, including subdivision, that adversely impacts the ability of the land to undertake sustainable land management practices.

##### **14.02 Water**

##### **14.02-2S Water quality**

To protect water quality.

Discourage incompatible land use activities in areas subject to flooding, severe soil degradation, groundwater salinity or geotechnical hazards where the land cannot be sustainably managed to ensure minimum impact on downstream water quality or flow volumes.

## **A2 Other relevant planning strategies and policies**

### **Plan Melbourne**

*Plan Melbourne 2017-2050* sets out strategic directions to guide Melbourne's development to 2050, to ensure it becomes more sustainable, productive and liveable as its population approaches 8 million. It is accompanied by a separate implementation plan that is regularly updated and refreshed every five years.

Plan Melbourne is structured around seven Outcomes, which set out the aims of the plan. The Outcomes are supported by Directions and Policies, which outline how the Outcomes will be achieved. The following directions and policies are relevant to the Amendment:

- Direction 1.4: Support the productive use of land and resources in Melbourne's non-urban areas
  - Policy 1.4.1: Protect agricultural land and support agricultural production
- Direction 4.5: Plan for Melbourne's green wedges and peri-urban areas
  - 4.5.1: Strengthen protection and management of green wedge land
  - 4.5.2: Protect and enhance valued attributes of distinctive areas and landscapes
- Policy 7.1: Ensure that water resources are managed in a sustainable way
- Policy 7.5: Protect ground water and land resources
- Policy 7.7: Protect native habitat and areas of important biodiversity through appropriate land use planning.

## **A3 Planning scheme provisions**

The Amendment affects the land in the Green Wedge Zone and Rural Conservation Zone. The Environmental Significance Overlay and the Significant Landscape Overlay apply to a significant portion of the Nillumbik Green Wedge. A common zone and overlay purpose is to implement the

Municipal Planning Strategy and the Planning Policy Framework. Their other purposes are shown in Table 2.

**Table 2 Zone purposes**

Zone and overlays	
Zones	
<b>Green Wedge</b>	<p>To provide for the use of land for agriculture.</p> <p>To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources.</p> <p>To encourage use and development that is consistent with sustainable land management practices.</p> <p>To encourage sustainable farming activities and provide opportunity for a variety of productive agricultural uses.</p> <p>To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.</p> <p>To protect and enhance the biodiversity of the area.</p>
<b>Rural Conservation</b>	<p>To conserve the values specified in a schedule to this zone.</p> <p>To protect and enhance the natural environment and natural processes for their historic, archaeological and scientific interest, landscape, faunal habitat and cultural values.</p> <p>To protect and enhance natural resources and the biodiversity of the area.</p> <p>To encourage development and use of land which is consistent with sustainable land management and land capability practices, and which takes into account the conservation values and environmental sensitivity of the locality.</p> <p>To provide for agricultural use consistent with the conservation of environmental and landscape values of the area.</p> <p>To conserve and enhance the cultural significance and character of open rural and scenic non urban landscapes.</p>
Overlays	
<b>Environmental Significance</b>	<p>To identify areas where the development of land may be affected by environmental constraints.</p> <p>To ensure that development is compatible with identified environmental values.</p>
<b>Significant Landscape</b>	<p>To identify significant landscapes.</p> <p>To conserve and enhance the character of significant landscapes.</p>

## A4 Ministerial Directions and Practice Notes

### Ministerial Directions

The Explanatory Report discusses how the Amendment meets the relevant requirements of Ministerial Direction 11 (Strategic Assessment of Amendments) and *Planning Practice Note 46: Strategic Assessment Guidelines*, August 2018 (PPN46). That discussion is not repeated here.

### Planning Practice Note 42 (Applying the rural zones)

Planning Practice Note 42 guides a planning authority about:

- the strategic work required to apply the Farming Zone, Rural Activity Zone, Rural Conservation Zone, Green Wedge Zone, Green Wedge A Zone and Rural Living Zone
- the purposes and features of each zone and where they may be applied.



## Appendix B    Document list

No.	Date	Description	Provided by
2021			
1	9 Aug	Panel Directions Hearing letter	Planning Panels Victoria
2	22 Sep	Expert evidence – Brian Seymour	Doug Seymour
3	23 Sep	Part A submission with 18 attachments	Council
4	29 Sep	Part B submission with three attachments	Council
5	29 Sep	Hearing submission	Doug Seymour
6	29 Sep	Hearing submission	Friends of Nillumbik
7	30 Sep	Closing submission	Council

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# 2021-22 Country Football and Netball Program

## GUIDELINES

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## MESSAGE FROM THE MINISTER

Regional Victoria is home to some of the state's top football and netball leagues. They deserve modern, accessible and safe infrastructure that they can be proud of. We want to make it easier for everyone – players, coaches, umpires, kids and club supporters – to stay involved in the game they love, while encouraging the community to lead healthy and active lifestyles.

That's why the Victorian Government is proud to be kicking in \$5 million to support clubs grow and sustain participation and help communities thrive through the *Country Football and Netball Program*.

The program upgrades and develops infrastructure for football and netball clubs across rural and regional Victoria and outer Metropolitan communities so they can meet growing demand and welcome even more members.

It's a partnership with the AFL, AFL Victoria and Netball Victoria to help football and netball clubs across the state, because everybody deserves equal facilities, no matter where they live.

Grants of up to \$150,000 are available to deliver projects such as redeveloping and building new ovals and netball courts, installing sports lighting, and building new and redeveloped pavilions.

This round there's a focus on supporting communities who have recently experienced natural disasters or communities that are experiencing socio-economic disadvantage, strong population growth or other economic challenges.

Launched in 2005, the program has invested more than \$30 million to more than 500 projects across the state.

The program reflects our major commitment to health and wellbeing, economic activity and local jobs, diversity, inclusion, and boosting the capacity of communities to attract and host local and regional competitions and events.

I'm delighted to welcome applications to the *Country Football and Netball Program* which will be allocated over two rounds in 2021-22. I look forward to seeing new and exciting projects benefitting even more Victorians as part of the program.



THE HON ROS SPENCE MP  
Minister for Community Sport





## 2021-22 COUNTRY FOOTBALL AND NETBALL PROGRAM

### 1.1 About the Country Football and Netball Program

The *Country Football and Netball Program (CFNP)* is a \$5 million Victorian Government investment program that provides funding to assist grassroots country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations.

Delivered over two rounds and administered by Sport and Recreation Victoria, the CFNP will support the development of high-quality, accessible community football and netball infrastructure.

Through the improvement of football and netball facilities in rural, regional and outer metropolitan areas, the CFNP will support the sustainability of country football and netball clubs into the future.

### 1.2 Why is the Victorian Government supporting these grants?

The *Country Football and Netball Program (CFNP)* was established in response to the Parliamentary Rural and Regional Services and Development Committee's Inquiry into Country Football Report, tabled in State Parliament in December 2004.

The CFNP promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), country football and netball clubs, associations

and umpiring organisations, schools, and community organisations. The program aims to improve football and netball participation consistent with the strategic directions identified in *Active Victoria: A strategic framework for sport and recreation 2017 – 2021*.

The CFNP is underpinned by the Department of Jobs, Precincts and Regions' priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions, and nurturing inclusive communities.

### 1.3 Objectives of the Program

Strong, active and healthy communities need high-quality, accessible, well-designed and well-managed infrastructure to conduct sport and active recreation activities. Developing football and netball infrastructure that supports participation and inclusion of women and girls and other under-represented groups along with disadvantaged communities, while boosting local economic activity is a priority for the Victorian Government.

The CFNP aims to achieve this by:

- Upgrading existing and constructing new football and netball infrastructure that will increase or maintain participation.
- Fostering inclusive, diverse, accessible and responsible development through universal design, environmental sustainability, and strategically planned facilities.

- Encouraging involvement of football and netball organisations in planning and developing facilities.
- Encouraging collaboration between LGAs, Sport and Recreation Victoria (SRV), AFL, AFL Victoria, Netball Victoria, country football and netball clubs, associations and umpiring organisations, schools, and community organisations to actively promote diverse, inclusive cultures and programs that increase or maintain football and netball participation.
- Supporting multi-sport outcomes, where football and/or netball are the primary beneficiary.
- Supporting access to football and netball development and pathway programs by improving access to higher quality facilities.
- Developing local economic activity through the planning, building, activating, maintaining and managing of redeveloped or new infrastructure.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians, including Aboriginal Victorians, people with a disability, seniors, disengaged youth, culturally and linguistically diverse (CALD) communities, women and girls, LGBTIQ people and socio-economically disadvantaged communities. The Victorian Government is committed to supporting greater opportunities for all Victorians, and the CFNP will prioritise projects that will support participation of these groups.

## 1.4 Outcomes of the Program

The CFNP reflects the Victorian Government's commitment to securing the many benefits of football and netball participation. This includes supporting Victorians particularly in disadvantaged communities to achieve better health, social, and economic outcomes through the construction, programming and activation of community football and netball infrastructure. The CFNP will invest in proposals that can demonstrate commitment to the following outcomes:

- Develop new or maintain existing participation opportunities in football and/or netball, where there is a risk to participation decline.
- Improve diversity and inclusiveness in participation by prioritising projects that provide opportunities for under-represented groups (such as women and girls, people with a disability), as outlined in *Active Victoria*.
- Support gender equality in participation, coaching, administration, umpiring and volunteering.
- Improve physical and mental health, social and economic outcomes for traditionally disadvantaged

communities such as low socio-economic areas, growth areas, and communities experiencing long-term disadvantage.

- Develop multi-use, shared and co-located facilities.
- Collaborate with AFL Victoria, Netball Victoria or other relevant peak bodies.

**Participation is defined as engaging in playing, coaching, officiating or volunteering in a sport or active recreation activity.**

## 1.5 Investment Priorities

Priority will be given to projects:

- Supporting communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g. economic challenges).
- Demonstrating specific participation outcomes for disadvantaged communities and under-represented groups, including women and girls, Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, and LGBTIQ people.
- Demonstrating economic lift in the form of job creation during construction and operation, non-government investment in the facility and participant and event attraction.
- Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design.
- Projects or facilities on school land that can demonstrate multi-use opportunities and ensure long-term community access. (Please see **Section 5.2** for information regarding facilities on school land).
- Projects that include lighting elements are encouraged to include LED lighting solutions and will be prioritised accordingly.



## ELIGIBILITY

### 2.1 Eligible Applicants

Only rural, regional and outer metropolitan Local Government Authorities (LGAs) are eligible to apply directly to the CFNP. Applications must be submitted by an authorised representative of an LGA.

**Applications received directly from clubs, associations, umpiring organisations, schools, community organisations and businesses will not be considered for funding.**

LGAs must discuss their project/s with their Sport and Recreation Victoria and peak body (i.e. AFL Victoria or Netball Victoria) representatives before submitting their application/s to receive advice about developing projects that meet the program objectives.

All applications will be assessed against the CFNP objectives and assessment criteria in **Section 4**.

An **Expression of Interest for Community Organisations Form** has been developed. The purpose of this form is to assist country football and netball clubs, associations and umpiring organisations, schools, and community organisations liaise directly with their LGA on possible applications to the program. Community organisations are advised to contact their LGA about timelines and processes for expressions of interest.

### 2.2 Eligible Projects

The types of projects that are eligible for support include:

- Developing new or redeveloping change rooms and pavilions to increase capacity, inclusion and safety.
- Developing new or redeveloping sports ovals and courts to increase capacity and safety.
- Sports lighting that improves facility capacity and participant safety. Requests for replacement of lighting with LED lights are not eligible unless part of a new lighting installation.
- Projects that result in energy or water efficiency, with a direct impact on participation, such as warm season grass conversions.
- Infrastructure on school land with confirmed community use.
- Projects that benefit multi-sport outcomes where football or netball is the primary beneficiary.

**Construction of projects must commence within six (6) months and be completed within 18 months of executing a funding agreement with the Department of Jobs, Precincts and Regions.**

## 2.3 Funding Details

Eligible organisations **may submit up to three applications**, however the total funding sought cannot exceed \$150,000 per LGA, per round and no application can exceed the **maximum grant amount of \$150,000**.

Each application submitted may contain one of the following:

- One project.
- Multiple projects of differing scope at one site.
- Multiple projects of a similar scope across different sites.

Applicants must approve and underwrite any in-kind contribution from third parties.

Applications may include project management fees of up to 7.5 per cent of the total project cost that is exclusive of GST.

Applicants must address the assessment criteria at **Section 4** and provide the list of supporting documentation as per **Section 5**.

## 2.4 Funding Ratios

Sport and Recreation Victoria funding towards total project costs (excluding GST) will be based on the following ratios:

FUNDING AVAILABLE	LOCAL GOVERNMENT AUTHORITY	FUNDING RATIOS
Up to \$150,000**	Rural	SRV \$2 : \$1 local
	Ballarat, Greater Bendigo, Greater Geelong, Mornington Peninsula, Nillumbik, Yarra Ranges	SRV \$15 : \$1 local
	Cardinia, Casey, Hume, Melton, Mitchell, Whittlesea, Wyndham	SRV \$2 : \$1 local
	Greater Dandenong, Kingston, Frankston*	SRV \$1 : \$1 local

\* Only football or netball clubs competing in leagues affiliated with AFL Victoria Country are eligible to receive funding.

\*\*Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost.





## APPLICATION AND ASSESSMENT PROCESS

### 3.1 Application Process

#### Step One: Contact Sport and Recreation Victoria

Eligible applicants must discuss project ideas with Sport and Recreation Victoria and peak body (i.e. AFL Victoria or Netball Victoria) representatives before submitting an application. Applicants will be provided:

- High level advice on the most appropriate funding opportunity for projects.
- Guidance on the development of proposals that have merit, that align with the CFNP's objectives and that are ready to proceed.
- High-level design advice that complies with football and netball facility standards.

#### Step Two: Submit application and documentation

Eligible applicants must submit an application via the Sport and Recreation Victoria website, addressing the assessment criteria as per **Section 4** and separately email all supporting documents to [cfnp@sport.vic.gov.au](mailto:cfnp@sport.vic.gov.au)

Applications can be submitted anytime (via the below link) from the opening of the program to the closing date. Applications should only be submitted when all documentation is complete and ready to be assessed.

[sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program](https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program)

All applications must be submitted and supporting documents emailed, copying in your Sport and Recreation Victoria representative, by **5:00pm on Tuesday 22 June 2021**.

Please see **Section 5** for a list of the required supporting documentation along with instructions on how to submit supporting documentation.

If you need further assistance with applying online, please contact Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays. Further questions on this program can also be directed to [cfnp@sport.vic.gov.au](mailto:cfnp@sport.vic.gov.au).

### 3.2 Guidance

These Guidelines and any discussions you may have with Sport and Recreation Victoria staff are for information only, and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Funding Agreement. Applications are at the cost of the applicant.

All projects must demonstrate a commitment to implementing Universal Design principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.



Applications may include project management fees of up to 7.5 per cent of the total project cost that is exclusive of GST.

Applicants are encouraged to explore and confirm funding contributions that demonstrate stakeholder commitment to the project/s. Stages of a larger facility development may seek support from the program, providing the stage addresses the assessment criteria and is eligible.

Projects on school land and private land are eligible but will be subject to the establishment of a legally binding agreement between the organisation and LGA to ensure ongoing public access. For these applications to be eligible, LGAs should provide the required supporting documents outlined in **Section 5**.

Applicants wanting to undertake prefabricated and modular design and construct projects are eligible. However, applicants are required to submit a detailed area schedule rather than schematic plans (although plans can be submitted if available). These projects must be permanent buildings, rather than temporary facilities to ensure long-term benefits for local communities.

### 3.3 Assessment Process

A *Country Football and Netball Program Steering Committee* has been formed to oversee this program including the assessment of applications. The committee comprises representatives from Sport and Recreation Victoria, Regional Development Victoria, Australian Football League (AFL), AFL Victoria and Netball Victoria.

Only eligible applications will be assessed and considered for funding by the department. An application must address all assessment criteria as per **Section 4**. Claims made against each criterion must be substantiated with evidence.

**The department reserves the right not to assess an application should insufficient information be provided, including responses to assessment criteria, and supporting documentation.**

Applications will be considered against the assessment criteria by Sport and Recreation Victoria staff and then reviewed by a Moderation Panel. The Moderation Panel will consider the Investment Priorities outlined at **Section 1.5** before making recommendations to the Minister for Community Sport. The *Country Football and Netball Program Steering Committee* will oversee this process and review final recommendations.

Consideration will also be given to:

- LGA performance and the organisation's capacity to deliver the project on time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

Decisions by the Minister for Community Sport regarding funding are final and no further correspondence shall be entered into regarding such decisions. However, applicants can seek feedback on unsuccessful applications from Sport and Recreation Victoria.





### 3.4 Timelines

Two rounds of funding have been confirmed with the timelines for each round detailed below.

#### 2021-22 CFNP - Round One

APPLICATIONS OPEN	APPLICATIONS CLOSE	NOTIFICATION OF OUTCOMES	CONSTRUCTION COMMENCEMENT	CONSTRUCTION COMPLETION
April 2021	22 June 2021	September 2021	March 2022 No later than 6 months from execution of the funding agreement	March 2023 No later than 18 months from execution of the funding agreement
				

#### 2021-22 CFNP - Round Two

APPLICATIONS OPEN	APPLICATIONS CLOSE	NOTIFICATION OF OUTCOMES	CONSTRUCTION COMMENCEMENT	CONSTRUCTION COMPLETION
September 2021 (exact date TBC)	1 December 2021	February onwards 2022	August 2022 No later than 6 months from execution of the funding agreement	August 2023 No later than 18 months from execution of the funding agreement
				



## ASSESSMENT CRITERIA

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve relevant stakeholders and are clear about what they are aiming to achieve. Every application will be carefully considered and will take into account all of the below assessment criteria.

LGA's will need to address and respond to the following application questions and are also required to provide evidence and documentation to support the application. A detailed table of the mandatory and desired documents can be found in the supporting documentation checklist at **Section 5**.

CRITERIA	WEIGHT	QUESTIONS
Project Need	25%	<p>1. What football and/or netball participation issue/s is the project seeking to address? Explain in detail why the project is required. Detail how the project scope will address the football and/or netball participation issue/s identified?</p> <p><i>Applications should indicate how the project need is supported by planning e.g. LGA plans, masterplans, alignment with AFL Victoria's Football Facilities Development Strategy 'Growing the Heartland' and/or Netball Victoria's Statewide Facilities Strategy.</i></p>
Project Outcomes	40%	<p>2. Outline current football and/or netball participation activities and how participation will increase through future activities, programs and activations resulting from the project.</p> <p>3. Describe the new opportunities and initiatives that improve inclusion and diversity by under-represented groups and disadvantaged communities including Aboriginal Victorians, people with a disability, disengaged young people, culturally and linguistically diverse communities, women and girls, LGBTIQ people and socio economically disadvantaged communities, as a result of the project.</p> <p><i>This may include initiatives, policies or practices currently being undertaken or that will be implemented in the future to reinforce the impact of the project (e.g. club-based gender equity plan, priority access).</i></p>
Community and Stakeholder Engagement	20%	<p>4. Detail the community consultation and stakeholder engagement that has occurred in relation to the project.</p> <p>Evidence must be provided of community consultation and its findings where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts).</li> <li>Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).</li> </ul>
Project Readiness	15%	<p>5. Outline the planning undertaken so far to deliver this project. Outline what steps will be taken to deliver the project.</p> <p><i>The quality of supporting documentation will also be considered in assessing this criterion.</i></p>





## SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION	REQUIREMENT
Site specific plan / aerial map showing location of proposed project.	Mandatory
<p>Site specific schematic plans developed with stakeholder input including clear dimensions, measurements and scale.</p> <p>The plans should support compliance against AFL's Preferred Facilities Guidelines and/or Netball Victoria's Facilities Guidelines.</p> <p><i>Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.</i></p>	Mandatory
<p>If total project cost is over \$1 million (excluding GST): Quantity survey, tender price or independent qualified expert report (must be less than 12 months old).</p> <p>If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (must be less than 12 months old).</p>	Mandatory
<p>Evidence confirming any additional funding required to complete the project.</p> <p>Evidence of council funding should be in relation to the total funding being contributed e.g. letter from CEO.</p> <p><i>Where funding from a club is indicated, current bank statement/s evidencing that amount is held by the club must be provided with a letter from a club authorised officer committing that funding amount.</i></p>	Mandatory
Relevant sections of LGA reports/plans/strategies/community consultation to support the project (please do not attach entire documents).	Mandatory
Letters of support from clubs and organisations that clearly indicate how the group will either support or benefit from the project.	Mandatory
Project Management Framework - <a href="#">Template available</a>	Mandatory

SUPPORTING DOCUMENTATION	REQUIREMENT
Detailed Schedule of Use detailing current and future participation – <a href="#">Template available</a>	Mandatory
Completed <a href="#">Fair Play Code Form</a> for Tenants from all clubs and/or associations that are tenants of the facility (formerly Victorian Code of Conduct for Community Sport).	Mandatory
Attach evidence that the <a href="#">Aboriginal Heritage Planning Tool</a> ( <i>Aboriginal Heritage Act 2006</i> ) has been completed.	Mandatory
Evidence of community consultation and its findings where there is any impact of the proposed project on residential or community amenity. Evidence must include: <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. onsite consultation, letter box drop, social media posts).</li> </ul> Community consultation findings and outcomes of any formal engagement (e.g. community consultation report, master plan, Council report).	Mandatory (if applicable)
Lighting Plans including lux charts that are site specific for lighting projects (where lighting is requested in the project scope).	Mandatory (if applicable)
Completed <a href="#">in-kind and voluntary labour support form</a>	Mandatory (if applicable)
For projects on school land (if applicable, see Section 5.2): <ul style="list-style-type: none"> <li>A completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement.</li> <li>A letter from the Department of Education and Training central office that indicates endorsement of the project.</li> </ul>	Mandatory (if applicable)
A legally binding land-use agreement for projects located on private land.	Mandatory (if applicable)
Site investigation documents e.g. Geotech report (where available).	Desired
Project Governance Framework – <a href="#">Template available</a>	Desired
Business or Feasibility Planning Documents.	Desired
Facility Management Plan.	Desired
Environmentally Sustainable Design report(s) and budget.	Desired
Access audits (where available).	Desired

## 5.1 Submitting supporting documentation

Please ensure all documents are clearly named (e.g: Plans – Project Name, Costs – Project Name, etc).

Once all documents have been obtained, please zip them all into one compressed folder and email to [cfnp@sport.vic.gov.au](mailto:cfnp@sport.vic.gov.au).

You must also quote your project name in the subject line of your email. Please see instructions below on how to zip files into a compressed folder.

### Compressing files into a compressed folder

**Select all files** using your mouse, then **right click**, select **Send to** and then select **Compressed (zipped) folder**. This will prompt a **Save** window allowing you to save all selected files into one compressed folder.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into zip folders and email them separately (e.g.: Part 1 – Project Name, Part 2 – Project Name, etc.).

Please email [cfnp@sport.vic.gov.au](mailto:cfnp@sport.vic.gov.au) if you experience any issues with emailing your supporting documentation.

## 5.2 Facilities on school land

For projects on school land, a Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding (schools can access this document from the Department of Education and Training website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.

A letter from the Department of Education and Training central office must also be provided that indicates endorsement of the project. Applicants requesting this letter should email [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au).

Projects in non-government schools are also eligible for funding through LGAs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.



## TYPES OF ACTIVITIES THAT WILL NOT BE FUNDED

- Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by Sport and Recreation Victoria before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions).
- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings considered temporary or not permanent in nature or intended use.
- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the program.
- Scoreboards, behind goal netting, coaches' boxes and other supporting infrastructure unless considered a minor component of a larger project.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out).
- Projects previously funded by Sport and Recreation Victoria unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation to be supported by the program.
- The replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident.



- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The program may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Jobs, Precincts and Regions may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Applications where the recipient organisation/s receive revenue from electronic gaming machines will be given a lower priority.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.



## CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

### 7.1 Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Jobs, Precincts and Regions (DJPR). Funding Agreements must be signed and returned to DJPR within 4 weeks of receiving the Funding Agreement and letter.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants view the template funding agreement on the Sport and Recreation Victoria website. The funding agreement will include reference to the following:

- That *Country Football and Netball Program* funded projects will have 6 months to commence project works.
- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding.
- A Funding Agreement is required to be executed (signed) by both parties. The Agreement sets out the:
  - activity details
  - funding amounts
  - agreed milestones and payments
- outcomes reporting and other reporting requirements
- acknowledgement and publicity requirements
- other activity specific requirements
- notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule unless changes are agreed to in writing.
- The CFNP projects are to commence within six (6) months and be completed and all funds claimed within 18 months of execution of a Funding Agreement.
- The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at the Sport and Recreation Victoria website [sportvic.gov.au](http://sportvic.gov.au).
- A request to vary the timing of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing works. Timing variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in timing.
- A request to vary the scope of an approved project can only be approved by the Minister for Community Sport. A formal process and documentation to request a change of scope is provided on Sport and Recreation Victoria's website.

- LGAs must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the funding agreement.
  - LGAs are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects.
  - An LGA Officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
    - A Project Management Framework\* must be completed for all projects.
    - LGAs must secure Sport and Recreation Victoria's endorsement of key documents such as schematic plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner.
    - LGAs must provide project acquittal documentation as required.
    - LGAs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
  - Successful applicants will need to develop a participation plan prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
  - Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Jobs, Precincts and Regions publications, 12 months after project acquittal.
- \* A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from the Sport and Recreation Victoria website.

## 7.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Country Football and Netball Program*. Promotional guidelines form part of the funding agreement and include the requirement that

all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the [Sport and Recreation Victoria: Infrastructure Grants Acknowledgement and Publicity Guidelines](#), available on Sport and Recreation Victoria's website.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

## 7.3 Payments

Payments will be structured with 90 per cent paid upon an executed funding agreement and 10 per cent paid upon final acquittal.

Payments will be made conditional upon:

- the Funding Agreement having been executed by both parties
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department
- other terms and conditions of funding continue to be met

## 7.4 Performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. LGAs are expected to deliver milestones and acquit projects within the prescribed timeframes. Poor past performance will be considered when assessing applications and may be reason for projects not being recommended.

This will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue milestones and whether they have requested a variation
- organisations have already completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation
- organisations have a large number of current projects and capacity to deliver additional projects isn't well evidenced.

## 7.5 Privacy

The Department of Jobs, Precincts and Regions is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting.

This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

To obtain a copy of the Department of Jobs, Precincts and Regions Privacy Policy, please email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).

For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email [info@sport.vic.gov.au](mailto:info@sport.vic.gov.au).





## RESOURCES AND ADDITIONAL INFORMATION

Sport and Recreation Victoria has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the Sport and Recreation Victoria website [sport.vic.gov.au/grants-and-funding/our-grants](https://sport.vic.gov.au/grants-and-funding/our-grants)

### 8.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on Sport and Recreation Victoria's website. These include but are not limited to:

- Schedule of Use.
- Project Management Framework.
- Project Governance Framework.
- Fair Play Code for Tenants.

For more information and a copy of these forms and templates please visit:

[sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program](https://sport.vic.gov.au/grants-and-funding/our-grants/country-football-and-netball-program)

### 8.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. Sport and Recreation Victoria's The Design for Everyone Guide incorporates the Universal Design Principles approach

to best practice facility design. This is available at [sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide/overview-universal-design)

### 8.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible.

### 8.4 Voluntary Labour and In-kind Support

Applicants may claim in-kind expenses to a maximum of 50 per cent of the total project cost. More information can be found at [sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form](https://sport.vic.gov.au/resources/documents/kind-and-voluntary-support-form)

### 8.5 Fair Play Code

The facility tenant club(s) are expected to adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) or related state sporting association Code of Conduct. More information can be found at [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)



## 8.6 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project. More information can be found at [aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans](http://aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans)

## 8.7 Future Proofing Community Sport and Recreation Facilities

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs.

[Future Proofing Community Sport & Recreation Facilities A Roadmap for Climate Change Management for the Sport and Recreation Facilities Sector](#)

A supporting online resource 'No Planet No Play' has also been developed for clubs. Clubs are encouraged to undertake a self-assessment to identify opportunities to improve the sustainability of their operations.

These guidelines are subject to changes at the discretion of the Minister for Community Sport.

Authorised and published by the Victorian Government Department of Jobs, Precincts and Regions

1 Spring Street Melbourne Victoria 3000

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To receive this publication in an accessible format, please Business Victoria on 1800 325 206 between 9.00am and 5.00pm weekdays, using the National Relay Service 13 36 77 if required.

Available at Sport and Recreation Victoria's website [sport.vic.gov.au](http://sport.vic.gov.au)

DJPR-13349-140421



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Precincts  
and Regions

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# 2021–22 Local Sports Infrastructure Fund

GUIDELINES



Jobs,  
Precincts  
and Regions



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## MESSAGE FROM THE MINISTER

Whether it's helping community sport through the pandemic or making facilities more accessible, the Victorian Government is committed to supporting communities and sporting clubs upgrade or build new community sport and active recreation infrastructure to ensure more Victorians can secure the benefits of participating in sport and active recreation.

That's why I'm pleased to announce applications for the *2021-22 Local Sports Infrastructure Fund* are now open.

The *2021-22 Local Sports Infrastructure Fund* will provide up to \$27 million to plan and deliver new and improved infrastructure across the state, with a particular focus on providing facilities to encourage more women and girls to participate.

With overwhelming demand for infrastructure, the LSIF will invest in projects through five funding streams including Indoor Stadiums & Aquatics Facilities, Female Friendly Facilities, Community Sports Lighting, Community Facilities, and Planning.



THE HON ROS SPENCE MP  
Minister for Community Sport

Better facilities allow clubs to take on more players, host more events and draw bigger crowds, creating a real buzz in the community and boosting local economies.

That's why I urge Local Government Authorities and Alpine Resort Boards to work with their communities to apply for funding and kick start new projects that can make a real difference to people's lives.

The LSIF builds on the more than \$1.1 billion invested by the Victorian Government in community sport and active recreation infrastructure since 2014.

These investments support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive.

I look forward to seeing new and exciting projects supported through the *2021-22 Local Sports Infrastructure Fund*.



## THE 2021-22 LOCAL SPORTS INFRASTRUCTURE FUND

### 1.1 About the 2021-22 Local Sports Infrastructure Fund

The *2021-22 Local Sports Infrastructure Fund (LSIF)* is a state-wide competitive Victorian Government investment program that funds the development of high-quality, accessible community sport and active recreation infrastructure.

The LSIF promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resort Boards (ARBs), sport leagues and associations, sporting clubs, schools, educational institutions and community organisations.

The LSIF is underpinned by the Department of Jobs, Precincts and Regions' (DJPR) priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities. The LSIF is administered by Sport and Recreation Victoria (SRV) on behalf of DJPR.

### 1.2 Objectives of the LSIF

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure to conduct sport and active recreation activities. Developing infrastructure that supports increased participation in disadvantaged communities and by under-represented groups, while driving local economic activity, are priorities for the Victorian Government.

The LSIF aims to achieve this by:

- Investing in high-quality community sport and active recreation infrastructure to boost participation opportunities.
- Investing in infrastructure that extends capacity and encourages flexible, multi-use, shared and integrated services and facilities.
- Advancing inclusive and accessible development by ensuring investments are universally designed, environmental sustainable and strategically planned.

- Encouraging collaboration with sporting clubs, leagues and associations, state sporting associations, schools, service providers, facility managers and community organisations to deliver outcomes.

Rates of participation in sport and active recreation are well below the state average for many groups of Victorians. These under-represented groups include:

- Aboriginal Victorians
- culturally and linguistically diverse (CALD) communities
- Disengaged Young People
- LGBTIQ+ people
- people with a disability
- Seniors (people aged 60 years and over)
- socio-economically disadvantaged communities.
- women and girls.

The Victorian Government is committed to supporting greater opportunities for all Victorians, and the 2021-22 LSIF will prioritise projects that support participation by these groups.

### 1.3 Outcomes of the LSIF

The LSIF reflects the Victorian Government's commitment to securing the many benefits of participating in sport and active recreation. This includes supporting Victorians, particularly disadvantaged communities to achieve better health, wellbeing, social, and economic outcomes through the construction, programming and activation of community sport and active recreation infrastructure. The LSIF will invest in proposals that can demonstrate commitment to the following outcomes:

- Increase participation opportunities in sport and active recreation through the development of new or existing infrastructure.
- Improve participation of under-represented groups and improve physical and mental health and wellbeing in communities experiencing long-term socio-economic disadvantage, growth areas and areas affected by natural disaster.

- Support gender equality and inclusive participation of women and girls in local sport by investing in well-designed and high-quality facilities.
- Support strategic planning to ensure infrastructure investment is sustainable and builds a road to recovery.
- Develop local economic activity through the planning, building, management, and activation of redeveloped or new infrastructure.
- Develop local economic activity through the planning, building, management and activation of new or redeveloped infrastructure.

## 1.4 Investment priorities

Priority will be given to projects that:

- Support communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing socio-economic disadvantage, strong population growth or significant change in circumstances (e.g., economic challenges).
- Demonstrate specific participation outcomes for disadvantaged communities and under-represented groups.
- Support multi-use, shared and integrated facilities including those on school land that can ensure long-term community access. Please see Section 2.4 for information regarding facilities on school land.
- Demonstrate economic uplift in the form of job creation during construction and operation, non-government investment and local/regional event attraction.
- Demonstrating implementation of Universal Design principles and Environmentally Sustainable Design (ESD) in project planning.

## 1.5 Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	APPLICATION ASSESSMENT	PROJECTS ANNOUNCED	FUNDING AGREEMENTS EXECUTED	PROJECTS COMMENCE CONSTRUCTION
14 October 2021	7 February 2022	February – April 2022	From late May/June 2022	June 2022	December 2022
					





## ELIGIBILITY

### 2.1 Eligible applicants

Only Victorian LGAs and ARBs are eligible to apply to the LSIF.

LGAs/ARBs must discuss potential project/s with their SRV representatives to receive feedback on eligible projects before submitting their application/s.

**Sporting and recreation clubs, sporting associations and leagues, educational institutions, not-for-profit community organisations, businesses and individuals cannot directly apply to the LSIF.**

Local clubs and organisations are advised to contact their LGA or ARB if they wish to express interest and seek support from the LSIF.

### 2.2 Eligible applications

To be eligible for funding through the LSIF, applications submitted by LGAs/ARBs must:

- Relate to a project that is eligible under the relevant funding stream.
- Relate to a project that will commence construction within six (6) months of executing a funding agreement with DJPR (for successful projects).
- Meet all funding limits and funding ratios for the relevant funding stream.
- Adequately demonstrate how the project meets the funding stream objectives and assessment criteria. Claims made against each criterion must be substantiated with evidence.
- Exclude activities listed in Section 2.5.

- Demonstrate a commitment to implementing Universal Design principles. This can be demonstrated through the assessment criteria and supporting documentation such as schematic plans. Projects are also strongly encouraged to include clearly identifiable Environmentally Sustainable Design elements in the project scope and budget, where possible.
- Be submitted (including all supporting documentation) by **5:00pm on Monday 7 February 2022.**

Stages of a larger facility development may seek support from the LSIF, providing the stage addresses the assessment criteria and meets all other eligibility requirements.

Only eligible applications will be assessed and considered for funding by SRV.

Please refer to the relevant funding stream in Section 4 for further details about application requirements.

Applications submitted after the closing date will not be considered eligible and will not be assessed, unless an extension has been requested and approved in writing by SRV before the closing date, which will only be granted under exceptional circumstances (e.g. significant technology disruptions or impacts from natural disasters).

### 2.3 Performance

SRV will also consider an applicant's past performance and the organisation's capacity to deliver projects on-time based on recent performance or current project management capacity. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

## 2.4 Facilities on school land

LGAs/ARBs only are eligible to apply to the LSIF for projects located on school land.

For projects on school land, applicants must provide:

- a Community Joint Use Proposal (to the Department of Education and Training) which is completed by the applicant and the school must be submitted by the applicant to be eligible for funding. Schools can access this document from the Department of Education and Training website). Applicants must allow sufficient time to complete this document and obtain the necessary written endorsement from the Department of Education and Training.
- a letter from the Department of Education and Training central office that endorses the project. Applicants requesting this letter should email [vsbaproperty@education.vic.gov.au](mailto:vsbaproperty@education.vic.gov.au)

Projects in non-government schools are also eligible for funding through LGAs/ARBs and require similar demonstration of commitment from both parties to ensure long-term community access is achieved under agreed terms.

## 2.5 Types of activities that will not be funded

- Facilities where little or no public access is available.
- The purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, private land with public access rights or land held for public purposes by trustees).
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to demolition, site clearing, earthworks, building works and any form of early works).
- Buildings or equipment considered temporary or not permanent in nature or intended use.
- Metal halide lighting (only LED lighting systems will be funded) across all streams, including as part of large projects eg indoor stadiums.
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the relevant LSIF stream.

- Requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities.
- Routine or cyclical maintenance works.
- Purchasing or maintaining recreation, entertainment, sporting, lifesaving or any other equipment (except as part of facility fit out).
- Projects previously funded by SRV, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes.
- Projects that do not meet relevant sport or Australian Standards (e.g. lighting projects). Facilities that do not comply with the relevant sport standard must seek exemption from the relevant sporting organisation and supply appropriate evidence to be supported by the LSIF.
- The replacement of like-for-like surfaces (e.g. synthetic surface replaced by a similar synthetic surface) are ineligible for funding. To be eligible for funding the application will need to demonstrate that additional uses are proposed and/or a multi-purpose element is being introduced. Exceptional circumstances may be considered where a significant safety or compliance issues are evident, and an activity will not continue to be conducted as a result.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be fully covered by insurance. The LSIF may consider supporting applications where the scope includes elements in addition to the facility damaged.
- In general, areas designated as licenced areas within a proposed facility will not be eligible for funding. DJPR may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as childcare or access by young people.
- Projects where contributions from funding partners are not confirmed in writing and by bank statement/s or underwritten by the applicant.
- Tenant clubs that have failed to resolve a breach of the Fair Play Code.

Please see further guidance within each funding stream for applications where the project beneficiary receives revenue directly from electronic gaming machines.



## FUNDING DETAILS

### 3.1 Funding Streams

Funding from the LSIF is available under the following streams:

FUNDING STREAM	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
NUMBER OF APPLICATIONS	ONLY 1 PER LGA/ARB	UNLIMITED UP TO \$800,000 PER LGA/ARB	UNLIMITED UP TO \$250,000 PER LGA/ARB	UNLIMITED UP TO \$500,000 PER LGA/ARB	ONLY 1 Municipal or Regional PER LGA/ARB
MAXIMUM TOTAL GRANT AMOUNT PER APPLICANT	UP TO \$2 MILLION	UP TO \$800,000	UP TO \$250,000	UP TO \$250,000	\$30,000 (MUN) \$50,000 (REG)
PROJECT TYPES ELIGIBLE FOR FUNDING	Indoor Stadiums Multi-Sport Courts Aquatic Leisure Centres	Change Rooms LED Lighting Sports fields Courts Pavilions	LED Lighting	Change rooms Courts Sports fields Active Recreation LED Lighting Outdoor seasonal pools BMX, Skate Parks Scoreboards Fixed Equipment	<b>MUNICIPAL</b> Recreation/ Leisure Strategies Facility Feasibility Planning Master planning for 3+ sites <b>REGIONAL</b> Specific sport/s strategic planning Active Recreation plans

### 3.2 Funding Ratios

Funding ratios apply to the LSIF and are outlined in the table below.

Applicants must confirm matched funding consistent with the funding ratios. Ratios are calculated using total project cost (exclusive of GST).

Applications can include project management fees of up to 7.5 per cent (7.5%) of the total project cost (exclusive of GST).

Applicants cannot use other State Government funding, including the Community Sports Infrastructure Loans Scheme or Growing Suburbs Fund, as part of their local contribution throughout the delivery of the project.

Local contributions may comprise of funding from other organisations including LGAs/ARBs, sport and recreation clubs, state sporting associations, schools, educational institutions, Federal Government, community organisations or in-kind support (limits apply to in-kind support).

LGAs/ARBs are encouraged to explore and confirm funding contributions that demonstrate anticipated stakeholder benefits from the project.

LGA / ARB	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
METROPOLITAN MELBOURNE	SRV = \$1 Local = \$3	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1	SRV = \$1 Local = \$1
METROPOLITAN INTERFACE *	SRV = \$1 Local = \$2	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1
BALLARAT GREATER BENDIGO GREATER GEELONG	SRV = \$1 Local = \$2	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1	SRV = \$1.5 Local = \$1
REGIONAL AND RURAL VICTORIA ALPINE RESORT BOARDS	SRV = \$1 Local = \$1	SRV = \$2 Local = \$1	SRV = \$2 Local = \$1	SRV = \$2 Local = \$1	SRV = \$2 Local = \$1

\* Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

Funding ratios for each funding stream consider the differing capacity of LGA/ARB types across Victoria.

### 3.3 In-kind contributions

An in-kind contribution is a contribution of a good or service other than money. Examples include voluntary labour, donated goods and donated services.

Applications that include in-kind contributions must provide:

- A completed In-kind and voluntary labour support form
- A letter from the LGA/ARB CEO that approves and underwrites any in-kind contributions.

In-kind contributions will not be accepted for applications to the Indoor Stadiums/Aquatic Facilities Stream.





## FUNDING STREAM DETAILS

### 4.1 Indoor Stadiums/Aquatic Facilities Stream

#### 4.1.1 Stream Objectives

This stream supports new indoor stadiums, redeveloped multi-sport indoor courts and/or aquatic leisure centres.

#### 4.1.2 Funding Details

LGAs/ARBs can only submit one application requesting up to \$2 million.

Applicants must respond to the assessment criteria for the Indoor Stadiums/Aquatic Facilities Stream as outlined in Section 4.1.5 and provide all mandatory supporting documentation listed in Section 5. The quality of supporting documentation provided will also be considered during assessment.

#### 4.1.3 Eligible Projects

The types of projects that are eligible include:

- New and/or redevelopment of multi-sport indoor courts at a new or existing indoor stadium.
- Projects that provide new or redeveloped aquatic leisure facilities. Redevelopments that focus on increasing participation and access to aquatic activities.
- Spaces for gymnastics, calisthenics and dance can be supported only as part of a larger project that includes new or redeveloped multi-sport indoor courts.

Applications must:

- Demonstrate how projects will commence construction within six (6) months and be completed within twenty-four (24) months of an executed funding agreement with DJPR through a detailed Project Management Framework and other supporting documents evidencing project readiness.
- Demonstrate a commitment to programming and activation that is diverse, inclusive and engages under-represented groups. This may include partnering with organisations that regularly engage those groups to maximise facility use during peak and non-peak times.
- Allocate a minimum of 25 per cent (25%) of the requested grant amount to components that will improve environmental sustainability such as energy (note: LED lighting is mandatory) and/or water efficiency to be eligible. This must be demonstrated with a specific ESD budget in the application.
- Demonstrate a commitment to implementing the [Healthy Choices](#) framework in the facility. Further details are available in Section 9.5.

Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

#### 4.1.4 Stream Priorities

Priority will be given to applications that:

- Support community programming, high performance pathways and regional events within the facility.
- Demonstrate economic uplift such as job creation during construction and operations, non-government investment in the facility and participant/event attraction.

#### 4.15 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	40%	<p>1. Why is the project needed?</p> <hr/> <p>2. Describe the project scope, including all components.</p> <hr/> <p>3. What project planning has been completed to date? Outline what steps will be taken to deliver the project within twenty-four (24) months.</p> <hr/>
PROJECT OUTCOMES	30%	<p>4. Explain how the project will:</p> <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation in community sport and active recreation.</li> <li>• Improve participation of under-represented groups and/or disadvantaged communities.</li> <li>• Demonstrate implementation of Universal Design principles.</li> </ul> <hr/> <p>5. Summarise the economic activity the project will produce throughout the planning, construction, and operation of the new or re-developed facility.</p> <hr/>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<p>6. Detail:</p> <ul style="list-style-type: none"> <li>• The consultation / engagement that has occurred with the community and other stakeholders for the project.</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan)</li> </ul> <p>A further guidance note related to this requirement is available at <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p> <hr/>
FACILITY OPERATION	10%	<p>7. Demonstrate appropriate feasibility, business and management planning to support operation and financial sustainability of the project site.</p> <hr/> <p>8. Detail how the <a href="#">Healthy Choices</a> framework will be implemented in the project.</p> <hr/>



## 4.2 Female Friendly Facilities Stream

### 4.2.1 Stream Objectives

This stream supports the development of new and/or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

### 4.2.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications seeking a total of up to \$800,000.

Each project requires a separate application under this stream.

Applicants must respond to assessment criteria for the Female Friendly Facilities Stream outlined in Section 4.2.5 and provide all mandatory supporting documentation listed in Section 5 for each application. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties for each applicable application.

### 4.2.3 Eligible Projects

The types of projects that are eligible include:

- Building new or redeveloping/refurbishing existing change rooms.
- Building new or redeveloping existing sports fields.
- Building new or redeveloping existing multi-sport courts.
- Installing new LED or redeveloping existing sports lighting (metal halide lighting is not eligible).
- Multi-sport precincts that include sports fields, sports courts, and pavilion/s.
- Active recreation projects where women and girls are the primary beneficiary.

Applications where the project beneficiary receives revenue directly from electronic gaming machines will be given a lower priority.

Applications must demonstrate how projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

### 4.2.4 Stream Priorities

Priority will be given to applications that identify initiatives, policies and practices that demonstrate a sustained commitment to gender equality.

Applications that do not sufficiently demonstrate existing women and girls' participation are not eligible for funding from this stream.

A sustained commitment to gender equality could include:

- Demonstrated equal use of facilities for both men's and women's teams
- Deliberate actions resulting in equal representation of women on the club committee
- Initiatives specifically targeting additional women and girls to participate in playing and coaching
- Club officials having completed gender equality training
- A gender equality strategic plan.

#### 4.2.5 Assessment Criteria – Female Friendly Facilities

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<p>1. Why is this project needed (including specifically women and girls)?</p> <hr/> <p>2. Describe the project scope, including all components.</p> <hr/> <p>3. What project planning has been completed to date. Outline what steps will be taken to deliver the project within eighteen (18) months.</p> <hr/>
PROJECT OUTCOMES	30%	<p>4. Explain how the project will:</p> <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation of women and girls in community sport and active recreation</li> <li>• Support existing and proposed initiatives, policies and/or practices that support sustainable gender equality and participation of women and girls</li> <li>• Improve participation of women and girls from under-represented groups and/or disadvantaged communities</li> <li>• Demonstrate implementation of Universal Design principles</li> </ul> <hr/>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<p>5. Detail:</p> <ul style="list-style-type: none"> <li>• The consultation / engagement that has occurred with the community and other stakeholders for the project.</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan)</li> </ul> <p>A further guidance note related to this requirement is available at <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p>





### 4.3 Community Sports Lighting Stream

#### 4.3.1 Stream Objectives

This stream supports the installation of LED sports lighting infrastructure that increases facility capacity and participation opportunities.

#### 4.3.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications up to a maximum total amount of \$250,000.

Each project requires a separate application under this stream.

Applicants must respond to assessment criteria for the Community Sports Lighting Stream outlined in Section 4.3.5 and provide all the mandatory supporting documentation listed in Section 5. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties for each applicable application.

#### 4.3.3 Eligible Projects

Funding can only be sought for LED lighting infrastructure through this stream. **Applications seeking funding for metal halide lighting are not eligible.**

The types of projects that are eligible include:

- New/redeveloped lighting to extend capacity (usage times and coverage) of sports fields, sports courts or playing areas e.g. bowling greens.
- Projects that also provide active recreation benefits by facilitating use of sports facilities outside of formal sport usage or lighting adjacent spaces to facilitate active recreation usage by the community.

Applications seeking funding to replace existing globes with LED lighting are not eligible unless part of a new lighting installation.

Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

Applications must demonstrate how projects will commence construction within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

#### 4.3.4 Stream Priorities

Priority will be given to applications that clearly demonstrate a commitment to lighting that supports community sport and active recreation usage. For example, extending lighting hours beyond training sessions or on days where training is not held, for broader community and active recreation use.

#### 4.3.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<p>1. Why is the project needed?</p> <hr/> <p>2. Describe the project scope including all components.</p> <hr/> <p>3. What project planning has been completed to date? Outline what steps will be taken to deliver the project within eighteen (18) months.</p> <hr/>
PROJECT OUTCOMES	30%	<p>4. Explain how the project will:</p> <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation in community sport and active recreation.</li> <li>• Improve participation of under-represented groups and/or disadvantaged communities.</li> <li>• Demonstrate implementation of Universal Design principles.</li> </ul> <hr/>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<p>5. Detail:</p> <ul style="list-style-type: none"> <li>• The consultation / engagement that has occurred with the community and other stakeholders for the project.</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan)</li> </ul> <p>A further guidance note related to this requirement is available at <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p>



## 4.4 Community Facilities Stream

### 4.4.1 Stream Objectives

The stream supports a broad range of new or redevelopment of existing community sport and active recreation infrastructure ensuring all infrastructure is high-quality and accessible to all.

### 4.4.2 Funding Details

LGAs/ARBs can submit an unlimited number of applications up to a maximum total request amount of \$500,000, and no application can exceed the maximum individual grant amount of \$250,000.

Each project requires a separate application under this stream.

Aquatic projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific ESD budget in the application.

Applicants must respond to assessment criteria for the Community Facilities stream outlined in Section 4.4.5 and provide all the mandatory supporting documentation in Section 5. The quality of supporting documentation provided will also be considered during assessment.

Applications can claim in-kind expenses up to a maximum of 50 per cent (50%) of the total project cost for each application. LGAs/ARBs must approve and underwrite any in-kind contribution from third parties.

### 4.4.3 Eligible Projects

The types of projects that are eligible include, but are not limited to:

- new and/or redeveloped sports fields and sports courts
- multi-sport training facilities that are publicly accessible
- active recreation spaces such as outdoor exercise equipment or redevelopment of indoor spaces, such as appropriate flooring for fitness classes
- playspaces, skate parks, BMX tracks, and outdoor splash parks
- installation of new LED or redeveloping lighting that benefits active recreation spaces (metal halide lighting is not eligible)

- redevelopment/upgrade to outdoor seasonal pools that improve accessibility and participation such as leisure water, change rooms and energy or water efficiency upgrades e.g. heating of water spaces
- accessibility improvements for facilities where Senior Victorians participate such as ramps and changerooms
- shared and integrated facilities including those on school land that can ensure long-term community access. Please see Section 2.4 for information regarding facilities on school land
- projects that result in energy or water efficiency, with a direct impact on participation, such as new drainage, irrigation and grass installations
- LED electronic scoreboards and fixed equipment including but not limited to sports field behind goal safety netting, and player/coaches' boxes and cricket sight screens.

Stand-alone community sport lighting projects should be directed to the Community Sports Lighting or Female Friendly Facilities funding streams.

Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

Applications must demonstrate how projects will commence construction within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness.

Projects must be completed within eighteen (18) months.

### 4.4.4 Stream Priorities

Priority will be given to projects benefitting under-represented groups, including Senior Victorians.

#### 4.4.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	40%	<p>1. Why is the project needed?</p> <hr/> <p>2. Describe the project scope, including all components</p> <hr/> <p>3. What project planning has been completed to date? Outline what steps will be taken to deliver the project within eighteen (18) months.</p> <hr/>
PROJECT OUTCOMES	40%	<p><b>This question does not apply to Scoreboards and Fixed Equipment projects:</b></p> <p>4. Explain how the project will:</p> <ul style="list-style-type: none"> <li>• Increase participation and/or support existing participation in community sport and active recreation</li> <li>• Improve participation of under-represented groups and/or disadvantaged communities</li> <li>• Demonstrate implementation of Universal Design principles</li> </ul> <p><b>This question applies to Scoreboards and Fixed Equipment projects only:</b></p> <p>4. Explain how the project will:</p> <ul style="list-style-type: none"> <li>• Support volunteer efforts, participant safety, participant or visitor experiences</li> <li>• Support under-represented groups and/or disadvantaged communities</li> </ul> <hr/>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<p>5. Detail:</p> <ul style="list-style-type: none"> <li>• The consultation/engagement that has occurred with the community and other stakeholders for the project.</li> <li>• Any further consultation and engagement that will occur for the project.</li> </ul> <p>Evidence must be provided of community consultation and its findings and/or outcomes where there is any impact of the proposed project on residential or community amenity.</p> <p>Evidence must include:</p> <ul style="list-style-type: none"> <li>• How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>• Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan)</li> </ul> <p>A further guidance note related to this requirement is available at <a href="https://sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf">sport.vic.gov.au/_data/assets/pdf_file/0027/176832/Community-Consultation-and-amenity-impacts-October-2021.pdf</a></p>



## 4.5 Planning Stream

### 4.5.1 Stream Objectives

The stream provides support to undertake a range of strategic infrastructure and participation planning projects, that are independent, consultative and identify future actions to support *Active Victoria's* strategic directions.

### 4.5.2 Funding Details

LGAs/ARBs only can submit one application in total either a Municipal project seeking up to \$30,000 or a Regional project seeking up to \$50,000.

To be eligible for Regional Planning funding, two (2) or more LGAs/ARBs must confirm a financial contribution to the project. The application must be auspiced by one LGA/ARB with the demonstrated capacity to manage the project.

Applicants must respond to relevant assessment criteria for the Planning stream outlined in Section 4.5.5 and provide all the mandatory documentation listed in Section 5. The quality of supporting documentation provided will also be considered during assessment.

### 4.5.3 Eligible Projects

**Municipal Planning** projects eligible for support include:

- strategic active recreation planning
- planning for specific facility types such as playspaces, aquatic facilities, indoor stadiums, etc.
- Master planning across three (3) or more sites
- infrastructure and participation planning for specific sports and/or active recreation activities
- feasibility studies for one or more significant projects.

**Regional Planning** projects eligible for support include:

- Planning for a specific sport/s across a region
- Regional participation and/or physical activity strategies
- Planning for infrastructure and active recreation activities across a region.

Projects that are not eligible for support include:

- Single site master plans are not eligible.
- Applications that do not include a comprehensive draft project brief are not eligible.
- Planning that has already been addressed through state sporting association planning or other planning is not eligible.
- Applications where the project beneficiary receives revenue directly from electronic gaming machines are not eligible.

Applications must demonstrate how planning projects will commence within six (6) months of an executed funding agreement through a detailed Project Management Framework and other supporting documents evidencing project readiness. The Project Management Framework should also indicate the steps required for authorisation of the final plan supported through the funding.

Planning projects must be completed within eighteen (18) months.

#### 4.5.5 Assessment Criteria

CRITERIA	WEIGHTING	QUESTIONS
PROJECT NEED AND READINESS	50%	<p>1. Why is the planning project needed? For <b>Regional Planning</b> projects, how will the project address a regional need? Provide evidence that the issues are of a regional nature, including evidence of support from neighbouring LGAs/ARBs</p> <hr/> <p>2. Confirm the project scope can be delivered within budget. If the project is a regional planning project, identify the other LGAs/ARBs involved in the project and their financial contributions.</p> <hr/>
PROJECT OUTCOMES	30%	<p>3. How will the planning project result in infrastructure, system, investment, policy, management or programmatic changes that improve the health, social and economic wellbeing of the community?</p> <hr/> <p>4. Explain how participation of under-represented groups and/or disadvantaged communities will be prioritised in the planning document.</p> <hr/>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	20%	<p>5. Detail in the draft project brief methodology on consultation and engagement. This should include reference to under-represented groups and/or disadvantaged communities, stakeholders and project partners.</p>



## SUPPORTING DOCUMENTATION

The table below outlines the mandatory and desired supporting documentation for each funding stream. Please submit all documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however it will further demonstrate project readiness, if applicable. The quality of the documentation will be assessed in conjunction with LGAs/ARBs responses to the assessment criteria for the funding stream. Refer to Section 6 for instructions about how to submit supporting documentation for your application.

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
<a href="#">Project Management Framework</a>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Relevant sections of LGA/ ARB reports/plans/strategies/ community consultation to support the project. Note: Please do not attach entire documents.	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Site specific plan / aerial map showing location of proposed project.	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory for Master Plans only
Site specific schematic developed with stakeholder input including clear dimensions, measurements and scale. The plans should support compliance against relevant State Sporting Association Facility Guidelines. (Not applicable for modular construction projects).  Note: High level concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted.  <b>Scoreboards and Fixed Equipment</b> projects should provide a minimum of clear product specifications and a concept plan.	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
For prefabricated/modular construction projects: Detailed area schedule.	Not applicable	Mandatory if applicable	Not applicable	Mandatory if applicable	Not applicable

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
Lighting plans including lux charts that are site specific (where lighting is requested in the project scope).	Desired	Mandatory if applicable	Mandatory	Mandatory if applicable	Not applicable
Attach evidence that the Aboriginal Heritage Planning Tool (Aboriginal Heritage Act 2006) has been completed to determine if a Cultural Heritage Management Plan is required for the project.	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
Project costings: <ul style="list-style-type: none"> <li>If total project cost is \$1 million or over (excluding GST): Quantity survey, tender price or independent qualified expert report (less than 12 months old).</li> <li>If total project cost is under \$1 million (excluding GST): Quotes or internal cost estimates (less than 12 months old).</li> </ul>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Evidence confirming funding required to complete the project: <ul style="list-style-type: none"> <li>Council resolution (preferred for LGAs/ARBs) or Letter from CEO — confirming funding amount requested from SRV and applicant's funding committed to the project.</li> </ul> <p><i>Note: SRV also prefers LGAs/ARBs confirm their commitment to underwrite the total project cost to deliver the scope outlined in the application.</i></p> <ul style="list-style-type: none"> <li>Where funding is from another government department, evidence of this funding via letter or funding agreement must be provided.</li> <li>Where funding from clubs/ organisations is indicated: <ul style="list-style-type: none"> <li>A letter from that organisation's authorised officer, stating the funding amount committed.</li> <li>Current bank statement/s demonstrating the funding amount is held by the organisation.</li> </ul> </li> </ul>	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory



SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
Completed <a href="#">In-kind and voluntary labour support form</a>	Not applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not applicable
<a href="#">Schedule of Use</a>	Mandatory	Mandatory	Mandatory	Mandatory except for active recreation projects	Not applicable
Completed <a href="#">Fair Play Code Form</a> for Tenants from all clubs and/ or associations that are tenants of the facility and benefiting from the project.  This document is not mandatory for active recreation projects.	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
Letters of support from organisations that clearly indicate how the group will either support or benefit from the project.	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
Evidence of community and stakeholder consultation where there is any impact of the proposed project on residential or community amenity.  Evidence must include: <ul style="list-style-type: none"> <li>How the community has been consulted/informed about the proposed project (e.g. on site consultation, letter box drop, social media posts)</li> <li>Community consultation findings and outcomes of any engagement (community consultation report, summary of resident feedback, recent masterplan).</li> </ul>	Mandatory	Mandatory	Mandatory	Mandatory	Not applicable
For projects on private land: A legally binding land-use agreement.	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not applicable

SUPPORTING DOCUMENTATION	INDOOR STADIUMS/ AQUATIC FACILITIES	FEMALE FRIENDLY FACILITIES	COMMUNITY SPORTS LIGHTING	COMMUNITY FACILITIES	PLANNING
For projects on school land:					
<ul style="list-style-type: none"> <li>Completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement.</li> <li>Letter from the Department of Education and Training central office that indicates endorsement of the project. Applicants requesting this letter should email <a href="mailto:vsbaproperty@education.vic.gov.au">vsbaproperty@education.vic.gov.au</a></li> </ul>	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	Not applicable
<a href="#">Project Governance Framework</a>	Mandatory	Desired	Desired	Desired	Mandatory
Business or feasibility planning documents.	Mandatory	Desired	Desired	Desired	Not applicable
Environmentally Sustainable Design report(s) and associated budget	Mandatory	Desired	Desired	Desired	Not applicable
Facility Management Plan	Mandatory	Desired	Desired	Desired	Not applicable
Soil/Geotechnical assessments	Desired	Desired	Desired	Desired	Not applicable
Access audit	Desired	Desired	Desired	Desired	Not applicable
Comprehensive draft project brief	Not applicable	Not applicable	Not applicable	Not applicable	Mandatory



## APPLICATION PROCESS AND CLOSING DATE

STEP	ACTION REQUIRED	GUIDELINES SECTION
1. Confirm eligibility	Confirm you are an eligible applicant and meet other eligibility requirements.	2
	Confirm your project is eligible under an LSIF funding stream:	
	Indoor Stadiums / Aquatic Facilities Stream	4.1.3
	Female Friendly Facilities Stream	4.2.3
	Community Sports Lighting Stream	4.3.3
	Community Facilities Stream	4.4.3
	Planning Stream	4.5.3
2. Contact Sport and Recreation Victoria (SRV)	Confirm grant amount sought is within the SRV funding limits.	3.1
	Confirm the funding ratio for the relevant stream.	3.2
	LGAs/ARBs must discuss project ideas with their SRV representative/s prior to applying. LGAs/ARBs will be provided with:	
	<ul style="list-style-type: none"> <li>high-level design feedback including alignment with relevant sporting guidelines</li> <li>guidance on the development of proposals that have merit, that align with the LSIF objectives and that are ready to proceed.</li> </ul>	—
	Applicants should seek independent advice before entering into a grant agreement.	
3. Prepare Application and Supporting Documents	LGAs/ARBs to prepare their application by addressing all assessment criteria and submitting all mandatory supporting documents for the relevant stream. The preparation and submission of applications are at the cost of the applicant.	—
4. Submit application form by closing date	Eligible applicants must complete the application form (including responses to the assessment criteria for the relevant stream) via the SRV website: <a href="https://sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund">sport.vic.gov.au/grants-and-funding/our-grants/local-sports-infrastructure-fund</a> by <b>5:00pm on Monday 7 February 2022</b> . An application must address all assessment criteria as per the relevant stream. Claims made against each criterion must be substantiated with evidence.	—
5. Submit supporting documents by closing date	Email all supporting documents to <a href="mailto:LSIF@sport.vic.gov.au">LSIF@sport.vic.gov.au</a> by <b>5:00pm on Monday 7 February 2022</b> . Please ensure all supporting documents are clearly named (e.g.: Plans — Project Name, Costs — Project Name, etc). Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder. Quote your project name in the subject line of your email. If any mandatory supporting document/s are missing at the time of submission, the LGA/ARB will be provided with two (2) business days to provide the document/s. If documentation is not provided within 2 business days the application may be deemed to be ineligible at SRV's discretion. Please email <a href="mailto:LSIF@sport.vic.gov.au">LSIF@sport.vic.gov.au</a> if you experience any issues with emailing your supporting documentation. <b>Compressing files into a compressed folder:</b> Select all files using your mouse, then right click, select <b>Send to</b> and then select <b>Compressed (zipped) folder</b> . This will prompt a Save window allowing you to save all selected files into one compressed folder. The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (e.g. Part 1 – Project Name, Part 2 – Project Name).	5



## ASSESSMENT PROCESS

Only eligible applications submitted by eligible applicants will be assessed and considered for funding by SRV. Please refer to Section 2 for eligibility requirements and Section 6 for details about the application process.

SRV reserves the right to not assess an application should insufficient information be provided, including responses to assessment criteria and mandatory supporting documentation.

SRV reserves the right to negotiate a lower than requested funding amount for submitted applications.

Applications will be considered against the assessment criteria by SRV staff and then reviewed by a Moderation Panel. The Moderation Panel will also consider the Investment Priorities outlined at Section 1.4 and in each stream before making recommendations to the Minister. Consideration will also be given to ensuring an equitable distribution of funding across Victoria, including across rural, regional, interface/growth and metropolitan communities.

LGA/ARB performance and the organisation's capacity to deliver projects on time will be considered. Compliance with past funding agreements and the number of overdue milestones for existing projects will also be considered.

**Decisions regarding funding by the Minister for Community Sport are final and no further correspondence shall be entered into regarding such decisions.**

LGAs/ARBs are invited to seek feedback on unsuccessful applications from SRV.



## CONDITIONS THAT APPLY TO FUNDING

### 8.1 Funding Agreements

Successful applicants must enter into a funding agreement with DJPR by 30 June 2022 with an initial project payment made in the 2021–22 financial year.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

It is recommended that applicants view the template funding agreement on the SRV website. The funding agreement will include reference to the following:

- Projects funded from the Indoor Stadiums/Aquatic Facilities Stream must be completed within twenty-four (24) months.
- Projects funded from the Female Friendly Facilities, Community Sports Lighting, Community Facilities and Planning Streams must be completed within eighteen (18) months.
- The facility tenant club(s) are expected to adhere to the Fair Play Code or related state sporting association Code of Conduct. More information can be found at [sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)
- Recipients may seek timing and/or scope variations for funded projects. Consideration of variations may lead to changes in deliverables, milestones, grant amount and payments.
- LGAs/ARBs must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the funding agreement.
- The principles of the *Local Jobs First Policy* should be adhered to for relevant projects including any grant of \$1 million or over for a Rural and Regional area.

An LGA/ARB Officer must be designated to manage the project and provide information to DJPR according to the following key reporting requirements:

- A Project Management Framework must be completed and submitted for all applications.
- LGAs/ARBs must secure SRV's endorsement of key documents such as schematic plans and architectural/planning briefs prior to works commencing. Projects must not commence or be tendered until endorsement is provided. SRV may not make milestone payments if endorsement is not secured in a timely manner.
- LGAs/ARBs must provide project acquittal documentation as required.
- LGAs/ARBs are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.
- LGAs/ARBs must contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or DJPR publications, 12 months after project acquittal.
- A participation plan may be required for some applications funded. This will form part of the funding agreement. This will include details on how under-represented groups will be engaged and their participation facilitated.



## 8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants are required to acknowledge the Victorian Government's support through the 2021-22 *Local Sports Infrastructure Fund*. Acknowledgement guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media posts, and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the Sport and Recreation Victoria: [Infrastructure Grants Acknowledgement and Publicity Guidelines](#).

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or DJPRs marketing materials.

## 8.3 Payments

Payments will be made conditional upon:

- the funding agreement having been executed by both parties.
- milestones having been achieved to DJPRs satisfaction including provision of required/ requested information and reports to the satisfaction of the department.
- other terms and conditions of funding continue to be met.

A minimum of 10% of the grant will be paid upon financial acquittal of the project.

Payments advanced prior to completion are subject to refund if the Project is not performed in accordance with the funding agreement.

## 8.4 Privacy

DJPR is committed to protecting your privacy. Any personal information about you or a third party in your application will be collected for the purposes of administering your grant application and informing the public of successful applications.

To be able to administer your grant application effectively and efficiently, we may need to disclose your personal information to State and Commonwealth Government departments and external experts, such as members of assessment panels, for the purposes of assessment, consultation, and reporting. If there is an intention to include personal information about third parties in your application, please ensure they are aware of, and consent to the contents of this privacy statement.

Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

The department is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The Department's privacy policy is also available by contacting the Department's Privacy Unit.



Photograph courtesy of Mildura Rural City Council

## RESOURCES AND ADDITIONAL INFORMATION

SRV has consolidated several helpful guidelines, tools and resources to assist with project and application development that can be found on the SRV website [sport.vic.gov.au/publications-and-resources](https://sport.vic.gov.au/publications-and-resources)

### 9.1 Supporting documentation, forms and templates

Templates, forms and factsheets to support applications can be found on the SRV website. These include but are not limited to:

[Schedule of Use.](#)

[Project Management Framework.](#)

Project Governance Framework.

[Fair Play Code Form for Tenants](#)

For more information and copy of these forms and templates please visit: [sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates](https://sport.vic.gov.au/grants-and-funding/funded-project-information-forms-and-templates)

### 9.2 Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. SRV's Design for Everyone Guide incorporates the Universal Design principles approach to best practice facility design [sport.vic.gov.au/publications-and-resources/design-everyone-guide](https://sport.vic.gov.au/publications-and-resources/design-everyone-guide)

### 9.3 Environmentally Sustainable Design

All projects are encouraged to consider Environmentally Sustainable Design. This must be demonstrated with a specific Environmentally Sustainable Design budget in the application. It is good practice to incorporate Environmentally Sustainable Design initiatives in all projects where possible. This is a mandatory requirement for projects funded from the Indoor Stadiums/Aquatic Facilities Stream.

### 9.4 Female Friendly Sport Infrastructure Guidelines

[The Female Friendly Sport Infrastructure Guidelines](#) provide information and advice on how to deliver more gender equitable environments. The Guidelines have relevance to all funding streams.

### 9.5 Healthy Choices

[Healthy Choices](#) is a framework for improving availability and promotion of healthier foods and drinks in community settings. Healthy Choices is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages.

### 9.6 Fair Play Code

All facility tenant club(s) are expected to adhere to the [Fair Play Code](#) or related state sporting association Code of Conduct.

### 9.7 Cultural Heritage Management Plans (Aboriginal Heritage Regulations 2018)

This tool is used and completed to determine if a Cultural Heritage Management Plan is required for the project: [firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans](https://firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plans)

### 9.8 Future Proofing Community Sport and Recreation Facilities: A Road Map for Climate Change Management for the Sport and Recreation Facilities Sector

The guide is designed to support community sports clubs in understanding their impact on the environment and to empower, equip and motivate them to take action and change behaviours within their clubs. [portsenvironmentalliance.org/resources/guide-to-future-proof-sport-recreation](https://portsenvironmentalliance.org/resources/guide-to-future-proof-sport-recreation)



Photography by Josh Braidner (Jingle Creative) courtesy of Yarra Ranges Council

## APPENDIX 1 – GLOSSARY

TERM	DEFINITION
Access audit	An access audit is an assessment that rates a building for useability and accessibility for a wide range of users, including people with a disability. It identifies barriers or potential barriers to people with a disability accessing a building and using services inside and around the building.
Commencement of Works	The undertaking of any project activities that contribute to the physical construction of new infrastructure or upgrades, improvements, refurbishment of existing infrastructure as outlined in the application and supporting information. This includes, but is not limited to, site clearing, earthworks, building works and any form of early works.
Concept Plan	A concept plan serves as a starting point in the site development process. It provides preliminary drawings that convey the concept of the project but with insufficient detail to provide a basis for project costing.
Geotechnical Report	A geotechnical report is a site analysis undertaken by a geotechnical engineer. The document communicates ground conditions including soil, rock and groundwater.
Lux Charts/Lighting Plans	Detailed plans that outline the lux (illumination) that will be exhibited across the court/field/pitch. These requirements are sport specific.
Participation	Participation is defined as engaging, coaching, officiating or volunteering in a sport or active recreation activity.
Participation Plan	A document completed prior to project completion demonstrating how participants, including under-represented groups will be engaged and their participation facilitated.
Quantity Surveyor (QS) Report	A Quantity Surveyor report is a cost plan estimating construction costs completed by a qualified Quantity Surveyor and based on plans that are at least at a schematic level.
Schematic Plan	Refers to scaled and labelled drawings produced by a professional designer or architect of an agreed development option. These plans are used to identify the project scope in sufficient detail to enable accurate project costings.

These guidelines are subject to changes at the discretion of the Minister for Community Sport.

Authorised and published by the Victorian Government, 1 Spring Street, Melbourne.

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Available at [Sport and Recreation Victoria's website](#)



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## Informal Meeting of Councillors Record

The Meeting commenced at 10.00am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Health & Wellbeing Advisory Committee
	<b>Date:</b>	Thursday 14 October, 2021
	<b>Location:</b>	Zoom meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Richard Stockman
	<b>Council Staff:</b>	Nichole Johnson, Lauren Treby, Melissa Ensink, Kirsten Reedy, Katie Camilleri, Nicola Clutton, Julie Alexander.
	<b>Other:</b>	Committee Members: Rosie Haszler (Aligned Leisure), Johanna Mithen (North East Health & Communities), Kate Ferguson (YPRL), Mitch Walker (Belgravia Leisure), Rebecca Tipper (Women's Health in the North).
<b>APOLOGIES:</b>		Cr. Natalie Duffy, Robyn Ellard (Yarra Plenty Regional Library), Petra Begnell (North Eastern Healthy Communities), Olive Aumann (healthAbility), Corrienne Nicholls (NSC), Jacinta Geary (Relationships Australia Victoria).

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Draft Youth Strategy 2022-2026	No disclosures were made.
2	Draft Climate Action Plan 2022 - 2023	No disclosures were made.
3	Yarra Plenty Regional Library - Health and Wellbeing	No disclosures were made.
4	Advisory committee terms of reference	No disclosures were made.
5	Municipal Public Health and Wellbeing Plan	No disclosures were made.
6	Member Updates	No disclosures were made.

The Meeting concluded at 11.30am

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Melissa Ensink Social Planning and Policy Officer
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## Informal Meeting of Councillors Record

The Meeting commenced at 5.03pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing – conducted virtually
	<b>Date:</b>	Tuesday 19 October 2021
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Hjalmar Philipp, Rosa Zouzoulas, Corrienne Nichols, Blaga Naumoski, Jeremy Livingston, Danielle Phyland, Rania Mullins, Georgie Nathan, Emily Temple, Andrew Feeney, Paul Fyffe, Leigh Northwood, Nicole Johnson, Lisa Pittle, Kirsten Reedy, Licardo Prince
	<b>Other:</b>	Simon O'Callaghan, CEO of Yarra Ranges Tourism James Robinson, Chair of Yarra Ranges Tourism VBHA – Robert Fiske CEO, Deanne Leaver, Lisa V
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Yarra Ranges Tourism Update	No disclosures were made
2	Economic Development and Tourism Update	No disclosures were made
3	Eltham Area Community Hospital - Confidential	No disclosures were made This briefing was held 'in camera'. Councillors, Executive Management team, Ayman Williams and VHBA were only present for the update.
4	Kangaroo Ground War Memorial Park Management Plan – Community Feedback from Draft Management Plan Exhibition	No disclosures were made
5	Wattle Glen Public Realm Framework Plan – Public response to the first round of public consultation	No disclosures were made
6	Application of the Heritage Overlay to 50 Outland Road Plenty	No disclosures were made
7	Environment and Sustainability Advisory Committee recommendation of protection tree canopy in urban areas	No disclosures were made
8	Biodiversity and land management update	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
9	Advocacy Priorities 2022	No disclosures were made
10	CEO Update – October 2021 including briefing on Outdoor Dining Activations	No disclosures were made

**The Meeting concluded at 11.54pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Executive Manager Governance, Communications and Engagement
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## Informal Meeting of Councillors Record

The Meeting commenced at 7:00pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Panton Hill Bushland Reserve System User Group – Advisory Committee
	<b>Date:</b>	Thursday 21 October 2021
	<b>Location:</b>	Zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Ben Ramcharan
	<b>Council Staff:</b>	Helen Corney, Lisa Pittle
	<b>Other:</b>	Lydia Heap, Rex Niven, Mark Hood, Richard Holt, Janice Crosswhite, Sue Penrose, Bob West
<b>APOLOGIES:</b>		Brad Tadday, Cathy Giles

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Minutes of previous meeting	No disclosures were made
2	Terms of Reference	No disclosures were made
3	Works update and planned works	No disclosures were made
4	Interpretation Design Plan Implementation	No disclosures were made
5	Action planning 2021	No disclosures were made
6	Other Business	No disclosures were made

The Meeting concluded at 8:50pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Helen Corney, Environmental Works Officer
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## Informal Meeting of Councillors Record

The Meeting commenced at 10:00am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Inclusion and Access Advisory Committee
	<b>Date:</b>	Friday 29 October 2021
	<b>Location:</b>	Via zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor, Cr Perkins; Cr Eyre
	<b>Council Staff:</b>	Angela Lampard, Angela Clare, Iwona Trickett, Nicola Clutton, Katie Camilleri
	<b>Externals</b>	Beth Scott
	<b>Committee Members:</b>	Neville Coutts, Rhonda Bain, Inbar Niv, Helen Ryan, Eoin Twomey, Peter Siomos, Inbar Niv
<b>APOLOGIES:</b>		David O'Connor, Diana Warrell, Laura Black, Rhylie De Graaff, Aisling McCabe, Neil Allen, Lorna MacRae, Alison Stanyer, Edmond Wong

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Disability Action Plan	No disclosures were made
2	Community Hospital update	No disclosures were made
3	Planning for an Emergency Workshop	No disclosures were made
4	Local COVID-19 Vaccination Community Project	No disclosures were made
5	Community Support Services overview (including Aged Care navigation and Positive Ageing)	No disclosures were made
6	Nillumbik Youth Strategy	No disclosures were made
7	International Day of People with Disability Grants	No disclosures were made

The Meeting concluded at 12pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Angela Lampard Coordinator Disability Inclusion and Volunteering.
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## Informal Meeting of Councillors Record

The Meeting commenced at 2:00pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Kangaroo Ground War Memorial Park Governance Project Meeting
	<b>Date:</b>	Wednesday 3 November 2021
	<b>Location:</b>	Zoom meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Ben Ramcharan
	<b>Council Staff:</b>	Carl Cowie, Corrienne Nichols, Nichole Johnson, Anna Maio
	<b>Other:</b>	Jan Aitken (Nillumbik Reconciliation Group), Jan Darville (FMG), Andrew Hall (RSL), Warwick Leeson (Andrew Ross Museum), Neil Marshall (Friends of Kangaroo Ground War Memorial Park Inc), Hillary Peake (Nillumbik Reconciliation Group), Anna Pelling (Friends of Kangaroo Ground War Memorial Park Inc), Aunty Julianne Axford (Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation).
<b>APOLOGIES:</b>		Nil

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and introductions Conflict of Interests	No disclosures were made
2	Focus & Purpose of Meeting	No disclosures were made
3	Confirmation of Minutes & Actions from Last Meeting	No disclosures were made
4	Review of the revised/Draft Agreed Ways of Working	No disclosures were made
5	Governance Projects priorities (what we can proceed with), establishment of working groups and next steps	No disclosures were made
6	100 Year Commemorative Event update	No disclosures were made
7	Remembrance Day update	No disclosures were made
8	Other Business	No disclosures were made
9	Confirmation of Next Steps and next meeting	No disclosures were made

The Meeting concluded at 3:00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Nichole Johnson Manager Community Partnerships
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## Informal Meeting of Councillors Record

The Meeting commenced at 12:00 pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Positive Ageing Advisory Committee
	<b>Date:</b>	Friday 5 November 2021
	<b>Location:</b>	Zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Eyre, Cr Duffy
	<b>Council Staff:</b>	Fiona Vuong, Julie Alexander, Iwona Trickett
	<b>Other:</b>	Tianjian Shen, Philip Green, Ray Carroll, Anne Fitzpatrick, Gertraud McDonald, Sandra Verdam, Jan Taylor, Janice Crosswhite, Sabi Buehler, Sue Riley, Deanna Finn, Max Lee, Richard Kotteck, Joy Ferguson,
<b>APOLOGIES:</b>		David Nicholls, Cr Stockman

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	PAAC review	No disclosures made
2.	Communications subcommittee report back	No disclosures made
3.	Dementia subcommittee report back	No disclosures made
4.	Roundtable	No disclosures made
5.	Other business	No disclosures made

The Meeting concluded at 2:05pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Fiona Vuong
	<b>Officer Title:</b>	Positive Ageing Officer

## Informal Meeting of Councillors Record

The Meeting commenced at 5.02pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing – conducted virtually
	<b>Date:</b>	Tuesday 9 November 2021
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Hjalmar Philipp, Rosa Zouzoulas, Corrienne Nichols, Blaga Naumoski, Jeremy Livingston, Jonathan McNally, Caroline Correa, Stephanie Daniliuk, Georgie Nathan, Jamiee Corcoran, Danielle Phyland, Annie Lee, Rania Mullins, Nicole Johnson, Katie Camilleri, Health Gillett, Rebecca Burton, Tara Jolfaei, Brooke Ross, April Wilson, Davin Flinn, Lawrence Seyers, Licardo Prince, Natalie Town, Simon Doyle, Andrea Jackson, Joseph Emmanuel
	<b>Other:</b>	Valli Morphet – Director – Design Jam
<b>APOLOGIES:</b>		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Domestic Animal Management Plan 2021-2025	No disclosures were made
2	Outdoor Dining Activations	No disclosures were made
3	Placemaking Framework	No disclosures were made
4	Round 7 of the Stronger Communities Programme	No disclosures were made
5	What We Know: Arts and Culture Strategy 2022–26 Community Consultation Summary Report	No disclosures were made
6	Recreation and Leisure Update	No disclosures were made
7	Recreational Trails Report	No disclosures were made
8	Traffic and Transport Update	No disclosures were made
9	Advocacy Priorities 2022	No disclosures were made
10	Nillumbik e-News	No disclosures were made
11	2022 Advisory Committee and External Organisation Appointments and Meeting Schedule	No disclosures were made

The Meeting concluded at 10.10pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Blaga Naumoski Executive Manager Governance, Communications and Engagement
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## Informal Meeting of Councillors Record

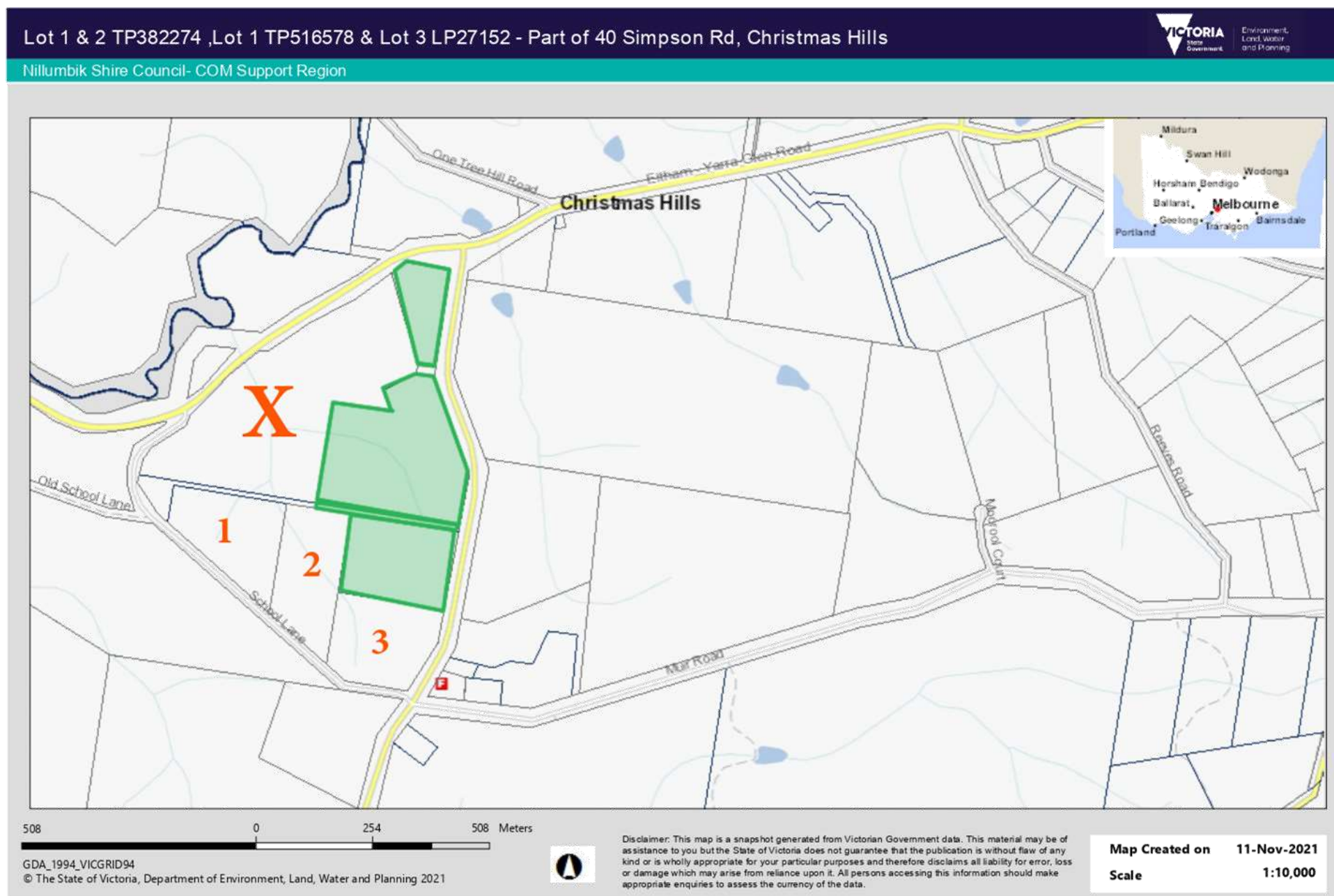
The Meeting commenced at 5.03pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Pre-Meet - Planning and Consultation Committee Meeting
	<b>Date:</b>	Tuesday 16 November 2021
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Hjalmar Philipp, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Leigh Northwood, Nichole Johnson, Rania Mullins, Jon Miller, Danielle Phyland, Natalie Campion, Katie Camilieri, Andrew Feeney, Nicola Clutton, Katia Croce
	<b>Other:</b>	
<b>APOLOGIES:</b>		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Planning and Consultation Committee Meeting Pre-meet	No disclosures were made. Cr Stockman indicated he has a Conflict of Interest in relation to item PCC.034/21 – Future use of the Old Plenty Fire Station site and will be leaving the meeting for that item. This item was not discussed during pre-meet.

The Meeting concluded at 5.41pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Katia Croce Governance Lead
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Lot 1 & 2 TP382274 ,Lot 1 TP516578 & Lot 3 LP27152 - Part of 40 Simpson Rd, Christmas Hills

Nillumbik Shire Council- COM Support Region

 **VICTORIA**  
State Government

Environment,  
Land, Water  
and Planning

Legend

- ☒ Property Proposed
- ☐ Property
- ☒ Parcel Proposed
- ☐ Parcel

Attachment 2



Map identifying additional land for Council to become Committee of Management  
Additional land contains effluent and parking for the Christmas Hills Hall

**CM.169/21      Melbourne Water Land Divestment – Committee of Management**  
**Attachment 2.   Additional area for Council to be considered to become Committee of Management**

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