# **Council Meeting**

to be held at the Civic Centre, Civic Drive, Greensborough on Tuesday 28 March 2023 commencing at 7:00pm.

# Attachments

# Carl Cowie Chief Executive Officer

Thursday 23 March 2023

Distribution: Public

Civic Drive, GreensboroughPO Box 476, Greensborough 3088Telephone9433 3111Facsimile9433 3777Websitewww.nillumbik.vic.gov.auEmailnillumbik@nillumbik.vic.gov.au



# Nillumbik Shire Council

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# **Council Meeting**

held at the Civic Centre, Civic Drive, Greensborough on Tuesday 28 February 2023 commenced at 7:00pm.

# Minutes

# Carl Cowie Chief Executive Officer

Friday 3 March 2023

Distribution: Public

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



**Council Meeting Minutes** 

28 February 2023

# Nillumbik Shire Council

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# **Council Meeting Minutes**

28 February 2023

# Nillumbik Shire Council

# Minutes of the Meeting of Nillumbik Shire Council held Tuesday 28 February 2023. The meeting commenced at 7.00pm.

### Councillors present:

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

# Officers in attendance:

| Carl Cowie        | Chief Executive Officer   |
|-------------------|---|
| Vince Lombardi    | Chief Financial Officer / Acting Director Operations and Infrastructure |
| Blaga Naumoski    | Director Governance and Communications                                  |
| Corrienne Nichols | Director Community Services   |
| Rosa Zouzoulas    | Director Planning and Community Safety                                  |
| Jeremy Livingston | Executive Manager Business Transformation and Performance               |
| Natalie Town      | Acting Communications and Engagement Lead                               |
| Katia Croce       | Governance Lead   |

# 1. Welcome by the Mayor

# 2. Acknowledgement of Country

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

#### 3. Good Governance Pledge

The Good Governance Pledge was read by Cr Natalie Duffy.

#### 4. Prayer

A prayer was read by Pastor Sally Agostino from the Southern Cross Community Church in Eltham.

## 5. Apologies

Nil

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**Council Meeting Minutes** 

#### 28 February 2023

#### 6. Presentations

#### **Sporting Presentations February 2023**

**Matilda Johnson (Wingrove Ward)** receives \$150 as a contribution for being selected to represent Victoria at the 2022 School Sports Track and Field Championships in Queensland.

**Zander Botha (Wingrove Ward)** receives \$150 as a contribution for being selected to represent Victoria at the SSV Track and Field championship in Queensland.

**Talise Botha (Wingrove Ward)** receives \$150 as a contribution for being selected to represent Victoria at the SSV Track and Field championship in Queensland.

**Renae Lister (Edendale Ward)** receives \$100 as a contribution for being selected to compete at the Victorian Metro swimming championships.

**Luke Zeliff (Blue Lake Ward)** receives \$200 as a contribution for being selected to represent Australia in speed skating at the 2023 Viking Race in the Netherlands.

**Dyani Ananiev (Sugarloaf Ward)** receives \$150 as a contribution for being selected to represent Victoria in basketball in the National Schools tournament in Queensland.

Nillumbik Shire Council wishes all the recipients every success with their future sporting pursuits.

#### Australia Day 2023 Honours List

It was great to see a member of our community recognised for their achievements in the recent Governor-General's Australia Day Honours List.

Tonight I would like to acknowledge Emeritus Professor Robert MANNE, who was appointed an Officer of the Order of Australia (AO) in the General Division, for distinguished service to tertiary education, to political and social commentary, to public affairs, and to the Indigenous community.

I would like to commend Emeritus Professor Manne for his dedication, service and achievement of excellence in his field. He embodies the Nillumbik ethos of service, diligence, commitment and above all, serving the broader community.

Thank you.

# **Council Meeting Minutes**

#### 28 February 2023

#### Condolence – Les Clarke AM

The Mayor Cr Ben Ramcharan spoke.

We are deeply saddened to hear of the recent passing of Les Clarke AM. Les was a Councillor for the West Riding of the former Shire of Eltham between 1968 and 1974, and became Shire President in October 1973.

Les was a founding partner of ClarkeHopkinsClarke Architects and in 1973, he founded and designed ELTHAM College. He was the College's Founding Chairman, and a past parent, past grandparent and College Life Member.

Les was involved in the design of the Rotex Cinema in Were Street Montmorency, opened in August 1976. He won the 1976 Victorian Architecture Medal (Community Design Award) for this project from the Royal Institute of Architects.

Les was also actively involved in the design/development of other buildings in Nillumbik, including the Coles complex and the healthAbility building, both in Main Road, Eltham.

In January 1992, Les became a Member of the Order of Australia (AM) 'in recognition of service to the community through the design of schools that incorporate community facilities'.

On behalf of Nillumbik Shire Council, we pass on our condolences to Les's family, friends and the ELTHAM College Community.

#### Condolence – Harry Gilham

We are also deeply saddened to hear of the recent passing of Harry Gilham.

Harry was a former Assistant District Commissioner of the Scouting movement, Secretary and Vice President of the Technical Teachers Union of Victoria (TTAV) and inaugural member of the State Government Teacher Registration Board. In 1977 he became the Deputy Chair (Technical Schools section) until his retirement.

He moved to Eltham with wife, Sue Dyet, in 1976 and actively contributed to various community groups over many years.

Harry was President of the Eltham District Historical Society from 1993 until 2009 and was a driving force behind its success.

He was engaged in many personal historical projects including the history of local schools, the local railway, and the Eltham Justice Precinct. He was instrumental in establishing the Local History Centre in Main Road, Eltham, for the Society. His ongoing commitment to the operation of this centre was a significant contribution to the provision of a permanent home for the Society.

Harry was also instrumental in helping establish the records base, which the Society continues to build, for our future generations.

As Convener of Council's Kangaroo Ground War Memorial Tower Committee, he played a leading role in the ongoing refurbishment of this important site and tower, together with the building of the Moor-rul Viewing Platform.

In 2009, Harry Gilham received a Royal Historical Society of Victoria Award of Merit in recognition of his exceptional service.

Harry and wife Sue, were named joint 2008 Nillumbik Citizens of the Year, in acknowledgement of the decades of community service both have given to their local communities.

On behalf of Nillumbik Shire Council, I thank Harry Gilham for all he contributed to our community and express our sincere condolences to Sue Dyet and their family.

# **Council Meeting Minutes**

## 28 February 2023

Cr Geoff Paine also expressed his condolences as follows:

I got to know Harry toward the end of his life and Sue of course. They were the original powerhouse couple and their commitment to environment, education, history and this community are second to none. They were extraordinary movers and shakers.

Harry was an enthusiastic wine maker, who has a wine award named after him. His work with the Eltham Cemetery, the Historical Society and the redevelopment of the Eltham Library live on.

Vale Harry, and our thoughts are will Sue and family.

## **Council Meeting Minutes**

#### 28 February 2023

## 7. Confirmation of Minutes

Confirmation of the minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 13 December 2022.

Council Resolution

| MOVED:    | Cr Frances Eyre |
|-----------|-----------------|
| SECONDED: | Cr Geoff Paine  |

That Council:

- 1 Confirms the minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 13 December 2022 (Attachment 1 and Attachment 2).
- 2 Resolves that the Confidential Council Meeting minutes (Attachment 2) remains confidential in accordance with section 3(1)(a) and (f) of the *Local Government Act* 2020.

# CARRIED UNANIMOUSLY

# 8. Disclosure of conflicts of interest

Carl Cowie declared a material conflict of interest in Item CM.010/23 CEO Employment Matters in the confidential section of the meeting.

#### 9. Petitions

Nil

**Council Meeting Minutes** 

28 February 2023

#### 12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

#### **10.** Questions from the gallery

Lisa Bootlis has submitted the following questions:

#### **Question 1**

Have you consulted with the rate payers regarding the 5G system implemented and the safety data of this deadly 5G weapon and what the health issues will be after activation?

#### Response 1

The Federal Government, not local councils, regulates radio frequency electromagnetic energy from telecommunications, including 5G. The two agencies involved in protecting the health and safety of all Australians with 5G are:

- The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) who are responsible for research and health standards; and
- The Australian Communication and Media Authority (ACMA) who checks that radio frequency electromagnetic energy from telecommunications networks is below the exposure limits set out in ARPANSA standards.

More information can be found on the Federal Government's Department of Infrastructure, Transport, Regional Development, Communications and the Arts website – www.infrastructure.gov.au/media-communications-arts/spectrum/5g-and-eme.

#### Question 2

Have you, are you transparent about the SMART cities and their long-term goal, we are aware that you have had meetings in Canberra about this rollout?

#### Response 2

In 2018, Council collaborated with four other Victorian councils which resulted in the establishment of a LoRaWAN network to enable information sensors for air quality, water level monitoring, waste management collection, asset tracking and people counting. In Nillumbik, the installed sensors are on Council facilities and assets only, and the data is maintained by the councils involved in the project.

Council has no plans at the current time to expand the use of information sensors.

#### Ruya Hudleston has submitted the following question:

#### Question

Are there plans to replace the roundabout on Greensborough bypass and Diamond Creek Rd and Civic Drive?

It's causing many car accidents, traffic jams and with a school nearby it's unsafe and dangerous. We already had one accident which was caused by another driver and saw many other crashes. For public safety this should looked at. There is also plans for new homes to be built on St Helena Place nearby which will elevate the number of cars passing by.

#### **Council Meeting Minutes**

28 February 2023

#### 12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

#### Response

The North East Link project has this roundabout identified as a North East Link interchange, the maintenance and safety assessment of this roundabout lies with the Department of Transport. At this point the public information does not specify any proposed works for the roundabout. Council has written to relevant Ministers advocating for a detailed investigation to be undertaken in relation to traffic congestion and road safety issues.

### David Smith has submitted the following questions:

#### **Question 1**

Transport Emissions contributing to climate change in Australia account for close to 20% of total emissions and are growing. To reduce transport emissions the citizens of Nillumbik can take actions such as walking and utilising public transport. In Plenty where I grew up and live we don't have footpaths.

When will council build footpaths in Plenty so that the citizens of Plenty can reduce their impact to the climate and environment?

#### **Response 1**

Council's list of footpaths include footpaths proposed in Plenty, such as McLaughlans Lane and Butlers Road (from Memorial Drive to Mackelroy Road). Footpath works are continually assessed across the shire with an annual allocation within the capital works budget towards maintaining, upgrading and new construction of footpaths.

#### **Question 2**

I refer to the council meeting in November, where councillors discussed tree canopy and I do agree that Nillumbik is a leader in Victoria in tree canopy coverage.

In Plenty residents try to improve the tree canopy, particularly along roadways, only for it to be cut down by Ausnet. Nbn copper wires run underground, but not the power lines.

Alternatively the 3 phase power lines on towers can be coated in plastic and interweaved where they are not affected by the tree canopy.

What plans do council have to influence Ausnet and the Victorian government to improve tree canopy where power lines stand to move power lines underground?

#### Response 2

Ausnet is responsible for the electricity network in Nillumbik. In new development areas where it is possible to run underground cabling this is the standard. Currently there is no legislation that requires power companies to replace their aerial power network with an underground network. (the cost of works to replace aerial power lines with underground is significantly higher (cost estimates are as high as \$2 million per kilometre, as it involves avoiding clashes with other third party assets, trenchless technologies, minimum depths, tree roots, etc.).

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#### **Council Meeting Minutes**

28 February 2023

# 12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

#### Andrew Bakos has submitted the following questions:

#### Question 1

Can Council advise when a new Recreational Trails Advisory Committee will be advertised and formed given the old committee was retired back in june 2022?

#### Response 1

The new Recreational Trails Advisory Committee Terms of Reference will be presented to Council in March for endorsement. An Expression of Interest process for the new Committee will be undertaken in April, with the evaluation process occurring during May. Endorsement of new RTAC members is scheduled to be presented at the June Council meeting, with the new RTAC membership to commence from 1 July 2023.

#### **Question 2**

Is there an option for officers to relocate the foot bridge washed away just north of Bridge st to align with the new Greensborough Trail extension closer to the Trestle bridge for a more natural confluence for trail users?

#### Response 2

As part of the replacement of the Alistair Knox Park Bridge Council will look to integrate the replacement bridge with the trails on either side of the Diamond Creek with consideration given to all users of the trails. Updates will be provided as to the progress and design of the bridge. It is important to note Melbourne water signs off on the final location of the new bridge.

Michael McCarthy on behalf of an informal Community Group has submitted the following question:

#### **Question 1**

There is a growing community group which would like to work collaboratively with Council regarding the re-opening of the Eltham North ovals for dogs more suited to large public open spaces.

What solution might Council propose so that all members of the community (including sporting groups, residents and dog owners) can work collaboratively and respectively to share use of the Eltham North ovals?

#### **Response 1**

Officers are currently reviewing the amenities available for users in the area.

### **Council Meeting Minutes**

28 February 2023

11. Reports of Advisory Committees

AC.001/23 Advisory Committee Report - 28 February 2023

## Distribution: Public

Manager: Blaga Naumoski, Director Governance and Communications

## Summary

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

In accordance with Advisory Committee Terms of Reference, the following minutes of Advisory Committee meetings are attached **(Attachment 1)** and presented to Council for noting:

- 1. Arts and Culture Advisory Committee meeting held 15 August 2022;
- 2. Positive Ageing Advisory Committee meeting held 4 November 2022;
- 3. Environment & Sustainability Advisory Committee meeting held 30 November 2022;
- 4. Environment & Sustainability Advisory Committee meeting held 15 February 2023.

# **Council Resolution**

MOVED: Cr Geoff Paine SECONDED: Cr Frances Eyre

That the minutes of the Advisory Committee meetings reported be noted (Attachment 1).

| Council Meeti  | Council Meeting Minutes |                   |
|--|-------------------------|-------------------|
| 12. Officers'  | reports                 |                   |
| CM.001/23  | Draft Budget 2023-2024  |                   |
| Distribution:  | Public                  |                   |
| Manager: Vince Lombardi, Chief Financial Officer / Acting Director Opera<br>and Infrastructure |                         | rector Operations |

Author: Melika Sukunda, Finance Manager

#### Summary

This report presents the draft Budget 2023-2024 for Council approval prior to exhibition for public consultation. The Budget provides resources for the ongoing delivery of Council services to the community, delivery of Council Plan actions and for the development and maintenance of infrastructure throughout the Shire.

Rates and charges

• The draft Budget proposes a 3.50 per cent increase to rates levied and an increase of 5.78 per cent to the waste management standard charge.

#### Capital Works

• A range of major capital works projects have been identified through planning and community consultation. The draft Budget also provides significant resources to maintain and develop existing infrastructure.

#### Strategic Resource Plan

In conjunction with the Council Plan, the Strategic Resource Plan has also been prepared for the next ten financial years.

#### Council Resolution

# MOVED: Cr Natalie Duffy SECONDED: Cr Geoff Paine

That Council:

- 1. Adopts the draft Budget 2023-2024 (**Attachment 1**) for the purposes of section 94 of the *Local Government Act 2020*.
- 2. Authorises the Chief Executive Officer to give public notice in accordance section 96 of the *Local Government Act 2020* of Council's intention to adopt, at a Council Meeting proposed to be held at 7:00 pm on 23 May 2023, the Budget 2023-2024 presented to this meeting.
- 3. Notes that any person who makes a written submission in relation to the draft Budget 2023-2024 and requests to be heard in support of the written submission, be heard at the Planning and Consultation Committee meeting to be held in the Council Chamber, Civic Centre, at 7:00 pm on Tuesday 11 April 2023.
- 4. Authorises the Chief Executive Officer to undertake any and all administrative procedures necessary to enable Council to carry out its functions under sections 94 and 96 of the *Local Government Act 2020*.

| Council Meeting Minutes 28 February 2023 |   |   |
|--|---|---|
| 12. Officers'                            | reports   |   |
| CM.002/23                                | Local Government Performance Reporting Framework - Mid-Year 2022-2023 Performance Report  | ſ |
|  |   |   |
| Distribution:                            | Public  | _ |
| Distribution:<br>Manager:                | Public<br>Jeremy Livingston, Executive Manager Business Transformation and<br>Performance |   |

#### Summary

The purpose of this report is to present (for noting) the Local Government Performance Reporting Framework (LGPRF) mid-year service performance results for the 2022-2023 financial year.

The report measures Council's current performance against the expected range (based on LGPRF guidelines set by State Government) as well as comparing Council's current performance against the 2021-2022 end of financial year result.

This is the fourth time Council is completing a mid-year progress update on the LGPRF indicators, with the aim of the report to provide more frequent and current data to better monitor and more proactively address any issues or trends identified with Council's performance.

The report demonstrates that Council is performing well against the LGPRF framework, with one result exceeding the expected range based on Local Government Victoria guidelines. A large number of indicators have improved compared to previous reporting, and when comparing performance to similar councils.

| Council Resolution |
|--------------------|
|--------------------|

MOVED: Cr Geoff Paine SECONDED: Cr Natalie Duffy

**That** Council notes the Local Government Performance Reporting Framework (LGPRF) service performance results for the period from July to December 2022 (**Attachment 1**).

| Council Meeting Minutes |   | 28 February 2023 |
|-------------------------|---|------------------|
| 12. Officers' reports   |   |                  |
| CM.003/23               | Review of the Meeting Procedure - Governance Rule |                  |
| File:                   | FOL/20/282  |                  |
| Distribution:           | Public  |                  |
| Manager:                | Blaga Naumoski, Director Governance and Commu     | unications       |
| Author:                 | Katia Croce, Governance Lead                      |                  |

# Summary

Council's existing Governance Rule - Meeting Procedure was prepared and adopted on 25 August 2020 as required under the *Local Government Act 2020* (the Act), after a period of public exhibition and community consultation was undertaken.

On 30 November 2021, the Regulatory Legislation Amendment (Reform) Bill 2021 was introduced into Parliament, foreshadowing that the previous emergency provisions that allowed councils to conduct online meeting would expire on 1 September 2022. The *Regulatory Legislation Amendment (Reform) Act 2022* passed in March 2022.

Councils are required to review and establish their Governance Rules to allow for online attendance and participation.

Council opted to expand the review to go beyond the inclusion of attendance at Council meetings by electronic means and cover more of the Governance Rules made in August 2020, as it aligns to our ongoing commitment to ensuring our decision-making processes are best-practice, contemporary and support Council's Access, Equity and Inclusion Policy.

The updated version has been informed by the experience of Council meetings and feedback during that time (staff and members of the community) and the Councillors.

A review of Council's Governance Rule – Meeting Procedures requires Council to undertake community consultation on any amendments.

The purpose of this report is to seek endorsement from Council of the draft Governance Rule – Meeting Procedures (**Meeting Procedures**) (**Attachment 2**) for public consultation.

# **Council Resolution**

| MOVED:    | Cr Frances Eyre |
|-----------|-----------------|
| SECONDED: | Cr Karen Egan   |

That Council:

- 1. Endorses the draft Governance Rule Meeting Procedures shown at **Attachment 2** for public consultation from 1 March 2023 to 30 March 2023 inclusive;
- 2. Invites written submissions regarding the proposed amendments outlined in the draft Governance Rule Meeting Procedures by 30 March 2023;
- 3. Considers public submissions at the Planning and Consultation Committee meeting to be held on 13 June 2023; and
- 4. Notes that any person who makes a written submission in relation to the draft Governance Rule Meeting Procedures and requests to be heard in support of the written submission, be heard at the June 2023 Planning and Consultation Committee meeting.

# Council Meeting Minutes

28 February 2023

12. Officers' reports

CM.004/23 Reconciliation Action Plan (RAP) Community Engagement Plan

# Distribution: Public

Manager: Corrienne Nichols, Director Community Services

Author: Nichole Johnson, Manager Community Partnerships

## Summary

The purpose of this report is to seek Council endorsement of the Reconciliation Action Plan (RAP) Community Engagement Plan (Attachment 1).

The proposed period of Phase 2 Community Engagement for the Nillumbik *Reflect* RAP is 7 weeks; from Monday 6 March 2023 – Sunday 23 April 2023.

This Community Engagement Plan forms *Phase 2* of the Nillumbik Reconciliation Action Plan (RAP) Framework (Attachment 2), and will lead to the development of a draft RAP document (*Phase 3*).

#### Recommendation

That Council endorses the Reconciliation Action Plan (RAP) Community Engagement Plan (Attachment 1).

Motion

MOVED: Cr Natalie Duffy SECONDED: Cr Frances Eyre

That Council endorses the Reconciliation Action Plan (RAP) Community Engagement Plan (Attachment 1), subject to including general community as a stakeholder.

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

#### **Council Resolution**

MOVED: Cr Natalie Duffy SECONDED: Cr Frances Eyre

**That** Council endorses the Reconciliation Action Plan (RAP) Community Engagement Plan (**Attachment 1**), subject to including general community as a stakeholder.

| Council Meeting Minutes 28 February                |   |  |
|--|---|--|
| 12. Officers'                                      | reports   |  |
| CM.005/23 Loan Guarantor Diamond Creek Tennis Club |   |  |
| Distribution:                                      | Public  |  |
| Managan  | Vince Lemberdi Acting Director Operations and Int |  |

| Manager: | Vince Lombardi, Acting Director Operations and Infrastructure |
|----------|---|
| Author:  | Rebecca Burton, Manager Recreation and Leisure                |

# Summary

This report considers a request from the Diamond Creek Tennis Club (DCTC), operating from a Council-owned facility at 28 Phipps Crescent, Diamond Creek.

The Club has approached Council requesting that Council act as loan guarantor for a \$200,000 loan covering the club's contribution to the upgrading of the facility.

Council have estimated that total costs for the upgrading of the facility will be \$500,000. Local Labor Party Leader, Vicki Ward, has committed \$300,000.

# Recommendation

That Council:

- 1. Acts as loan guarantor for the DCTC for a maximum of \$200,000 to be used within the scope of the project.
- 2. Provides a letter to the bank confirming Council's intention to guarantee a loan to DCTC for \$200,000.
- 3. Affixes the common seal of Nillumbik Shire Council to the necessary loan guarantee documentation. (Officers will put this in the recommendation summary for the Council Report when we seek resolution).
- 4. Notes that any potential future redraw request must be endorsed through a Council resolution.

Motion

MOVED: Cr Peter Perkins SECONDED: Cr Natalie Duffy

That Council:

- 1. Acts as loan guarantor for the **Diamond Creek Tennis Club** for a maximum of \$200,000 to be used within the scope of the project.
- 2. Provides a letter to the bank confirming Council's intention to guarantee a loan to **Diamond Creek Tennis Club** for \$200,000.
- 3. Affixes the common seal of Nillumbik Shire Council to the necessary loan guarantee documentation. (Officers will put this in the recommendation summary for the Council Report when we seek resolution).
- 4. Notes that any potential future redraw request must be endorsed through a Council resolution.

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

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**Council Meeting Minutes** 

28 February 2023

12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

Council Resolution

MOVED: Cr Peter Perkins SECONDED: Cr Natalie Duffy

That Council:

- 1. Acts as loan guarantor for the Diamond Creek Tennis Club for a maximum of \$200,000 to be used within the scope of the project.
- 2. Provides a letter to the bank confirming Council's intention to guarantee a loan to Diamond Creek Tennis Club for \$200,000.
- 3. Affixes the common seal of Nillumbik Shire Council to the necessary loan guarantee documentation. (Officers will put this in the recommendation summary for the Council Report when we seek resolution).
- 4. Notes that any potential future redraw request must be endorsed through a Council resolution.

| Council Meeting Minutes 28 February |   | 28 February 2023       |
|-------------------------------------|---|------------------------|
| 12. Officers'                       | reports   |                        |
| CM.006/23                           | CM.006/23 Council Plan Quarterly Performance Report - 2022-2023 - Quarter 2 |                        |
| Distribution:                       | Public  |                        |
| Manager:                            | Jeremy Livingston, Executive Manager Busine<br>Performance                  | ess Transformation and |
| Author:                             | James Hartigan, Business Performance Analy                                  | st                     |

#### Summary

The purpose of this report is to present the Council Plan Quarterly Performance Report (Attachment 1) for noting.

These reporting updates are received by Council on a quarterly basis to demonstrate in a practicable and tangible way how the Council Plan 2021-2025 is being delivered to the community.

The Council Plan Quarterly Performance Report provides the second update on delivery progress and performance of the 2022-2023 Annual Action Plan actions, which align to delivery of the second year of the Council Plan 2021-2025.

Of the 22 actions designated for quarterly reporting in the 2022-2023 Annual Action Plan, 19 actions are currently 'on track', two actions are experiencing minor issues and one action is completed.

The overall position reflected in the report suggests that Council continues to make solid progress in delivering on key actions of the Council Plan and significant outcomes for the community.

All 46 actions identified in the Annual Action Plan 2022-2023 will have final updates provided in the corresponding report for the fourth quarter, and will also be published in the Annual Report 2022-2023 when presented to the community later in 2023.

#### **Council Resolution**

MOVED: Cr Geoff Paine SECONDED: Cr Frances Eyre

**That** Council receives and notes the Council Plan Quarterly Performance Report (**Attachment 1**) for the second quarter of 2022-2023.

| Council Meeting Minutes 28 February 202 |  |
|---|--|
| 12. Officers'                           | reports  |
| CM.007/23                               | Public notice submission for 1075 Heidelberg-Kinglake Road,<br>Hurstbridge |
|   |  |
| Distribution:                           | Public   |
| Distribution:<br>Manager:               | Public<br>Rosa Zouzoulas, Director Planning and Community Safety           |
|   |  |

#### Summary

This report is to inform Councillors about a planning application that has been made to the Minister for Planning, and which the Minister has sought public submissions, for a proposed new school to be located at 1075 Heidelberg-Kinglake Road, Hurstbridge.

Council Officers have responded to the Minister for Planning's request for submissions to the public notice period, and have objected to the proposal.

# Recommendation

That Council:

- 1. Notes that Council officers have objected to Planning Application PA2101369, currently being considered by the Minister for Planning, for the use of the land for an Education Centre (Primary and Secondary school) at 1075 Heidelberg –Kinglake Road, Hurstbridge on the following areas of concern:
  - a) The application has not provided enough information to make a fully informed assessment and determination of the proposal.
  - b) The application has not detailed how the proposal will address the Bushfire Management Overlay or how the risk to both life and property will be minimised.
  - c) Details regarding student numbers and hours of operation are unknown.
  - d) A full set of development plans and details of any proposed buildings and works have not been provided. This includes details of any proposed works to existing buildings, any proposed new buildings or structures, play equipment, sports courts or ovals.
  - e) An arborist report has not been provided, as such no assessment can be made on any of the vegetation proposed for removal.
  - f) A Cultural Heritage Management Plan has not been provided. Pursuant to the *Planning and Environment Act 1987*, a planning permit cannot be issued without an approved Cultural Heritage Management Plan.
  - g) The application is considered to be inconsistent with the Municipal Planning Strategy and Planning Policy Framework contained within the Nillumbik Planning Scheme.
  - h) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Rural Conservation Zone (Schedule 3).
  - i) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Environmental Significance Overlay (Schedule 4).

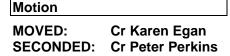
# **Council Meeting Minutes**

28 February 2023

# 12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

2. Notes that officers will inform Councillors of the decision once the Minister for Planning has determined the application.



That Council:

- 1. Notes that Council officers have objected to Planning Application PA2101369, currently being considered by the Minister for Planning, for the use of the land for an Education Centre (Primary and Secondary school) at 1075 Heidelberg –Kinglake Road, Hurstbridge on the following areas of concern:
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  - b) The application has not detailed how the proposal will address the Bushfire Management Overlay or how the risk to both life and property will be minimised.
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  - f) A Cultural Heritage Management Plan has not been provided. Pursuant to the *Planning and Environment Act 1987*, a planning permit cannot be issued without an approved Cultural Heritage Management Plan.
  - g) The application is considered to be inconsistent with the Municipal Planning Strategy and Planning Policy Framework contained within the Nillumbik Planning Scheme.
  - h) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Rural Conservation Zone (Schedule 3).
  - i) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Environmental Significance Overlay (Schedule 4).
- 2. Notes that officers will inform Councillors of the decision once the Minister for Planning has determined the application.
- 3. Authorises the Mayor to write to the local MPs advising them of Council's decision in relation to this application.

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

#### **Council Meeting Minutes**

28 February 2023

12. Officers' reports

CM.007/23 Public notice submission for 1075 Heidelberg-Kinglake Road, Hurstbridge

#### **Council Resolution**

MOVED: Cr Karen Egan SECONDED: Cr Peter Perkins

# That Council:

- 1. Notes that Council officers have objected to Planning Application PA2101369, currently being considered by the Minister for Planning, for the use of the land for an Education Centre (Primary and Secondary school) at 1075 Heidelberg –Kinglake Road, Hurstbridge on the following areas of concern:
  - a) The application has not provided enough information to make a fully informed assessment and determination of the proposal.
  - b) The application has not detailed how the proposal will address the Bushfire Management Overlay or how the risk to both life and property will be minimised.
  - c) Details regarding student numbers and hours of operation are unknown.
  - d) A full set of development plans and details of any proposed buildings and works have not been provided. This includes details of any proposed works to existing buildings, any proposed new buildings or structures, play equipment, sports courts or ovals.
  - e) An arborist report has not been provided, as such no assessment can be made on any of the vegetation proposed for removal.
  - f) A Cultural Heritage Management Plan has not been provided. Pursuant to the *Planning and Environment Act 1987*, a planning permit cannot be issued without an approved Cultural Heritage Management Plan.
  - g) The application is considered to be inconsistent with the Municipal Planning Strategy and Planning Policy Framework contained within the Nillumbik Planning Scheme.
  - h) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Rural Conservation Zone (Schedule 3).
  - i) The application is considered to be inconsistent with the purpose, objectives and decision guidelines of the Environmental Significance Overlay (Schedule 4).
- 2. Notes that officers will inform Councillors of the decision once the Minister for Planning has determined the application.
- 3. Authorises the Mayor to write to the local MPs advising them of Council's decision in relation to this application.

| Council Meeti<br>12. Officers' | •   | 28 February 2023       |
|--------------------------------|---|------------------------|
| CM.008/23                      | December Quarter Financial Report                                     |                        |
| Distribution:                  | Public  |                        |
| Manager:                       | Vince Lombardi, Chief Financial Officer / Actir<br>and Infrastructure | ng Director Operations |
| Author:                        | Melika Sukunda, Finance Manager                                       |                        |

#### Summary

This report outlines Council's financial performance and financial position for the period ended 31 December 2022.

The Income Statement shows an overall favourable year to date (YTD) variance of \$5.2 million representing 10.91 percent of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$5.2 million and higher than budgeted operating expenses of \$33,246.

Council's overall financial position at the end of this quarter is sound.

The Chief Executive Officer has reviewed the quarterly report and the mid-year forecast and has determined that a revised budget is not required.

# **Council Resolution**

MOVED: Cr Geoff Paine SECONDED: Cr Karen Egan

**That** Council receives and notes the Financial Report for the period ended 31 December 2022 (**Attachment 1**).

| Council Meeting Minutes |  |
|-------------------------|--|
|-------------------------|--|

28 February 2023

12. Officers' reports

CM.009/23 Informal Meetings of Councillors Records - 28 February 2023

| Distribution: | Public |
|---------------|--------|
|---------------|--------|

| Manager: | Blaga Naumoski, Director Governance and Communications |
|----------|--|
| Author:  | Katia Croce, Governance Lead                           |

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 Meeting of Councillors held.

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 13 December 2022.

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

- 1. Positive Ageing Advisory Committee meeting held 2 December 2022;
- 2. Councillor Briefing meeting held 6 December 2022;
- 3. CEO Employment Matters Advisory Committee sub-committee meeting held 24 January 2023;
- CEO Employment Matters Advisory Committee sub-committee meeting held 3 February 2023;
- 5. Positive Ageing Advisory Committee meeting held 3 February 2023;
- 6. Councillor Briefing meeting held 7 February 2023;
- 7. PCC Pre-Meet held 14 February 2023.

#### **Council Resolution**

# MOVED: Cr Frances Eyre SECONDED: Cr Natalie Duffy

**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.

28 February 2023

# **Council Meeting Minutes**

13. Notices of Motion

Nil

14. Delegates' Reports

Nil

15. Supplementary and urgent business

Nil

-

# 16. Confidential reports

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

# CM.010/23 CEO Employment Matters

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

Carl Cowie declared a material conflict of interest in Item CM.010/23 CEO Employment Matters in the confidential section of the meeting.

Carl Cowie left the meeting at 8.07pm.

| Council Resolution |                |
|--------------------|----------------|
| MOVED:             | Cr Karen Egan  |
| SECONDED:          | Cr Geoff Paine |

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

# CARRIED UNANIMOUSLY

The meeting closed to the public at 8:06pm.

The meeting re-opened to the public at 8:12pm.

# 17. Close of Meeting

The meeting closed at 8:12pm.

Confirmed:

Cr Ben Ramcharan, Mayor

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# Youth Council Formal Advisory Committee



# Minutes

| Date:                         | Monday 5 December 2022  |
|-------------------------------|---|
| Time:                         | 4.00pm – 6.00pm   |
| Venue:                        | Council Chambers  |
| Chair:                        | Youth Mayor Brianne Keogh   |
| Minute Taker:                 | Molly Jessop  |
| Committee<br>Members:         | Ava Grzechnik, Brianne Keogh, Fieke Van Der Kamp, Indi Sandwell,<br>Kirra Imbriano, Lachlan Wadsworth, Maali Kerta-Rice, Martina<br>Charalambous, Niamh Coffey, Orianna Edmonds, Rhys Warrillow |
| Councillor<br>Representative: | Cr Natalie Duffy  |
| Other:                        | Nichole Johnson, Katie Camilleri, Frances Biggar, Molly Jessop  |
| Apologies:                    | Corrienne Nichols, Nicola Clutton, Bailey Cumming, Jack Linehan, Joseph Bowman  |

# Order of business

# 1. Welcome

Observers are reminded their role is to observe only, unless called upon by the Chairperson to participate.

# 2. Acknowledgement of Country

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. Apologies

Apologies have been received from Corrienne Nichols, Nicola Clutton, Bailey Cumming, Jack Linehan and Joseph Bowman.

# 4. Conflict of Interest and Informal Meeting of Councillors Record

Conflict of interest provisions are contained in sections 126-131 of the *Local Government Act 2020,* the Councillor Code of Conduct, the Employee Code of Conduct and the Advisory Committee Members Code of Conduct.

An Informal Meeting of Councillors Record must be completed at the meeting in accordance with Item 19 of Council's Governance Rule - Meeting Procedure.

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# 5. Minutes of previous meeting (2 minutes)

That the minutes of the meeting held 3 October 2022 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Niamh Coffey

Minutes seconded by: Maali Kerta-Rice

# 6. Outstanding Action Items

No outstanding action items from the previous formal advisory meeting.

# 7. Filming

Videographer Jamie Robertson was in attendance to film videography for the upcoming Youth Council recruitment for 2023.

Youth Council members were invited to participate in the filming.

# 8. Item of business 1: Youth Hub

Katie Camilleri, Coordinator Youth and Community Development provided the Youth Council with an update on the new Victorian Government Youth Hubs grant program 2022-2023. Ten priority Local Government Areas (LGAs) forming Melbourne's outer metropolitan boundary (including Nillumbik) are invited to apply.

The Youth Hubs grant program aims to support the development of two new placebased youth hubs. These will be safe, welcoming spaces for all young people aged 12 to 25 years, offering tailored access to services and support that have been codesigned by young people.

The project will achieve this through two one-off grants of \$300,000 each for youth hubs that will:

- build on the strength of local service organisations and communities to run activities and programs that are embedded within the local community
- give young people the chance to be part of meaningful decision-making opportunities and have their voices, lived experience and solutions heard
- help young people to access education, employment and services while building their networks and social connections.

The need for a Nillumbik Youth Hub was identified through the 2021 Young Minds: Your Voice, Our Future consultations led by Youth Council to address the need for improved mental health service provision for local young people. A need for a youth hub was also identified as a key action in the Nillumbik Youth Strategy 2022-26 and the 2022 Nillumbik Mental Health Advocacy Priorities.

The funding application will be informed by the recently completed Research and Engagement Report which heard from local young people and youth service providers Page | 2

on what they thought was important for a youth hub. Benchmarking on a range of Youth Hubs facilitated by other local government areas was also undertaken and consolidated within the report.

# Discussion:

- Liked how the ideas from the Youth Hub Forum have all been included in the proposal
- Co-located services should include a family violence service like Orange Door
- Concern around tight timeframe between funding outcome and deadline for youth hub to become operational. The Youth Development team has advised that the operation of the youth hub can be a staged approach.
- Opportunity to include local First Nations artwork with descriptions on how the artwork connects to culture and land
- Study support programs and services should also be available
- Consideration for the youth hub to remain open later discussed trialling times and adjusting as needed
- Consideration that young people might like to access the youth hub before school as well
- Once the youth hub is established a hop on hop off bus should be considered to connect young people of rural Nillumbik to the hub

# Letter of Support

Youth Councillors also looked over the draft Letter of Support on behalf of the Youth Council which is intended for attachment as a supporting document for the Youth Hub grant application. Suggested edits:

- Few minor spelling / grammar edits
- Add in vision from Youth Strategy

Edits suggested by the Youth Council were noted and amended by youth development staff.

Youth Council moved to endorse the youth hub funding proposal and letter of support.

Moved by: Fieke Van Der Kamp

Second by: Martina Charalambous

# Next steps and funding timeline:

- Council Briefing Tuesday 6 December: Presenting Council with the draft youth hub concept and costings
- Council Meeting Tuesday 13 December: Endorsement of funding application at Council meeting.

Page | 3

- Funding submission Wednesday 14 December: Funding applications due
- Funding Announcement March 2023

# 9. Item of business 2: Youth Council Recruitment

With the existing two year term for Youth Council ending in April 2023, Officers are seeking Council endorsement at the 13 December Council Meeting for the updated Terms of Reference 2023-25 and recruitment process to take place from 12 January 2023.

All nominees will be individually scored by the selection panel against an evaluation matrix that considers the nominees:

- a) Understanding of and interest in the issues facing young people in Nillumbik
- b) Leadership skills and experience and/or willingness to learn
- c) Ability to demonstrate a range of knowledge, skills and/or lived experience that would benefit the Youth Council.

To ensure a diverse representation of young people, a dedicated position within the committee will also now be reserved for a First Nations young person and additional weighting will be given to an applications that meets one or more of the following criteria:

- Living in rural Nillumbik
- LGBTIQA+ communities
- Gender diverse people
- First Nations People
- People with a disability, chronic illness and/or mental illness
- Carers
- People experiencing or have experienced financial insecurity
- Culturally and linguistically diverse communities.

Additional weighting will also be given to applicants who have previously been members of Youth Council. This additional weighting will support existing Youth Councillors to renew their term on Youth Council, which will allow for continuity of work on Youth Council and will give previous members a chance to hold leadership positions and mentor new members.

In conjunction with the above, the selection panel will also take into account the balance of experiences and perspectives across the committee in making its recommendations for membership to Council.

Calls for nominations will be broad, and the proposed communication plan is summarised below:

a) Recruitment will launch on 12 January 2023, and will close on 12 February 2023 if nomination numbers are reached.

- A recruitment approach which includes targeting diverse community groups and stakeholders will be conducted, utilising Youth Developments strong relationships with services across the community.
- c) The use of various Council social media platforms will be integral to the success of the recruitment, utilising professionally developed multimedia and existing Youth Council members to spread the message.
- d) Invitations to nominate will be disseminated through community group networks, currently hosted by Community Partnerships, and will be promoted through existing contact databases, Schools, Banyule Nillumbik Youth Services Network, Sporting Clubs, Scouts, Yarra Plenty Regional Library, Living & Learning Centres, Leisure Centres networks and more.
- e) A call for nomination will be included in the summer edition of Nillumbik News, as well as the monthly Youth e-newsletter.

For more information visit <u>Youth Council - Nillumbik Youth</u> or keep an eye out on Nillumbik Youth socials.

# 10. Item of business 3: Youth Development Updates

Youth Development Officers Frances Biggar and Molly Jessop provided updates on the following Youth Development projects:

#### Young Women Leaders of Nillumbik Awards

Young Women Leaders of Nillumbik Awards will close on Friday 16 December. Youth Councillors are encouraged to nominate any young women making a positive impact on the local community. Youth Councillors are also welcome to nominate themselves. Nominations can be submitted under the following categories:

*Nillumbik Young Woman of the Year* – Young women making a difference and leading change in Nillumbik

Young Creative Leader – Young women using creative arts to represent, motivate and inspire community

Young Sports Leader – Young women who lead and inspire others to participate in sport and physical activity

Young Gender Equity Leader – Young women championing gender equity, wellbeing and freedom from violence for every girl, woman and gender diverse person

Young Climate Action Leader – Young women who lead, support and inspire others to take climate action

Young Business Leader - Young women leading the way in local business

Nomination application form.

# 16 Days of Activism Project

Council has supported the 16 Days of Activism against Gender-Based Violence campaign since 2017 which is a global campaign. 2022 marks the 30th year of this global initiative which aims to galvanise individuals, communities and organisations to address gender inequalities and eradicate violence against women and girls around the world.

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Two years ago Council produced a <u>video with local older women speaking about</u> <u>what respect means to them.</u> Following the success of this campaign, last year Council produced a video which was made by and with <u>local young people</u> <u>speaking about the campaign's message to Call It Out</u>. At the 2022 Nillumbik Youth Summit Gender Equity was yet identified as a key priority to young people, Nillumbik Youth brought together young people again to create a youth led video campaign. This year the videos were created specifically for Instagram reels and focussed on young discussing their personal experiences of sexism and gender stereotyping in their workplaces and school. Check out the Nillumbik Youth Instagram to see the 2022 campaign.

In addition to this year's video campaign, we wanted to bring older people and young people together to have a conversation about gender equality, we did this at our Ageless Conversations events, bringing together students from St Helena Secondary College and older people from the Nillumbik Neighbours group. Both groups came together to discuss what has changed and what is still the same. The program was extremely successful with both groups interested in coming together in the future to continue the conversations.

#### School holidays

The Nillumbik Youth Summer school holiday program has launched this week. A flyer with a full program of events for young people aged 12-18 including Aligned Leisure, YPRL and Living & Learning sessions has been distributed throughout the community. Youth Councillors are encouraged to promote the program to their friends and family. Sessions being run by Nillumbik Youth include:

# Summer Pool Party

Friday 13 January, 5-7pm Diamond Creek Outdoor Pool (free)

# Home of Summer: Garden Grooves

Tuesday 17 January, 5-8pm Diamond Valley Library (free)

# Cheap Flix: Avatar- The Way of the Water

Wednesday 18 January, 1-4pm Greensborough Hoyts (\$10, bookings essential)

A full list of programs and registration links can be found in the school holiday section of the Nillumbik Youth website <u>School holiday activities - Nillumbik Youth</u>.

#### 11. Item of business 4: Council Briefings and upcoming PCC

Upcoming Council Meeting on Tuesday 13 December. Relevant reports:

Page | 6

- Youth Hubs Grant Program 22-23 application
- Youth Council 2023-24

# 12. Other Business (5 mins)

Councillor Duffy raised the idea of looking at one Woi-wurrung language word at each meeting after the Acknowledge of County.

Youth Council member Niamh Coffey suggested that 2023 Youth Council inductions should include an education session with the Wurundjeri Woi Worrung group or Nillumbik Reconciliation Group.

#### 13. Next meeting date and location

Youth Council Formal Meeting, Monday 6 February 2022, Council Chambers.

# **Inclusion and Access Advisory Committee**

# Minutes



| Date: Friday 16 December 2 | 2022 |
|----------------------------|------|
|----------------------------|------|

Time: 10.00am – 12.00pm

Venue: Council Chambers, Civic Drive, Greensborough

- Chair: Cr Peter Perkins
- Scribe: Angela Lampard

#### Attendees:

Councillors:

Cr Peter Perkins

#### **Council Officers:**

Angela Lampard (Coordinator, Disability Inclusion and Volunteering), Narelle Hart (Manager Community Programs)

# Committee members:

Neville Coutts, Rhonda Bain, Diana Warrell, Agata Jarbin (healthAbility), David O'Connor, Inbar Niv, Helen Ryan (Araluen)

Guest presenter (external): Helen Fearn-Wannan from Architecture and Access.

# Apologies:

Alison Stanyer (Brotherhood of St Laurence NDIS Local Area Coordination), Aisling McCabe (St John of God Accord Disability Services), Cr Natalie Duffy.



# **Inclusion and Access Advisory Committee**

Minutes



# Order of business

- 1. Welcome by Chair, Cr Perkins.
- 2. Acknowledgement of Country
- 3. The Minutes of the previous meeting held on 21 October were confirmed as a true and accurate record of the meeting.

Proposed: Rhonda Bain

Seconded: Diana Warrell

- 4. General check-in:
- 5. Member updates: David spoke about his experience as head coach of the gold medal winning Special Olympics Soccer team (national championship). David kindly brought along his gold medal to show members. 3000 athletes competed, no athletes from Nillumbik as yet but David is working hard to support local talent. David referred to the coaching experience as the highlight of his career so far. It was an inspiring event that saw athletes ranging in age from 16 70. The world championship will be held in Berlin in 2023.

**Action:** Angela to pass on sporting grant information via email, as per Cr Perkins suggestion.

6. Universal Access awareness training and considerations for the Alistair Knox Park (Eltham) project – Presenter, Helen Fearn-Wannan, Architecture and Access

As background, Angela reminded the Committee of Council's successful grant bid to to build a Changing Place at the Alistair Knox Park in Eltham, as well as a Universal Design grant to enhance the area around the Changing Place and the festival and event areas of the park.

Helen's presentation is intended to support the Committee in considering their feedback when we tour Alistair Knox Park at our next Committee Meeting on 24 February 2023.

# Summary of Universal Access presentation:

- "Universal design is the **process** of creating products (devices, environments, systems and processes) which are **usable** by people with the widest possible range of abilities, operating within the widest possible range of situations" (environments, condition and circumstances)" (Vanderheiden 1996, p. 1).
- "Universal design is a process that enables and empowers a diverse population by improving human performance, health and wellness, and social participation" (Steinfeld & Maisel 2012, p. 29).



# 7. Principles of Universal Access

| Equitable use            | Design does not disadvantage or stigmatize any group.   |
|--------------------------|---|
| Flexibility in design    | Accommodate a wide range of preferences and abilities.  |
| Simple and intuitive use | Easy to understand regardless of users experience, knowledge, language skill or current concentration level.                  |
| Perceptible information  | Communicates necessary information effectively regardless of ambient condition or users' sensory abilities.                   |
| Tolerance for error      | Minimizes hazards and adverse consequences of accidental or unintended actions.   |
| Low physical effort      | Design can be used efficiently and comfortably and with a minimum of fatigue.   |
| Size and space           | Appropriate size and space is provided for approach, reach manipulation and use regardless of body size, posture or mobility. |

# Goals of Universal Design

| Body fit                 | Accommodating a wide range of body sizes and abilities.  |
|--------------------------|--|
| Comfort                  | Keeping demands within desirable limits of body function.  |
| Awareness                | Ensuring that critical information for use is easily perceived.  |
| Understanding            | Making methods of operation and use intuitive, clear and unambiguous.                                      |
| Wellness                 | Contributing to health promotion, avoidance of disease and prevention of injury.                           |
| Social Integration       | Treating all groups with dignity and respect.  |
| Personalisation          | Incorporating opportunities for choice and the expression of individual preferences.                       |
| Cultural appropriateness | Respecting and reinforcing cultural values and the social and environmental context of any design project. |

# Changing Places features:

Changing Places are **toilet facilities**, **for children**, **young people and adults with profound or multiple disabilities**, **which are fitted with specialist equipment including a hoist and changing bench**. They provide enough space for up to two carers to support the person with a disability to use the Changing Place.



**MLAK** (Master lock access key) enables people with disabilities to gain access 24/7 to a network of public facilities including Changing Places, lifts, play equipment

An MLAK is used to prevent vandalism & misuse of facilities. While a key ensures a Changing Places facility is functional and in good condition when someone needs it, it is noted that a key to access the facility is less than ideal, and a potential barrier to access. Council will therefore make sure keys are readily available and think about multiple options for people to obtain them.

# Accessible Adult Change Facilities to be installed in:

- Class 6 shopping centres occupancy 3,500 +
- Class 9b
- Sporting venues occupancy 35,000 +
- Swimming pools perimeter 70m +
- Museum/ art gallery/ theatre occupancy 1,500 +
- Airport terminal for public transport services

# **Benefits:**

- People can access their communities
- Reduced isolation
- Reduced injuries to parents and carers

# **Economic Benefits and Costs:**

- People go out with at least one other person
- Tourists with disability travel in groups of 3.8-4.1 but take 11% less trips
- Good access = repeat business

Every \$ invested in universal design = \$13 return over 2 years

(Assoc Prof Rachel McDonald, Swinburne University of Technology)

Average cost of Changing Places facility

Construction \$180,000 (does not include ongoing maintenance)

8. Committee Membership: Angela advised that as per our Terms of Reference, the 2 year membership for the Inclusion and Access Advisory Committee will conclude in May next year.

**Action:** Angela will be circulating draft ToR for Committee consideration and feedback in February 2023

**Next meeting** – Friday 24 February 2023 at Alistair Knox Park, 829 Main Road Eltham from 10am to 12pm.

Future 2023 Committee Meeting Dates for your diaries (all from 10am - 12pm):

Friday 28 April Friday 23 June Friday 25 August Friday 27 October Friday 15 December

Action: Angela to also send meeting details via outlook.

Conclusion of meeting - 12pm Thanks to all

# **Positive Ageing Advisory Committee**

# Minutes



| Date:<br>Time: | Friday 3 February 2023<br>12:00 pm – 2:00 pm   |
|----------------|--|
| Venue:         | Council Chamber and via Zoom   |
| Chair:         | Cr Frances Eyre / Cr Natalie Duffy   |
| Present:       | <i>Committee members:</i> Richard Kottek, Janice Crosswhite, Tianjian Shen, Sue<br>Riley, Jan Taylor, Sabi Buehler, Deanna Finn, Anne Fitzpatrick. Sandra<br>Verdam, Ray Carrol (late arrival) |
|                | <i>Council:</i> Cr Frances Eyre, Cr Natalie Duffy, Carl Cowie, Corrienne Nichols, Narelle Hart, Leanne Horvath, Stephanie Vassilios, Jade Zigenbine  |
| Apologies:     | Joy Ferguson   |

## Order of business

## 1. Welcome

This is the first meeting for 2023. Carl Cowie CEO attended the advisory committee along with the Director Corrienne Nichols and Manager Narelle Hart.

# 2. Acknowledgement of Country

Acknowledgement of Country was read by Cr Frances Eyre.

## 3. Conflict of Interest and Informal Meeting of Councillors Record

Nil

## 4. Minutes of previous meeting & Outstanding Action Items

**That** the minutes of the meeting held 2 December 2022 are confirmed as a true and accurate record of the meeting.

Moved: Sandra Verdam Seconded: Sue Riley Carried

# 5. Business Arising

Janice raised a concern that the Nillumbik News was not being distributed in Panton Hill. This is particularly concerning in regards to Council communication in the community. This will be taken to our Communications department to follow up.

# 6. New staff in Community Support Services – Introductions

#### i. Leanne Horvath – Coordinator Community Support Services

Leanne introduced herself and provide a synopsis of her experience and previous work.

#### ii. Stephanie Vassilios – Social Connections Officer

Introduced herself and provided a synopsis of her social connection experience.

#### iii. Carl Cowie - CEO- will drop in for a Q&A

Carl welcomed everyone for the New Year. Carl expressed that when his calendar allows he will be attending the Positive Aging Advisory Committee.

Please see attachment for responses from Carl to questions from the committee

# iv. Currently recruiting for Positive Ageing Officer and Aged Care Navigation and Advocacy Officer

These roles are currently in the recruitment phase. An update will be provided at the next meeting.

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# AC.002/23 Advisory Committee Report - 28 March 2023 Attachment 1. Minutes of Advisory Committees reported 28 March 2023

## 7. Dynamic Life Planning- Environment Advisory Committee representative – Malcolm J Cock

Malcolm grew up on a Bio Dynamic dairy and beef farm in Lower Plenty and managed a **dynamic** and successful family stud & commercial beef, sheep and goat farming operations in Buchan and Leongatha, Gippsland.

Malcolm is an agricultural and dynamic life planning consultant, now based in Eltham. Malcolm is a current member of Councils Environment and Sustainability Advisory committee. Malcolm will talk to us today about Dynamic Life Planning.

Environment and Sustainability Advisory Committee - Nillumbik Shire Council

Malcom gave an explanation around what he does and the importance of Life Planning and explained how the process works.

Malcom explained that the plan starts at looking at a person's history to present day. This assists in thinking about your attitude to life, goals, achievements, learnings and a reflection on your life thus far. Also noting a satisfaction wheel regarding friends, family, career, entertainment, finances.

The next steps are to plan out the future, this can be completed by making goals for 5 years, 10 years, and 15 years.

He explained that this is an evolving plan that you can add to and change as circumstances change. It allows for you to think about your financial life, living situation and end of life planning.

Life planning is a proactive approach to ageing and the services people may need over time and possibly have access to.

Malcom also referenced a video resource <u>Meir Kay – Videos</u> that can assist in knowledge and understanding of the value of planning in our lives.

## 8. Roundtable

- This is Jan's last meeting and is retiring from her role with the PAAC. Jan thanked everyone
  for support, camaraderie, opportunity to meet with Councillors, CEO and working with council
  towards positive outcomes. She enjoys her role in the Dementia subcommittee and being a
  part of that to contribute to healthy ageing and her community. Cr Frances Eyre thanked Jan
  for committing her time and her ideas and supporting our community to thrive.
- Janice shared at the Living and Learning centre in Panton Hill the group Red Hat Sparklers
  meet regularly. She had a very successful outing yesterday into the city with the group and
  attended the Alexander McQueen exhibition, then the group had lunch together. There is now
  a membership of over 50 women, and the group is run by volunteers. This aim of the group is
  to reduce loneliness. The only requirement the group has is you have to wear a red hat and
  red clothes.
- Sandra explained that there has been a successful grant for a coffee morning at Smiths Gully Cafe for people experiencing loneliness and isolation. The group meet every Sunday between 10am 11am with a free coffee and opportunities to meet other people.
- The suggested subcommittee for Transport update. This has been placed on hold until the new Positive Ageing Advisory committee is convened, to allow new members to participate. The PAAC were all in agreement this is a good idea.
- Flyers for the Dementia Friendly Alliance were available to collect and distribute.
- Carl will provide feedback and an update regarding the toilets at Andrews Pocket Park and the bridge repairs in Eltham
- Tianjian provided an overview of the celebration of the Luna New Year. The Chinese Community and clubs held local celebrations. Tianjian showed pictures of the celebrations, with around 40 people in attendance.
- Purple lid bins- Carl advised we will we need to have this in place by 2027 the new bins will be provided over a period of time. 1.3 million dollars to source the bins

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# AC.002/23Advisory Committee Report - 28 March 2023Attachment 1.Minutes of Advisory Committees reported 28 March 2023

## 9. Positive Ageing Advisory Committee- Expressions of Interest- Update

A number of applications have been submitted by organisations. Applications for individual committee member numbers are currently quite low, it was explained that if you are currently on the PAAC meeting as a member you need to put in a new application.

Closing date 12 February 2023. Leanne will email the Expression of Interest form again to all committee members – please reapply if you wish to continue on the committee.

#### 10. Andrews Pocket Park – NARI Partnership Update

Fitness Equipment has been installed at Andrews Pocket Park by the Council in partnership with the National Ageing Research Institute. The equipment is designed to facilitate exercise for older people and each piece has a QR code attached – when scanned on a mobile phone it will show people how to use the equipment effectively

NARI is currently undertaking some baseline research. You may see the team at the park, they will have ID and high Vis vests to identify themselves. The research will look at how people are using the equipment and how many people use it to create a knowledge base. There will be trained volunteers available at the park once stage 2 commences to assist people in using the equipment.

These volunteers will be trained by NARI to ensure that they can safely assist people.

There is a suggestion that the PAAC meet together and visit it as a group and see it and how it works.

Great intergenerational opportunities, although it is noted that sometimes older people don't feel comfortable using equipment when small children are also using it, due to falls risk. In some neighbouring councils there is signage to indicate that the seniors have priority access, so they feel comfortable to ask families to allow them space while using the equipment. This is something we could consider in the future if needed.

## **Other Business**

Nil

11. Next Meeting

When: Friday 3 March 2023 Time: 12pm- 2pm Where: Council Chambers and Hybrid on Zoom

| Action Summary Table  |   |                            |  |
|---|---|----------------------------|--|
| Action  | Who   | Due                        | Completed?   |
| Invite a member of the communications team to<br>the PAAC and discuss Communications at<br>Council  | Positive<br>Ageing<br>Officer                       | March<br>2023<br>Confirmed | Please consider what specific<br>questions you would like<br>answers and email the positive<br>ageing team   |
| Explore the establishment of a subcommittee for<br>transport.<br>There is a Council Plan FY 22/23 Priority Action<br>to "Develop a new Integrated Transport Strategy<br>to guide transport planning, sustainable<br>outcomes and advocacy". | Positive<br>Ageing<br>Officer,<br>Transport<br>team | ТВА                        | Please email your expressions<br>of interest to be part of this<br>subcommittee to the positive<br>ageing team Community<br>members with interest in the<br>matter also welcome to join. |

# Current and upcoming Council engagements:

| Engagement | Details |
|------------|---------|
|            |         |

# Attachment – Positive Ageing Advisory Committee Minutes 3 February 2023

# Bridge Repairs

PACC Members expressed concern about two bridges in Eltham in need of repair.

- One of the bridges referred to as the Susan Street pedestrian bridge, is being designed now with fabrication works commencing in the following weeks- to be installed before the end of March/April (pending no delays)
- The second bridge, in Alistair Knox Park, just north of Bridge Street. This bridge will be replaced. Council is in the process of investigating the quickest options for this and will provide progressive updates.



# Alistair Knox Park

The committee asked for information on the toilet in AK Park. Question on what is happening with the toilet as it will be needed with the Eltham Festival coming up

- Toilets are to be replaced and will incorporate a changing places facility through approved state government funding.
- The grant funding also includes the universal design of the facility, access paths, upgraded accessible parking and the like.
- Project to be completed 18 months from the date of the funding agreement signing (signing expected this month).
- Festival organisers are aware that the toilets are unavailable and are catering for this with additional portable facilities.

## Andrews Pocket Park

Cr Duffy requested an update on the disabled car park - either at Andrews Pocket Park or near the Tennis Club

PACC said they have seen the Andrews Pocket Park be heavily used and are super pleased

- We looked into this option when it was initially mentioned, the proposed location (the one shown with a X on the snippet below) is not optimal, neither from a DDA nor proximity perspective.
- The intent is to review the section with the arrow on Diamond Street and determine if we can provide some parking spaces along it, with the DDA spot included.



- We have a temporary power supply to the toilets at the pocket park. We are waiting an occupancy permit from the building surveyor (engaged by the supplier of the toilet block). We are expecting the permit to be issued within two weeks.
- We are following up through our contractor the upgrade works from Ausnet. I have asked for the details to be able to follow up directly with the contact person in Ausnet to expedite works.

# Panton Hill Bushland Reserve System User Group - Advisory Committee



# Minutes

| Date:                 | Thursday 16 February 2023                                       |
|-----------------------|---|
| Time:                 | 7.00 – 8.57 pm  |
| Venue:                | Panton Hill Living and Learning Centre                          |
| Chair:                | Cr Ben Ramcharan  |
| Minute<br>Taker:      | Lydia Heap, Committee Member                                    |
| Committee<br>Members: | Lydia Heap, Janice Crosswhite, Bob West, Lee Hartman            |
| Other:                | Brad Tadday, Rowena Cairns, Michael Ioannides                   |
| Apologies:            | Cathy Giles, Blake Hunton, Lisa Pittle, Susy Penrose, Mark Hood |

# Order of business

# 1. Welcome

Observers are reminded their role is to observe only, unless called upon by the Chairperson to participate.

# 2. 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 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.

# 3. Apologies: (as above)

# 4. Conflict of Interest and Informal Meeting of Councillors Record

Conflict of interest provisions are contained in sections 126-131 of the *Local Government Act 2020,* the Councillor Code of Conduct, the Employee Code of Conduct and the Advisory Committee Members Code of Conduct.

An Informal Meeting of Councillors Record must be completed at the meeting in accordance with Item 19 of Council's Governance Rule - Meeting Procedure.

# 5. Minutes of previous meeting

The minutes of the meeting held 20 October June 2022 were confirmed as a true and accurate record of the meeting via e-mail immediately after. Minutes re-affirmed at this meeting. Moved Lee, Seconded Janice

# 6. Outstanding Action Items

| Interpretation<br>Design Plan<br>Implementation       | Council to make a<br>communications plan and<br>organise a launch event for<br>the seating circle artwork.                    | Brad | Artwork engravings on seats hard to<br>see – will discuss with artist how to<br>make them stand out more, what is<br>appropriate. Launch of project will be<br>planned once second artwork is<br>completed and also after construction<br>works on gully crossing are completed<br>- end of financial year <b>Action:</b> Brad to<br>confirm how and when the launch will<br>be |
|---|---|------|---|
| Trail<br>Maintenance                                  | Lisa to arrange to get<br>someone from Leisure and<br>Recreation to brief us about<br>trails maintenance levels of<br>service | Lisa | Leisure and Recreation to present on<br>levels of service later in the meeting.<br><b>Complete</b>  |
| Works update<br>and planned<br>works Cultural<br>burn | Brad to arrange follow up<br>correspondence to explain<br>why it hasn't happened and<br>what is planned                       | Brad | Letter sent to residents surrounding<br>Bunjil to explain why cultural burn has<br>not been implemented and what fuel<br>reduction works are going to be<br>implemented. Similar information also<br>sent through local resident e-mail list.<br><b>Ongoing</b>   |
| Bushfire<br>Management<br>Plan review                 | Share outcomes of<br>Bushfire Management Plan<br>Review   | Brad | Discussing new requirements with<br>Emergency Management team, CFA<br>and DELWP. Current fire management<br>plans still in place in meantime.   |

# 7. Welcome to new Advisory Committee - Ben

- No new members applied for the committee. Susy Penrose has submitted an application.
- Brad emailed around the Advisory Committee Policy.

**ACTION:** Brad to follow-up if members need to sign the policy and anything else people need to do to finalise membership.

# 8. Trail Audit and Levels of Service presentation – Michael

- PowerPoint presentation to be circulated.
- Some of the maintenance items do not seem relevant to bushland trails, like trails swept or edges trimmed. Also, unnecessary works, such as mowing areas that have no grass, often based on schedules rather than needs.
- Lots of items are "as required" who determines this? Is it based on ratepayers reporting it, the community, individual council officers, etc.?
- Clinton's Rd trail, Green Wedge trail Motschalls Rd & Long Gully Rd), and Cherry Tree Rd trail are the only ones in the Panton Hill area out of the 18 trails that are covered by the levels of service. The internal PHBRS trails are not included in the levels of service. How do existing trails or new ones get added to the levels of service?
- "Events" generally need 50 people to require permits and discussion with council. Most of the events that happen in the reserves have less people.

**ACTION:** Brad to circulate Trails presentation

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# 9. Works update and planned works - Brad

- a. <u>Annual reserve management program</u> Acacia Environmental Management developing works plans for the reserves. Close to finished then will be reviewed by council to be finalised by end of New Year.
- b. <u>Threatened orchid management and reintroduction</u> Bearded orchids previously identified as Late Beard Orchid in Bunjil may be a new species. Are being protected and investigated.
- c. <u>Threatened fauna monitoring and management</u>

Slender-tailed Dunnart – quote for deer proof fence to go in Yanggai to encourage Dunnarts from Boomers. Have been enhancing that area. May also contain orchids.

Brush-tailed Phascogale - monitoring cameras set-up with volunteers. Need to develop the data management process before getting too many images. Species identified will finally be uploaded to the Victorian Biodiversity Atlas.

Southern Toadlet - Chinaman's Gully. Sound recorder placed to monitor for them. Plans for further habitat enhancement, particularly erosion control. Lots of planting already done. This year focusing on lomandras and sedges rather than trees and shrubs.

Powerful Owl - nothing to report.

- d. <u>Bushfire Mitigation Works program</u>. Fuel reduction works at Bunjil and Yirrip near completion. CFA funded majority with Council contributing some. Still a lot of Kunzea to get rid of at Bunjil, maybe using a "groomer", then stumps to be poisoned by contractor.
- e. <u>Capital Works program</u> Works are underway to repair and re-new gully crossing at entrance to Bunjil Reserve near Wurundjeri Food, Fibre & Medicine Garden. Needs to be resurfaced and will have rock beaching to take the impact of the water flow. Replacing with a bridge was be too expensive (cost greater than \$30,000) as it would need to be suitable for horses and comply with planning regulations and engineering standards. Will be completed in a few weeks' time.

If funding left will be looking at removing fence along Rodger Road and removing/renewing fence at Clintons Rd.

# 10. Community Engagement

- a. <u>Environmental Volunteers</u> Some students doing fauna monitoring. Don't currently have anyone in the volunteer coordinator role, hopefully will be filled soon. Temporary position till August, then may get a budget bid to increase resources.
- b. <u>Friends of Bunjil Reserve</u> Wurundjeri Food Fibre and Medicine Garden Group were working on Tuesdays, now shifted to Fridays (10am -12pm). There have been a few more interested people in the group. Weeding in the Food, Fibre and Medicine Garden. This year's planting order will include plants with specific uses such as Flax Lily which volunteers / artists are using as a fibre to spin and weave. Focus on other plants with practical uses.
- d. <u>Panton Hill Primary School</u> Last year involved in a few projects in Bunjil Reserve, particularly the Southern Toadlet Planting. Friends Group are going to have a few sessions weeding with the primary school. Last year focused on Angled Onion and Bridal Creeper. Next session they will be focussing on Sweet Vernal.
- e. <u>PH Living and Learning Centre</u> Taking more of an interest in the Panton Hill Bushland Reserves. Recently a volunteer has been engaged as a walking group leader and have started. In the future may need to create a resource kit of information for walks. They are doing a walk every second week. Suggestion to liaise with walking group leader to plan to lead a walk as part of the Panton Hill Festival.

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- g. <u>On the Hill participation</u> Last year was a mini festival to get restarted after Covid cancellations which was an evening event. Not sure what form the festival will be in this year. Previously we have had stalls and information displays. Gully crossing and Wurundjeri art-work will be completed by then and would be good to show-off. Paradoxa performance for the Under the Canopy Project may also be ready by then.
- h. <u>Paradoxa Artist Collective events</u> see above.
- i. <u>Smith's Gully MTB Group (Friends of the PHBRS Trails)</u> Few rides, not much maintenance due to weather
- i. <u>Other</u>... There was going to be a smoking ceremony tomorrow at Gawa Wurundjeri Resource Trail but it had to be cancelled due to Total Fire Ban

# 11. Interpretation Design Plan Implementation – Brad

a. Wurundjeri Art Project

Moving along slowly. Artist has engaged a project manager. Suggesting creating a steel mia mia to go where bark one is now. Working on the engineering side and trying to get it finished by the end of the financial year. Working with Aboriginal Partnerships Officer to manage relationship with the Wurundjeri people. Will be first installation of the Interpretation Design Plan implementation (annual capital works budget has been reduced since the plan was written).

b. Paradoxa Art Project – interpretive signage.

Carving on the seating circle is a bit hard to see now – investigating if appropriate to highlight the carving and if so what with e.g. paint or ochre. Wayfinding signs and more information on the web site required to find the artwork. Still need interpretive/educational signage at Wurundjeri Food, Fibre & Medicine Garden with some on site and some on web including plant names, uses, seasonal calendar etc. Lot of work involved to get this done. Will look at capital works budget to see what can be afforded. Probably need a project manager to coordinate it. Still need to launch the seats/sound art project but best done in conjunction with Wurundjeri Art Project

# 12. Other Business

• Wurundjeri signage near Lawrence Road entrance is very faded. (Lydia)

**ACTION:** Brad to repair or replace.

• Trail flyer for Bundian Way story trail shown by Janice as example of what other groups have done. Created walkway with artwork and information about the first nation history with the white history connected in.

# 13. Next meeting date and location

Thursday 15 June 2023, Panton Hill Living and Learning Centre

# Living & Learning Neighbourhood House Advisory Committee



# **Minutes**

Date: Monday, 20 February 2023

**Time:** 1:00pm – 3:00pm

- Venue: Living & Learning Nillumbik Diamond Creek Neighbourhood House Peppercorn Room, 119 Cowin St, Diamond Creek
- Chair: Cr Frances Eyre

Minute taker: Natalie Bucknell, Neighbourhood House Coordinator Diamond Creek

**Committee Members:** Cr Frances Eyre, Deborah Donehue, Sarah Doherty, Bambi McLean, Sabi Bueler, Frank Filardo (arrived 1:35pm)

Other: Cobie Vermeulen, Vanessa Veldman, Natalie Bucknell, Corrienne Nicholls, Kellie Grocock, Lynne Ellis

Apologies: Deanna Finn, Cr Richard Stockman

# Order of business

# 1. Welcome

Welcome to everyone. Noted that Lynne Ellis is attending as an observer.

# 2. Acknowledgement of Country

Acknowledgement of Country was read by Cr Frances Eyre.

# 3. Apologies

Cr Stockman, Deanna Finn

# 4. Conflict of Interest and Informal Meeting of Councilors Record

None

# 5. Introductions

Informal introductions around the room.



LIVING & LEARNING NILLUMBIK

# Living & Learning Neighbourhood House Advisory Committee



# Minutes

# 6. Minutes of previous meeting

None - This is the first meeting of the new committee.

# 7. Outstanding Action Items

None - This is the first meeting of the new committee.

# 8. Introduction and induction – Cobie Vermeulen

See attached Power Point slides for details of overview of Advisory Committee, Living & Learning Nillumbik and introduction of each Neighbourhood House, Learn Local programs, Carer's Hub and Be Connected.

# 9. Items attached to minutes

Nillumbik Shire Council Advisory Committee Policy Living & Learning Nillumbik Neighbourhood House Committee Terms of Reference Introduction and induction PowerPoint presentation

# 10. Future meeting dates and locations

Every second month will be a full committee meeting with the venue rotating between the 3 sites. Alternate months are subcommittee meetings at each site with the Neighbourhood House Coordinators.

Next meeting Monday 20 March – subcommittee meeting at each site

Query for the April meeting - Monday 17 April – this is on school holidays, please let Cobie know if the holidays affect your ability to attend.

# 11. Finished 2:55pm



# Arts & Cultural Advisory Committee



# Minutes

| Date:         | Monday 20 February 2023  |
|---------------|--|
| Time:         | 7 – 9pm  |
| Venue:        | Via Zoom. The meeting was not recorded   |
| Chair:        | Cr Geoff Paine (Chair)   |
| Minute taker: | Saleh Hadi, Madeleine McClelland   |
| Attendees:    | Councillors: Cr Geoff Paine (Chair), Cr Peter Perkins  |
|               | <b>Committee Members:</b> Rebecca Davies, Elsa Ch'ng, Terrie Waddell, Jean Verso, Chloe Mann, Sandra Miller, Dennis Coard  |
|               | <b>Officers:</b> Nichole Johnson (Manager Community Partnerships),<br>Madeleine McClelland (Coordinator Arts & Cultural Development), Sarah<br>Hammond (Community Arts and Cultural Engagement Officer), Angela<br>Bailey and Emily Wubben (Curator and Collections Management<br>Officers), Renee Cosgrave (Exhibitions Support Officer), Saleh Hadi<br>(Arts Development Officer). |
| Apologies:    | Cassie May, Liezl Shnookal, Leanne Ipsen, Alli Spoor, Mel Paine, Chris<br>Cook, Corrienne Nichols, Hana Zreikat,   |

# Order of business

# 1. Attendance

Attendance and apologies were confirmed.

# 2. Acknowledgement of Country

Acknowledgement of Country was conducted by Cr Geoff Paine.

# 3. Conflict of Interest and Informal Meeting of Councillors Record

No conflicts of interest were recorded.

ACTION: Madeleine to submit Informal Meeting of Councillors Record to Governance.

# 4. Minutes of previous meeting

The minutes of the meeting held on 21 November 2022 were confirmed as a true and accurate recording of the meeting.

| Moved:    | Dennis Coard   |
|-----------|----------------|
| Seconded: | Rebecca Davies |
| Carried   |                |

# 5. Matters Arising

Page 1 of 6

# 5.1 Public programming

Refer to report on Grants and Public Programs.

# 5.2 Graffiti and Street Art

Madeleine McClelland reported that investigations have commenced with Community Safety team and that there has been an agreement to assess opportunities to install murals as part of Council's broad range of graffiti prevention measures. It was noted that murals are one of many possible responses to graffiti prevention and other methods include landscaping and security measures. Arts have requested to review the latest audit report of all tagged sites as a first step in this assessment.

# 6. Creative Infrastructure Framework – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland discussed developments in the project, including benchmarking with Melbourne City Council and Banyule Council, analysis of known community needs via the Arts and Culture Strategy 2022-26 consultations, a breakdown of the project approach and next steps.

There was committee discussion including:

- Leanne Ipsen raised the suggestion for the use of empty shopfronts and businesses for temporary creative activity. The committee discussed that this could be considered in the framework, however known challenges included working with local property owners to secure reasonable rates for vacant buildings.
- Sandra Miller asked if there was potential to commission art as part of the new hospital project. Nichole Johnson responded that Council will create connections and establish partnerships as the capital project evolves.
- Cr Paine commented that it was advisable to work with existing infrastructure and venues, and focus on smaller activations.

# 7. Policy Reviews – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland provided an overview of upcoming policy reviews including the Art Collection Policy and Art Collection Guidelines, and the Public Art Policy and Public Art Implementation Guidelines. Discussion also focused on whether there was a need for Performing Arts Policy, given that benchmarking has demonstrated very few Councils employ such policies, and if limited resources would be better focused on actions responding to the current Arts and Culture Strategy 2022-26.

Committee discussion included:

- Performing Arts Policy may not be required as regulation is not currently needed for local venues activity. Polices are designed to regulate and guide activity according to rules and principles. Decisions on assets such as artwork acquisition need policy, but does performing arts activity need policy?
- Leanne Ipsen asked about how we share the stories of new artwork acquisition and display works publically. Madeleine McClelland responded that a new focus on public programming would assist with this. Angela Bailey responded that exhibitions of the collection were available at Civic Centre, and other

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# AC.002/23 Advisory Committee Report - 28 March 2023 Attachment 1. Minutes of Advisory Committees reported 28 March 2023

council venues. Noted that conservation and safety risks are taken into account.

- Cr Paine suggested that school performing arts venues and festivals are good avenues for developing the performing arts
- Sandra Miller commented that local festivals are also an avenue for developing performing arts programs, such as the Wattle Festival.

# 8. ArtsACTION Update – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland outlined ArtsACTION, a free upskilling and professional development program for creatives. Nillumbik Shire Council has partnered with non-profit arts enterprise Pop Up Art to support creatives to get into action, work collaboratively, and refine innovative methods for success. It will assist with activating career pathways, broadening networks and building market reach.

Update included information on expressions of interest, and strong demand for this program (see slide presentation). A further update will be provided to the Committee on completion of the program in June.

Cr Paine commented it will be interesting to hear how artists in the community respond to the program.

# 9. Eltham Library Community Gallery – Presentation by Renee Cosgrave (copy attached)

Renee Cosgrave presented an overview of plans for the April call out process for the 2024 Exhibition applications round. Key topics for discussion included opening dates from 1 April to 26 May 2023, overview of eligibility, equity and inclusion measures, and the provision of new Information Sessions for creatives wanting to learn more about the process for applying.

Cr Perkins asked if foot traffic is measured at the gallery. Renee Cosgrave explained that a visitor counter had recently been installed and annual data will be available going forward.

# 10. Curator and Collections Management Update – Presentation by Emily Wubben and Angela Bailey (copy attached)

Emily Wubben presented the finalists for the Nillumbik Prize for Contemporary Art 2023 (see slide presentation).

Committee discussion:

- Sandra Miller requested the names of the judges, and Emily provided the list of names and explained these are publically available on the website.
- Leanne Ipsen asked if judges know who the artist is and what their background is when they are making selections. Angela Bailey explained the judging process both for the shortlisting of the 300 applications, and the independent panel who will select the final prize winners in the gallery before the opening event.
- Sandra Miller asked re: theme of the Prize, Emily Wubben explained the theme was 'Future'.

Page 3 of 6

Angela Bailey presented current artwork donations and acquisitions.

Offer of Artwork Donation: The portrait of Pauline Ford by Alan Martin has been offered for donation by Alan Martin's daughter Chris Fryer. It was recommended that this be accepted. Committee discussion included:

- Leanne Ipsen supported the acquisition of Alan Martin's artwork, and commented on strong local connection
- Sandra Miller asked about the condition of the work, Angela responded it was in good condition.

Acquisition of Artwork: Presented 8 artworks depicting local flora by Felix Bosari which will be acquired into the collection.

Offer of Artwork Donation: to accompany the artwork purchase of works by Felix Borsari, his Estate has offered up to 40 posters designed by Felix Borsari that relate to arts and culture events throughout the Shire prior to amalgamation. Committee discussion included:

- Sandra Miller asked would the posters be more suited for Eltham district Historical society. Angela Bailey responded no, due to conservation reasons, and wide appeal of the work to a wider audience.
- Leanne Ipsen asked will they be shown outside Council walls? Angela Bailey responded they will be highlighted as significant donation to the collection. 30-40 posters included in the donation and could be the subject of an exhibition.

# 11. Arts Development Officer Update – Presentation by Saleh Hadi (copy attached)

Saleh Hadi presented on a public art projects in progress as follows (see slide presentation for full details):

Eltham North Adventure Playground:

Mosaic mural is underway, which will replace the damaged artwork The Gathering Circle by Tom Sevil (AKA Civil). The original work was created in consultation with Wurundjeri Elder, the late Aunty Judy Nicolson. Mosaic artists from Camdal Atelier are due to complete the mural by end of March.

Committee discussion:

- Cr. Perkins discussed creating a safe zone for the artwork to prevent weed growth, Sal Hadi explained we are in conversation with the Infrastructure Team and in consultation with the artist to decide on materials for a safe grass-free zone for the sculpture.
- Cr. Perkins asked will there be maintenance? Madeleine McClelland responded we are in process of planning an annual maintenance program for all public art in the shire which will start next year.

Diamond Hills Preschool:

Civil contractor has been engaged for this project, and site work commenced in February 2023. Work has commenced to consult on the possible artwork outcome

Page 4 of 6

# AC.002/23 Advisory Committee Report - 28 March 2023 Attachment 1. Minutes of Advisory Committees reported 28 March 2023

with the Project Reference Group and civil works requirements for the artwork have been supplied to Engineering. Building completion is due in January 2024.

# Heidelberg Artists Trail:

This signage replacement project is funded by Victorian Government Living Local Suburban Grants Program, and it will deliver 6 signs. Procurement is expected in May/June 2023, with fabrication in August 2023.

Changing Places – Disability and Inclusion Team:

Grant support will see the development of a new toilet block in the Knox Park reserve. \$50,000 has been allocated to the development of public art as part of this project. Project has just commenced.

# Civic Drive Amphitheatre Mural:

This mural is a collaboration with the Events and Place Team and has engaged Arts Advisory members Leanne Ipsen and Mel Paine in development. There was a high number of expressions of interest for the program, and panel members have decided on the final selection for an artist. Mural set for completion in May 2023.

# Eltham Gateway Commission:

The winning artist for the Eltham Gateway sculpture was announced on 17 February, Maureen Faye-Chauhan a local artist based in Watsons Creek has been engaged to deliver a site specific work responding to the Manna Gums surrounding the site, and to the Wurundjeri practice of tree scarification. Installation is due in second half of March and fabrication is well underway.

Simone Thomson Diamond Valley Library Artwork: Diamond Valley Library have acquired two paintings by Simone Thomson, a Wurundjeri Yorta-Yorta artist, with grant assistance from Nillumbik Shire Council.

# 12. Public Programs and Grants update - Presentation by Sarah Hammond (copy attached)

Sarah Hammond reported on new developments in her role, to oversee public programs including literary programs, performing arts, heritage and reconciliation and Artist in Residency programs. Sarah shared some key ideas for possible program development and asked the committee to contribute their ideas on 2 questions:

- What do they think are the key components of successful artist talks?
- What are the key components of a successful artist in residence program?

Committee discussion included:

- Cr. Perkins discussed activating the outdoor performance centre as a place with potential for performances. Sarah Hammond responded that there were plans to activate the space as part of the Civic Ampitheatre mural launch, but due to winter season, it potentially could move into summer. Madeleine McClelland commented that the aim is to activate it longer term, and we are in conversation with the Events team to activate the space.
- Leanne Ipsen asked do Arts team have any connection with Laughing Waters studios for Artist in Residence programs. Sarah Hammond responded that the Arts has previously reached out to Eugene to discuss various programs and potential collaborations. Angela Bailey discussed that

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# AC.002/23 Advisory Committee Report - 28 March 2023 Attachment 1. Minutes of Advisory Committees reported 28 March 2023

Inplace (Laughing Waters studios) has limitation as an artist residency due to fire season.

- Terrie Waddell asked could we have the questions sent in advance as part of the agenda to prepare for. Madeleine McClelland agreed this could be done for next meeting.
- Nichole Johnson suggested a Public Programs working group, and asked the Committee to please reach out to Madeleine if there was interest.

# 13. Terms of Reference and Arts Advisory EOI for new term – Madeleine McClelland

Madeleine McClelland discussed Review of TOR will be conducted by April 2023, outcomes shared at 15 May meeting. EOI for new Committee Members: 29 May – 23 June 2023.

Discussed a change in meeting schedules as follows:

Monday, 21 August 2023, 7 – 9pm *(first meeting for new 2023-25 members)* not proceeding, as endorsement for 2023-25 committee will not be received until 22 August 2023

Proposed New Meeting Time: Monday, 25 September 2023, 7 – 9pm *(first meeting for new 2023-25 members)* 

Also discussed technical issues using Zoom with the Council Chamber audio visual program, however it was decided that Zoom was the preference over using Teams.

# 14. Other Business

Members were invited to raise any other items for discussion or for future agenda scheduling. No matters were raised.

# 15. Next meeting date and location

The 2023 meeting schedule was approved. All meetings to be held in Council Chamber with a zoom option.

- Monday, 20 February 2023, 7 9pm
- Monday, 15 May 2023, 7 9pm
- Monday, 25 September 2023, 7 9pm
- Monday, 20 November 2023, 7 9pm

# 16. Meeting closed at 9.10pm

# Arts and Culture Advisory Committee Meeting 20 February 2023



Attachments - 55

# **Creative Infrastructure Framework**



# What will the Framework do?

# This project will guide the delivery of arts infrastructure by Nillumbik Shire Council and external partners.

- Ensures we continually improve the use of existing space, and develop future spaces to support our city's cultural and artistic activity in all its forms
- A decision making tool which provides Council with clear guidance on the planning and delivery of creative spaces.
- Requires a commitment to long-term sustainability to succeed.



# Benchmarking – City of Melbourne

# **City of Melbourne Arts Infrastructure Framework**

- Work long term 10-15 years to align with infrastructure planning cycles
- For each desired outcome, scope a number of opportunities for exploration
- Focus on commitment objectives, not delivery objectives eg: 'Secure commitment for a midsized arts hub' (ensures ongoing scoping until goal is achieved)





# Benchmarking – Banyule Council

- Creative Infrastructure is specialist infrastructure which must meet industry standards in order to maximise the arts service offer and make best use of investments
- Important to consider how creative infrastructure projects are governed, and ensure arts experts advise on all developments, from beginning to end





# **Priority Infrastructure Needs**

- A physical creative hub/precinct that includes studio and rehearsal space, exhibition space and performance space
- A professional-level gallery space.
- Greater support for live music, theatre, dance, literature; particularly addressing the lack of performance venues and affordable rehearsal space.



# Additional Needs

- Satellite Creative Hubs: Increase cultural activity and exposure to the arts through establishing physical spaces for performance and exhibitions in smaller townships. Satellite hubs would require partnerships between existing businesses or hall committees and artists and would need assistance with management, legal/safety requirements and promotion.
- Affordable Venues: Expand the number of performance events, art workshops and studio spaces by making venues affordable for artists and cultural organisations. Many artists felt that a major barrier to performing and exhibiting, and connecting with each other and the wider community is lack of affordable spaces



# What will the Nillumbik Arts Framework include?



Attachments - 62

# Assessing our Needs

- Identify our infrastructure needs via:
  - Extensive community consultation already completed:
    - What We Know Report for the Arts and Culture Strategy 22-26
    - Municipal Gallery Feasibility Study and Business Case 19-21
  - o Creative Infrastructure Audit
  - Mapping of infrastructure
  - Community Infrastructure plans (via Strategic Planning and Infrastructure)
  - Further engagement with community on draft Infrastructure Framework



# Identifying opportunities

- Identify our arts infrastructure opportunities via:
  - o Council
    - o Repurposing existing infrastructure
    - o Identify and assess major infrastructure projects next 10-15 yrs
    - o Identify and assess placemaking projects next 10-15 years
    - Public art 1% contributions scheme
  - o Partnerships and Advocacy
    - State Government:
      - Assess current planning mechanisms for the Shire Investigate options for arts and cultural facilities to be included in planning controls or in Infrastructure Contributions Plans.
      - Plan advocacy for support of infrastructure goals.
    - Developers: Via voluntary agreements, negotiation or legislated contributions.



# Report to Include:

# **Overview of Creative Infrastructure Needs**, which will include:

- Outline of community priorities
- Analysis of the Creative Infrastructure Audit for opportunities
- Mapping and gaps analysis of creative infrastructure
- Identify and assess key infrastructure and placemaking opportunities

# **Report on Key Strategic Opportunities**

- Priority infrastructure for repurposing/upgrades
- Major or minor infrastructure projects for next 10-15 years
- Options for arts and culture in current planning mechanisms for the Shire, including planning controls and Infrastructure Contributions Schemes
- Advocacy priorities for support of Infrastructure Goals
- Directions for developer partnerships via agreements, negotiation or legislated contributions

# **Goals and Actions**

• Identify key goals for next 10 years, based on all the above, as well as high level actions for achieving the goals



# **Policy Reviews**



Attachments - 66

# Policies to be Updated or Reviewed:

# Art Collection Policy and Art Collection Curatorial Guidelines 2019-22

- Opportunity to review with consideration to Significance Assessment recommendations
- Minor updates related to current practice, systems and processes

ACAC discussion: 15 May Meeting

# Public Art Policy and Public Art Implementation Guidelines 2019-22

- Opportunity to review with consideration to recent increase in commissioning and incorporate new learning from this
- Minor updates related to current practice, systems and processes

# ACAC discussion: 15 May Meeting

# **Performing Arts Policy**

- Assess if a policy is the best way to achieve our performing arts goals
- Deliver on existing commitments to performing arts in our Arts and Culture Strategy 2022-26 ACAC discussion: 15 May Meeting



# ArtsACTION update



Attachments - 68

# ArtsACTION

ArtsACTION is a FREE upskilling and professional development program for creatives. Nillumbik Shire Council has partnered with nonprofit arts enterprise Pop Up Art to support creatives to get into action, work collaboratively, and refine innovative methods for success.

It will assist with activating career pathways, broadening networks and building market reach.

The program will be delivered across six communities:

- Brimbank City Council
- Cardinia Shire Council
- Hume City Council
- Melton City Council
- Nillumbik Shire Council
- Yarra Ranges Council





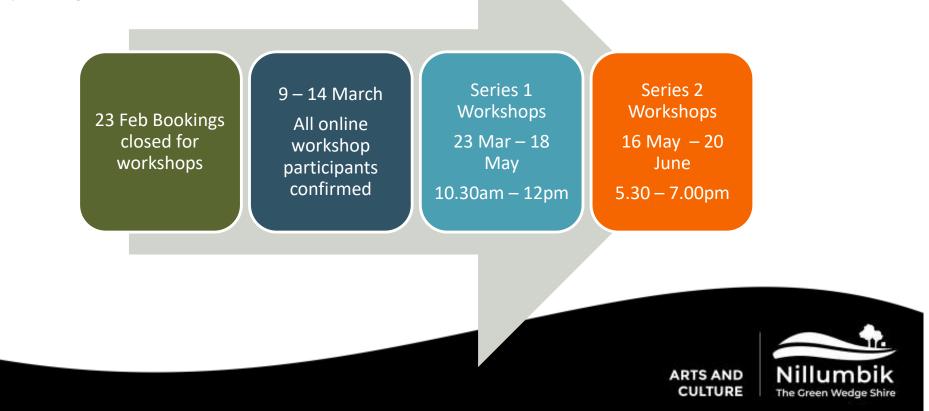
# ArtsACTION

- High demand for this program:
  - 34 expressions of interest in online workshops from Nillumbik Shire creatives
  - Across 6 Councils there were 277 registrations for online resource packs (Nillumbik proportion not yet confirmed)
- Online resources still open for bookings
- Waiting list in place for the live online workshop sessions
- Nillumbik workshop participants can opt to gather for online workshops in Shire Office meeting rooms, to broaden their creative networks



### ArtsACTION

**Project Progress:** 



## Eltham Library Community Gallery Exhibition call-outs | 2024 Program



Image: Install image of 'Art and Agency: Araluen', 2023. Photo: Pia Johnson



## Key dates

- Applications open 1 April, 2023
- Submissions close 1pm, Friday 26 May, 2023 (EOIs are open for over seven weeks)
- 6 exhibition slots available for solo, two-person or curated exhibitions
- Exhibitors receive an artist fee, curatorial support and basic marketing support.
- First Peoples, artists living with disability, LGBTQIA+ community and people from CALD backgrounds are strongly encouraged to apply.
- Please share this opportunity with your networks.
- We will reach-out to relevant Nillumbik Arts and Culture Advisory Members to assist with assessing applications



### **Information Sessions**

# For artists/curators applying for an exhibition at the ELCG



Attachments - 74

## **ELCG Info Sessions for Creatives**

We will hold information sessions for artists and curators about:

- Provide images of your artwork and install images from recent exhibitions
- Encourage applicants to write about the ideas or themes in their exhibition
- Provide information on how you plan to use the unique space at the Eltham Library Community Gallery (ELCG
- Provide artwork details for your images [titles, year work was made, materials, dimensions]. Indicate if the work will be exhibited at the ELCG
- What to include in your CV. If you haven't had an exhibition you could write a short statement explaining this will be your first exhibition and provide info about any study undertaken, workshops taken or your interests.
- Encourage exhibitors to see other exhibits, and look at how other artists write about their work



## Current exhibition Eltham Library Community Gallery



Attachments - 76



### Roslyn Quin | From Strange Pages Open until Sunday 5 March

Inspired by old folklore and archaic amusements, Roslyn Quin's exhibition explores the delightful and uncanny. They use discarded materials, found items, and a plethora of collage and mixed media techniques to slowly build a reflection of the works as they see it.

Photos: Install Photos 'From Strange Pages' 2023. Photography: Pia Johnson



## Curator and Collections Update



Attachments - 78

### **Finalists announced**

The finalists selected for the Nillumbik Prize Contemporary Art 2023 exhibition were announced on 16 December 2022



Ingmar Apinis | Wona Bae and Charlie Lawler | Zanny Begg | Alyson Bell | Debra Billson | Fleur Brett | Johnathon World Peace Bush | Anna Carey | Tristan Chant | Jess Coldrey | Belinda Fox and Neville French | Felicity Gordon | Timothy Gregory | Amala Groom | Anton Hasell | Franky Howell | Ayman Kaake | Laresa Kosloff | Tracey Lamb | Richard Langley | Owen Leong | Alanna Lorenzon | Arrayah Loynd | Paula Mahoney | Jarrad Martyn | Harry McAlpine | Kate Mitchell | Sally M Nangala Mulda | Rohin Kickett and Mark Parfitt | John Prince Siddon | Victoria Reichelt | Kerrin Samuel | Nina Sanadze | Tina Stefanou | Emma Varker | Augusta Vinall Richardson | Darren Wardle | Lilli Waters | Simon Welsh | Deborah White | Christine Willcocks | Susan Wirth



ARTS AND CULTURE

### Acquisitions

Offer of Artwork Donation

The portrait of Pauline Ford by Alan Martin has been offered for donation by Alan Martin's daughter Chris Fryer. The NSC Visual Art collection includes 4 artworks by Alan Martin including the portrait of Alan Marshall that was originally exhibited in the 1952 Archibald Prize.

Pauline's husband was Gordon Ford (landscape designer) before he married Sue Ford (photographer).



Alan Martin, *Pauline Ford* 1952, oil on board



ARTS AND CULTURE

### Felix Borsari artworks to be purchased





CULTURE

ARTS AND

**Felix Borsari for donation** – to accompany the purchase, his Estate has offered to posters designed by Felix Borsari that relate to arts and culture events throughout the Shire prior to amalgamation.





ARTS AND CULTURE

### **Arts Development Updates**

Sal Hadi Arts Development Officer



Attachments - 83

### Eltham North Adventure Playground – ENAP



Tom Civil – Studio 20 September 2022

### Mosaic Mural:

- Artwork: The Gathering Circle by Tom Sevil (AKA Civil) in consultation with Wurundjeri Elder the late Aunty Judy Nicholson.
- Scope: reinterpreting existing Mural in ceramic Mosaic tiles

### **Key Milestones:**

- Nov 2022 Contract agreement
- Monday 16 Jan 2023 studio visit to follow up on progress
- Thursday 23 Feb 2023 Contractor/Artist site visit
- Last Week of March for Completion



ARTS AND CULTURE











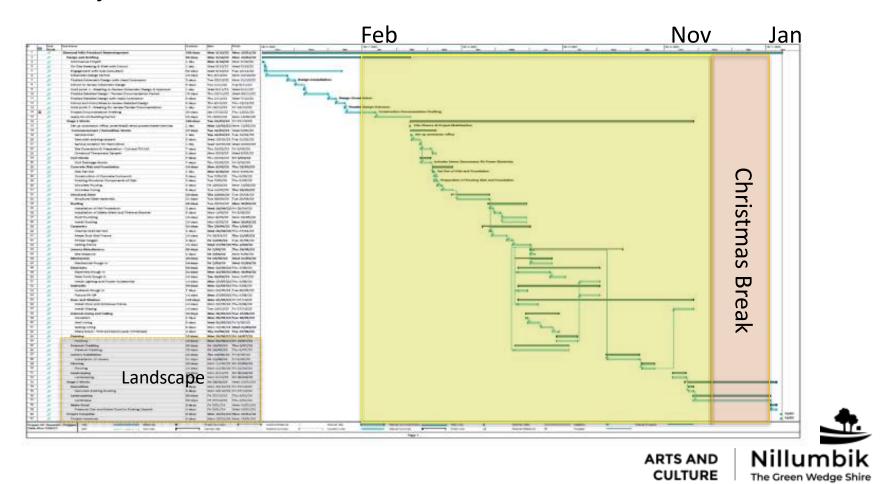
### Diamond Hill Preschool



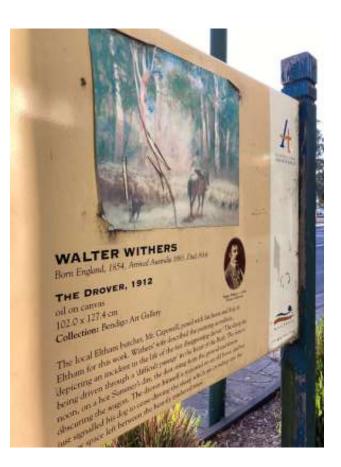
- Civil Contractor on board
- Site work ground clearance started Feb 2023.
- Initiated engagement with Early Years Community Services, establishment of PCG
- Artwork civil requirement to engineering department (Electrical, drainage, and structural support)
- Building completion Jan 2024.



### Overall Project Schedule – DH Preschool



### Heidelberg School Artists Trail



50% Grant by State of VIC DJPR – Office for Suburban Development – Suburban Revitalisation Program – Living Local, Suburban Grants Program

- Commissioned in 1992
- Review / evaluate content + Design.
- Work closely with local Arts, Heritage, and Historical Groups
- Recommission in vitreous baked enamel .

### Key Milestones:

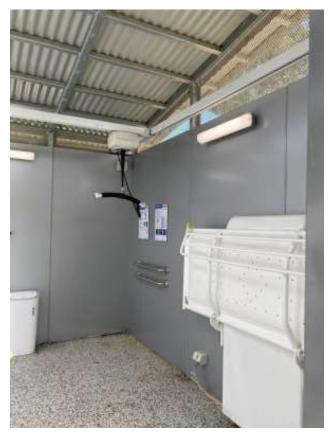
- Nov 2022-Jul 2023 Project Launch (Content + Curatorial Review)
- Informal report sent last week, another Official report due in April.
- Two PCG meetings
- May/June 2023 Procurement
- Aug 2023 Fabrication





### Changing Places – Disability and Inclusion Team

- Changing Places Grant valued at \$413,000 Disability Inclusion Team, Approximately \$50,000 artwork element proposed in the scope.
- PCG meeting Thurs 23 Feb





### Civic Drive Amphitheatre Mural

- in collaboration Events & Place Team (Place activation)
- PCG engagement / ACAC Members Leanne Ipsen, Mel Paine.
- Received 40 Proposal through SmartyGrants Platform
- October 2022: Community Engagement
- November: Creative Brief Development
- December 2022: artists approach
- January 2023: Artist engagement
- May 2023: Project Completion (Updated mid April for completion)





### Eltham Gateway Sculpture

### Key Milestones:

- Press Release Announcement Fri 17 Feb 2023
- Fri 10 Feb 2023 Sculpture Names by Wurundjeri Elders
- Nov 2023 Contract Signed with the Artist





#### The Process:





- 10 June 2022 Monthly Consultation with Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
- 23 June Briefing with Charley Woolmore (Via ZOOM).
- 28 July Brief Approved by Project Control Group
- 05 August Budget approved
- **05 August** Brief emailed to Charley to Approach Wurundjeri Artists
- **11 August** Approach First Nations Artists through Charley
- 12 September closing date of Application
- 12 September contacted Aunty Kim Wandin
- 20 September review of Eight Proposals by PCG
- **17 October** review of Three Shortlisted Proposals

#### The Artist:

#### Maureen Faye-Chauhan

- Local Nillumbik Artist based in Watsons Creek
- Holds a Masters in Fine Arts from Monash University
- Her works are held in
  - Musée des Arts Décoratifs, in Paris, France.
  - The National gallery of Australia,
  - The Art Gallery of South Australia
  - And the Bluestone Collection, Melbourne.



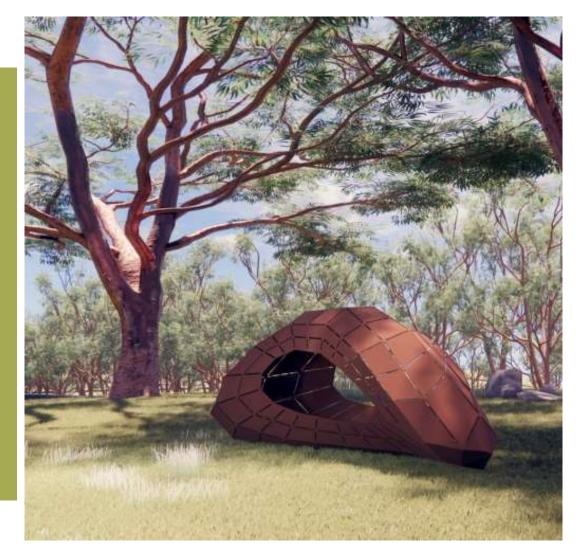
Site specific artwork inspired by the Manna Gum surrounding the artwork proposed location. The concept based on the practice scarification of the gum trees by removing segments of the bark to create vessels and shields. Woody burls were also processed into bowls to carry water. This practice did not destroy the trees nor the environment.



Maureen's sculpture inspired by the Wurundjeri sustainable way of life

*"Gunga winhanga warr bundha ba winhanga warr djurring"* 

Translate to " take what you need .. and not what you greed"







### Steps Forward:

- Fabrication
- Installation is second half of March
- Collaboration with Infrastructure team to prepare civil works on site / Landscape / Electrical / Drainage.
- Continue follow up and support artist throughout fabrication process.



## Simone Thomson – Diamond Valley Library

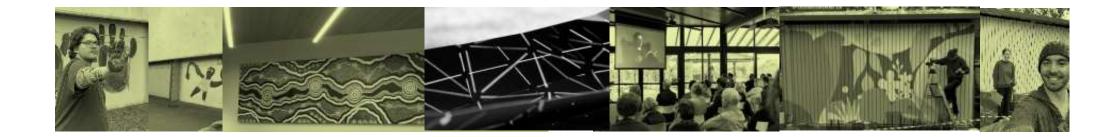




Simone THOMSON 'Bargoongagat Kyinandoo Wilam – Gather at the Clever Hut' - 2022 Acrylic on Stretched Canvas

ARTS AND CULTURE





Thank You

Sal Hadi Arts Development Officer



## Arts Programs and Grants Update



Attachments - 103

## Nillumbik Community Fund 2023-24



### What you need to know

The Nillumbik Community Fund offers grants of up to \$5,000 from a grant pool of \$115,000 to community groups, organisations, clubs and artists to deliver community initiatives that meet local needs and reflect and promote our <u>Council Plan 2021-25</u> and <u>Health and Wellbeing Plan 2021-25</u> objectives.

Applicants who live, work, study, volunteer or play in Nillumbik can apply for funding to support community-focused projects, activities and events taking place between 1 July 2023 and 30 June 2024. Our goal is to fund the activities that will have the greatest positive impact in Nillumbik

ACAC members are requested to help promote the grants. Volunteers are sought for the NCF Selection Panel.



### Timelines 2023-24

### **Key Dates for Applicants**

- Round Applications **Open 9am 13 February 2023**
- Applications Close midnight 2 April 2023
- Outcome Notification June 2023
- Funding Received July 2023
- Project Delivery July 2023 to June 2024

### Key Dates for ACAC (NCF Selection Panel Member/s)

- 11-30 April Individual assessments by panel ALL applications via SmartyGrants
- 2 May
   Selection Panel Meet assessment
- 3 May 6 June Council Reporting Processes
- 12 June Applicants notified

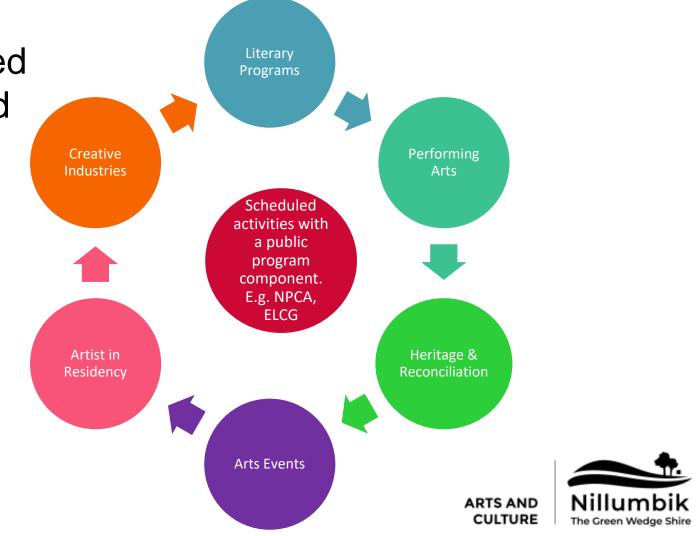




# **Nillumbik Arts Programming**



# Being developed for March – end June 2023





# Question

What do you think the key components of a successful **ARTIST TALK** program would be?

Ditto for an **ARTIST IN RESIDENCE** program.





# Arts Advisory Committee Terms of Reference and EOI



Attachments - 111

# Arts Advisory Committee Meeting Changes

Review of TOR will be conducted by April 2023, outcomes shared at 15 May meeting EOI for new Committee Members: 29 May – 23 June 2023

#### **Current meeting schedule**

Monday, 20 February 2023, 7 – 9pm Monday, 15 May 2023, 7 – 9pm (*last meeting for outgoing 2021-23 members*) Monday, 21 August 2023, 7 – 9pm (*first meeting for new 2023-25 members*) Note: This wont be possible as endorsement for 2023-25 committee will not be received until 22 Aug 2023 Monday, 20 November 2023, 7 – 9pm

#### Proposed New Schedule

Monday, 20 February 2023, 7 – 9pm Monday, 15 May 2023, 7 – 9pm (*last meeting for outgoing 2021-23 members*) **Monday, 25 September 2023, 7 – 9pm (***first meeting for new 2023-25 members***) Monday, 20 November 2023, 7 – 9pm** 



#### Arts & Cultural Advisory Committee



#### Minutes

| Date:         | Monday 20 February 2023  |
|---------------|--|
| Time:         | 7 – 9pm  |
| Venue:        | Via Zoom. The meeting was not recorded   |
| Chair:        | Cr Geoff Paine (Chair)   |
| Minute taker: | Saleh Hadi, Madeleine McClelland   |
| Attendees:    | Councillors: Cr Geoff Paine (Chair), Cr Peter Perkins  |
|               | <b>Committee Members:</b> Rebecca Davies, Elsa Ch'ng, Terrie Waddell, Jean Verso, Chloe Mann, Sandra Miller, Dennis Coard, Leanne Ipsen,   |
|               | <b>Officers:</b> Nichole Johnson (Manager Community Partnerships),<br>Madeleine McClelland (Coordinator Arts & Cultural Development), Sarah<br>Hammond (Community Arts and Cultural Engagement Officer), Angela<br>Bailey and Emily Wubben (Curator and Collections Management<br>Officers), Renee Cosgrave (Exhibitions Support Officer), Saleh Hadi<br>(Arts Development Officer). |
| Apologies:    | Cassie May, Liezl Shnookal, Alli Spoor, Mel Paine, Chris Cook,<br>Corrienne Nichols, Hana Zreikat,   |

#### Order of business

#### 1. Attendance

Attendance and apologies were confirmed.

#### 2. Acknowledgement of Country

Acknowledgement of Country was conducted by Cr Geoff Paine.

#### 3. Conflict of Interest and Informal Meeting of Councillors Record

No conflicts of interest were recorded.

ACTION: Madeleine to submit Informal Meeting of Councillors Record to Governance.

#### 4. Minutes of previous meeting

The minutes of the meeting held on 21 November 2022 were confirmed as a true and accurate recording of the meeting.

| Moved:    | Dennis Coard   |
|-----------|----------------|
| Seconded: | Rebecca Davies |
| Carried   |                |

#### 5. Matters Arising

Page 1 of 6

#### 5.1 Public programming

Refer to report on Grants and Public Programs.

#### 5.2 Graffiti and Street Art

Madeleine McClelland reported that investigations have commenced with Community Safety team and that there has been an agreement to assess opportunities to install murals as part of Council's broad range of graffiti prevention measures. It was noted that murals are one of many possible responses to graffiti prevention and other methods include landscaping and security measures. Arts have requested to review the latest audit report of all tagged sites as a first step in this assessment.

# 6. Creative Infrastructure Framework – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland discussed developments in the project, including benchmarking with Melbourne City Council and Banyule Council, analysis of known community needs via the Arts and Culture Strategy 2022-26 consultations, a breakdown of the project approach and next steps.

There was committee discussion including:

- Leanne Ipsen raised the suggestion for the use of empty shopfronts and businesses for temporary creative activity. The committee discussed that this could be considered in the framework, however known challenges included working with local property owners to secure reasonable rates for vacant buildings.
- Sandra Miller asked if there was potential to commission art as part of the new hospital project. Nichole Johnson responded that Council will create connections and establish partnerships as the capital project evolves.
- Cr Paine commented that it was advisable to work with existing infrastructure and venues, and focus on smaller activations.

#### 7. Policy Reviews – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland provided an overview of upcoming policy reviews including the Art Collection Policy and Art Collection Guidelines, and the Public Art Policy and Public Art Implementation Guidelines. Discussion also focused on whether there was a need for Performing Arts Policy, given that benchmarking has demonstrated very few Councils employ such policies, and if limited resources would be better focused on actions responding to the current Arts and Culture Strategy 2022-26.

Committee discussion included:

- Performing Arts Policy may not be required as regulation is not currently needed for local venues activity. Polices are designed to regulate and guide activity according to rules and principles. Decisions on assets such as artwork acquisition need policy, but does performing arts activity need policy?
- Leanne Ipsen asked about how we share the stories of new artwork acquisition and display works publically. Madeleine McClelland responded that a new focus on public programming would assist with this. Angela Bailey responded that exhibitions of the collection were available at Civic Centre, and other

Page 2 of 6

#### AC.002/23 Advisory Committee Report - 28 March 2023 Attachment 1. Minutes of Advisory Committees reported 28 March 2023

council venues. Noted that conservation and safety risks are taken into account.

- Cr Paine suggested that school performing arts venues and festivals are good avenues for developing the performing arts
- Sandra Miller commented that local festivals are also an avenue for developing performing arts programs, such as the Wattle Festival.

#### 8. ArtsACTION Update – Presentation by Madeleine McClelland (copy attached)

Madeleine McClelland outlined ArtsACTION, a free upskilling and professional development program for creatives. Nillumbik Shire Council has partnered with non-profit arts enterprise Pop Up Art to support creatives to get into action, work collaboratively, and refine innovative methods for success. It will assist with activating career pathways, broadening networks and building market reach.

Update included information on expressions of interest, and strong demand for this program (see slide presentation). A further update will be provided to the Committee on completion of the program in June.

Cr Paine commented it will be interesting to hear how artists in the community respond to the program.

# 9. Eltham Library Community Gallery – Presentation by Renee Cosgrave (copy attached)

Renee Cosgrave presented an overview of plans for the April call out process for the 2024 Exhibition applications round. Key topics for discussion included opening dates from 1 April to 26 May 2023, overview of eligibility, equity and inclusion measures, and the provision of new Information Sessions for creatives wanting to learn more about the process for applying.

Cr Perkins asked if foot traffic is measured at the gallery. Renee Cosgrave explained that a visitor counter had recently been installed and annual data will be available going forward.

#### 10. Curator and Collections Management Update – Presentation by Emily Wubben and Angela Bailey (copy attached)

Emily Wubben presented the finalists for the Nillumbik Prize for Contemporary Art 2023 (see slide presentation).

Committee discussion:

- Sandra Miller requested the names of the judges, and Emily provided the list of names and explained these are publically available on the website.
- Leanne Ipsen asked if judges know who the artist is and what their background is when they are making selections. Angela Bailey explained the judging process both for the shortlisting of the 300 applications, and the independent panel who will select the final prize winners in the gallery before the opening event.
- Sandra Miller asked re: theme of the Prize, Emily Wubben explained the theme was 'Future'.

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Angela Bailey presented current artwork donations and acquisitions.

Offer of Artwork Donation: The portrait of Pauline Ford by Alan Martin has been offered for donation by Alan Martin's daughter Chris Fryer. It was recommended that this be accepted. Committee discussion included:

- Leanne Ipsen supported the acquisition of Alan Martin's artwork, and commented on strong local connection
- Sandra Miller asked about the condition of the work, Angela responded it was in good condition.

Acquisition of Artwork: Presented 8 artworks depicting local flora by Felix Bosari which will be acquired into the collection.

Offer of Artwork Donation: to accompany the artwork purchase of works by Felix Borsari, his Estate has offered up to 40 posters designed by Felix Borsari that relate to arts and culture events throughout the Shire prior to amalgamation. Committee discussion included:

- Sandra Miller asked would the posters be more suited for Eltham district Historical society. Angela Bailey responded no, due to conservation reasons, and wide appeal of the work to a wider audience.
- Leanne Ipsen asked will they be shown outside Council walls? Angela Bailey responded they will be highlighted as significant donation to the collection. 30-40 posters included in the donation and could be the subject of an exhibition.

# 11. Arts Development Officer Update – Presentation by Saleh Hadi (copy attached)

Saleh Hadi presented on a public art projects in progress as follows (see slide presentation for full details):

Eltham North Adventure Playground:

Mosaic mural is underway, which will replace the damaged artwork The Gathering Circle by Tom Sevil (AKA Civil). The original work was created in consultation with Wurundjeri Elder, the late Aunty Judy Nicolson. Mosaic artists from Camdal Atelier are due to complete the mural by end of March.

Committee discussion:

- Cr. Perkins discussed creating a safe zone for the artwork to prevent weed growth, Sal Hadi explained we are in conversation with the Infrastructure Team and in consultation with the artist to decide on materials for a safe grass-free zone for the sculpture.
- Cr. Perkins asked will there be maintenance? Madeleine McClelland responded we are in process of planning an annual maintenance program for all public art in the shire which will start next year.

Diamond Hills Preschool:

Civil contractor has been engaged for this project, and site work commenced in February 2023. Work has commenced to consult on the possible artwork outcome

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with the Project Reference Group and civil works requirements for the artwork have been supplied to Engineering. Building completion is due in January 2024.

#### Heidelberg Artists Trail:

This signage replacement project is funded by Victorian Government Living Local Suburban Grants Program, and it will deliver 6 signs. Procurement is expected in May/June 2023, with fabrication in August 2023.

Changing Places – Disability and Inclusion Team:

Grant support will see the development of a new toilet block in the Knox Park reserve. \$50,000 has been allocated to the development of public art as part of this project. Project has just commenced.

#### Civic Drive Amphitheatre Mural:

This mural is a collaboration with the Events and Place Team and has engaged Arts Advisory members Leanne Ipsen and Mel Paine in development. There was a high number of expressions of interest for the program, and panel members have decided on the final selection for an artist. Mural set for completion in May 2023.

#### Eltham Gateway Commission:

The winning artist for the Eltham Gateway sculpture was announced on 17 February, Maureen Faye-Chauhan a local artist based in Watsons Creek has been engaged to deliver a site specific work responding to the Manna Gums surrounding the site, and to the Wurundjeri practice of tree scarification. Installation is due in second half of March and fabrication is well underway.

Simone Thomson Diamond Valley Library Artwork: Diamond Valley Library have acquired two paintings by Simone Thomson, a Wurundjeri Yorta-Yorta artist, with grant assistance from Nillumbik Shire Council.

# 12. Public Programs and Grants update - Presentation by Sarah Hammond (copy attached)

Sarah Hammond reported on new developments in her role, to oversee public programs including literary programs, performing arts, heritage and reconciliation and Artist in Residency programs. Sarah shared some key ideas for possible program development and asked the committee to contribute their ideas on 2 questions:

- What do they think are the key components of successful artist talks?
- What are the key components of a successful artist in residence program?

Committee discussion included:

- Cr. Perkins discussed activating the outdoor performance centre as a place with potential for performances. Sarah Hammond responded that there were plans to activate the space as part of the Civic Ampitheatre mural launch, but due to winter season, it potentially could move into summer. Madeleine McClelland commented that the aim is to activate it longer term, and we are in conversation with the Events team to activate the space.
- Leanne Ipsen asked do Arts team have any connection with Laughing Waters studios for Artist in Residence programs. Sarah Hammond responded that the Arts has previously reached out to Eugene to discuss various programs and potential collaborations. Angela Bailey discussed that

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Inplace (Laughing Waters studios) has limitation as an artist residency due to fire season.

- Terrie Waddell asked could we have the questions sent in advance as part of the agenda to prepare for. Madeleine McClelland agreed this could be done for next meeting.
- Nichole Johnson suggested a Public Programs working group, and asked the Committee to please reach out to Madeleine if there was interest.

#### 13. Terms of Reference and Arts Advisory EOI for new term – Madeleine McClelland

Madeleine McClelland discussed Review of TOR will be conducted by April 2023, outcomes shared at 15 May meeting. EOI for new Committee Members: 29 May – 23 June 2023.

Discussed a change in meeting schedules as follows:

Monday, 21 August 2023, 7 – 9pm *(first meeting for new 2023-25 members)* not proceeding, as endorsement for 2023-25 committee will not be received until 22 August 2023

Proposed New Meeting Time: Monday, 25 September 2023, 7 – 9pm *(first meeting for new 2023-25 members)* 

Also discussed technical issues using Zoom with the Council Chamber audio visual program, however it was decided that Zoom was the preference over using Teams.

#### 14. Other Business

Members were invited to raise any other items for discussion or for future agenda scheduling. No matters were raised.

#### 15. Next meeting date and location

The 2023 meeting schedule was approved. All meetings to be held in Council Chamber with a zoom option.

- Monday, 20 February 2023, 7 9pm
- Monday, 15 May 2023, 7 9pm
- Monday, 25 September 2023, 7 9pm
- Monday, 20 November 2023, 7 9pm

#### 16. Meeting closed at 9.10pm

#### Youth Council Formal Advisory Committee

#### Minutes



| Date:                        | Monday 6 March 2023  |
|------------------------------|--|
| Time:                        | 4.00pm – 6.00pm  |
| Venue:                       | Council Chambers   |
| Chair:                       | Lachie Wadsworth   |
| Minute Taker:                | Katie Camilleri  |
| Committee<br>Members:        | Ava Grzechnik, Bailey Cumming, Jack Linehan, Kirra Imbriano,<br>Lachlan Wadsworth, Martina Charalambous, Niamh Coffey, Rhys<br>Warrillow |
| Councillor<br>Representative | Cr Natalie Duffy   |
| Other:                       | Corrienne Nichols, Nichole Johnson, Katie Camilleri, Nicola Clutton Frances Biggar   |
| Apologies:                   | Brianne Keogh, Orianna Edmonds, Indi Sandwell, Fieke Van Der<br>Kamp, Maali Kerta-Rice   |

#### Order of business

#### 1. Welcome (2 minutes)

Lachlan Wadsworth welcomed attendees to the March Youth Council meeting.

#### 2. Acknowledgement of Country (1 minute)

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. Apologies

Apologies received from Brianne Keogh, Orianna Edmonds, Indi Sandwell, Fieke Van Der Kamp and Maali Kerta Rice.

#### 4. Ice-breaker

Nicola led the icebreaker activity, Whodunit. Each person wrote down something interesting they've done on a note card and the group guesses who wrote it.

#### 5. Conflict of Interest and Informal Meeting of Councillors Record

No conflicts of interest were declared.

#### 6. Minutes of previous meeting

That the minutes of the meeting held 6 February 2023 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Martina Charalambous Minutes seconded by: Niamh Coffey

#### 7. Outstanding Action Items

No outstanding action items.

#### 8. Item of business 1: Reconciliation Action Plan

April Wilson, Coordinator Social Planning and Equity attended to inform Youth Council that the Nillumbik Reconciliation Action Plan community engagement period has now commenced (as of 6<sup>th</sup> March). Vicky Bonafede, Aboriginal Partnerships Officer was an apology.

#### Why is Nillumbik Shire Council developing a Reflect RAP?

Nillumbik Council's Reflect RAP will outline the shared approach Council will take to progress reconciliation and work alongside Aboriginal people in all Council services. The RAP is our formal commitment to support First Nations peoples' rights, culture, heritage, needs and aspirations.

The Nillumbik Reflect RAP will be formally endorsed by Reconciliation Australia and our reconciliation journey will be grounded in shared decision-making, fairness, respect, and trust. In developing our RAP, Nillumbik Shire Council will commit to making reconciliation everyone's business!

#### What is a Reflect RAP?

A Reflect RAP is for 12 months and are for organisations new to reconciliation who are unsure how to get started. It sets out steps to prepare your organisation for reconciliation initiatives in future RAPs.

A Reflect RAP means scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on our vision for reconciliation and exploring our sphere of influence. A Reflect RAP is a public commitment published on Reconciliation Australia's (RA) website.

#### **Community Engagement on the RAP**

This Community Engagement Plan forms Phase 2 of the Nillumbik Reconciliation Action Plan (RAP) Framework, and will lead to the development of a draft RAP document (Phase 3).

The period of Phase 2 Community Engagement for the Nillumbik Reflect RAP from Monday 6 March 2023 – Sunday 23 April 2023.

Throughout this period Council staff will engage with key internal and external stakeholders, as well as the broader Nillumbik community.

The draft RAP Community Engagement Plan has been developed in consultation with Indigenous Employment Partners (IEP).

IEP were a 100% Indigenous owned and managed enterprise who were engaged as consultants by the Nillumbik Shire Council to support the development of the RAP.

#### How to get involved

• Complete our <u>online survey</u> by 11.59pm Sunday 23 April 2023.

- Attend a community session. More information <u>https://participate.nillumbik.vic.gov.au/RAP/reconciliation-community-sessions</u>.
- Help spread to word to your friends, family, schools & other networks

#### What's next?

Council Officers will collate all the feedback receiving during Phase two and this will be considered when preparing the draft Reconciliation Action Plan.

Timings for consultation on the draft RAP is yet to be determined. Officers will present back to Youth Council when this is open for public consultation.

To stay up to date visit <u>https://participate.nillumbik.vic.gov.au/RAP</u> or email <u>reconciliation@nillumbik.vic.gov.au</u>.

**ACTION:** Nicola to send Youth Council further information on the RAP consultation to promote to their networks.

#### Feedback

- Engage young people for feedback on RAP through social media collating responses / feedback
- Having a first nations representative on Youth Council and other advisory committees / Council
- Information for Youth Council on Uluru Statement and Voice to Parliament

**ACTION:** Nicola to look at opportunity include information/workshop on Uluru Statement and voice to Parliament.

#### 9. Item of business 2: Youth Council Program Feedback

Nicola Clutton led a conversation to seek feedback from committee on the 2021-2023 Youth Council Program.

Youth Council committee were invited to answer anonymous survey.

This was followed by a short activity to 'vote' on projects, topics and Council areas that they would like to see covered in future Youth Council, and then a group discussion.

#### Summary of feedback during meeting:

What did you most enjoy about Youth Council?

- Youth Strategy Development
- Gender Equity T-shirt project
- Youth Summit
- Filming
- Youth Hub

What Teams would you like to hear more of from Youth Council?

- Health & Wellbeing (6 votes)
- Environment (4 votes)
- Rangers (4 votes)
- Reconciliation (4 votes)
- Volunteering (4 votes)

- Discussing physical health of Nillumbik
- 16 Days of Activism
- Giving feedback to groups such as leisure centre
- Rec and Leisure (4 votes)
- Inclusion (4 votes)
- Community Safety (4 votes)
- Finance (3 votes)
- Events and Place (2 votes)

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- Parks & Open Space (2 votes)
- Community Development (1 vote)
- Arts and Culture (2 votes)

What topics of conversation were missing from Youth Council this year?

- Disability & Inclusion physical, mental, social
- Reconciliation
- What Council does day to day, to better understand what path they are taking.
- Mental health

Future training opportunities:

- Providing further training on how to take action or implement an idea what to do, how to do it
- More public speaking opportunities
- Mental Health First Aid training
- Advocacy how to create change
- Sub-sections / portfolios for different people within Council e.g., Environmental Leader, Reconciliation etc. other thoughts from youth council that having freedom / flexibility to work across topics would be good (no hierarchy)

Other external public speakers?

- Local MP / other leaders who can speak about their experience
- Reconciliation / First Nation
- LGBTIQA+ inclusion
- Victorian Government's Youth Strategy

Meeting times:

- More time for guest speakers
- More time on the agenda for discussion (sometimes run out) two hours easy commitment but potential to increase by half an hour

**ACTION:** Youth Council encouraged to complete anonymous <u>Youth Council feedback</u> <u>survey</u> (if they haven't already) by Friday 17 March 2023.

#### 10. Item of business 3: Youth Council Recruitment Update

Applications have now closed for Youth Council 2023-2024, with 21 applications from a diverse range of young people across the municipality. Applications have been shortlisted through a robust assessment process and 15 Youth Councillors will be selected to represent a diverse range of young people from Nillumbik and according to the selection criteria. Report going to Council Meeting 28 March 2023 for endorsement.

#### 11. Item of business 4: Youth Development Updates

#### Nicola Clutton and Frances Biggar

Officers provided updates on the following Youth Development projects:

#### **Daily Grind**

Applications are now open for the April intake of the Daily Grind, a 10-session hospitality employment program. Participants will receive 5 training sessions with a

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qualified barista and are then matched with a local hospitality business to put their skills into practice.

Following completion of the program, participants receive support to look for work in the hospitality industry.

The program starts in April. Currently struggling to promote the program so any ideas for connecting with older young people outside of high school would be great!

More information at <u>https://www.nillumbikyouth.vic.gov.au/What-we-do/Programs/Daily-Grind</u>

#### **School Holidays**

We are running some free school holiday sessions over the April school holidays. Sessions include:

#### Life Skills: Centrelink and MyGov 101

For 16-25 year olds Wednesday 12 April, 5.30-6.30pm Eltham Training Site

#### Crafternoon (Macrame, Bath Bombs, Board Games, Plant Pot Painting)

For 12-18 year olds Thursday 13 April, 1-4pm Hurstbridge Community Hub

#### **Rainbow Group: DIY Terrariums**

For 12-18 year olds who identify as LGBTQIA+ Monday 17 April, 4-6pm Eltham Library

#### FReeZa movie night: Ten Things I Hate About You

For 12-25 year olds Thursday 20 April, 6.45pm-9pm Eltham Library

More information <u>https://www.nillumbikyouth.vic.gov.au/What-we-do/Programs/School-holiday-activities</u>

#### **Upcoming Parenting Sessions**

The Nillumbik Parenting Series program aims to provide strategies and tools to help families to strengthen skills in providing positive support to children and young people, and responding effectively during the most challenging times.

Upcoming sessions:

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- Navigating co-parenting: Thursday 2 March 2023
- Tuning into teens: Wednesday 8 March 2023
- Understanding young people with ADHD: Thursday 23 March 2023
- Managing anxiety in children: Tuesday 28 March 2023
- Understanding and supporting anxious teens: Thursday 1 June 2023

https://www.nillumbik.vic.gov.au/Community/Families/Resources-andsupport/Nillumbik-Parenting-Hub/Nillumbik-Parenting-Series

#### Life Skills

Big thanks for providing input into the Life Skills program. We will be running the program as a pilot, with one session per school holidays. We are then hoping to run a regular weekly program across January/ February 2023/24 when we know a lot of young people are in between high school and University and have availability.

Sessions booked for upcoming school holidays are:

#### **Centrelink and MyGov 101**

Wednesday April 12, 5.30-6.30pm

Eltham Training Site

July School Holidays: Tax Returns (tbc)

September school holidays: Planning a Gap Year and How to Plan a Holiday (tbc)

# 12. Item of business 4: Council Meetings and upcoming Planning and Consultation ommittee meetings (PCC)

The following meetings are coming up within the next month that Youth Councils are able to attend and participate in:

#### Council Meeting – 28 March 2023

- Endorsement of Youth Council 2023-25
- Endorsement of Year 1 Progress Report and Year 2 Implementation Plan

#### PCC – 11 April 2203

• Budget 2023/2024

To get involved or find out more about upcoming Council Meetings visit <u>https://www.nillumbik.vic.gov.au/Council/Meetings-and-committees/Council-meetings/Meeting-minutes-and-agendas</u>

#### **Current community engagement**

There are also a number of opportunities for Youth Council to provide feedback to Council on at the moment including:

**Reconciliation Action Plan** 

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<u>Governance Rule – Meeting procedure</u> <u>Draft Budget 2023/24</u>

#### 13. Other Business

#### Nillumbik Community Awards

Do you know someone who has done something outstanding for our community? Nominate them for a Nillumbik Community Award.

The inaugural Nillumbik Community Awards aims to recognise the outstanding service and achievements of individuals and community groups in Nillumbik.

Award categories include a Nillumbik Young Citizen award. More information and to nominate visit <u>https://www.nillumbik.vic.gov.au/Explore/Events-and-festivals/Awards-ceremonies-and-major-events/Nillumbik-Community-Awards</u>. Nominations close Sunday 25 June.

An awards ceremony recognising this year's recipients and nominees will be held on Thursday 17 August.

#### **Emergency Management Neighbourhood Grants**

Emergency Management is providing grants of \$250 for community members to run an event or initiative that supports connection with neighbours.

Anyone living in Nillumbik is welcome to apply for \$250 grants to run one-off events for you and your neighbours. The aim of these events is to increase connection in local neighbourhoods, which will also be helpful in the case of an emergency.

Your event could be something like a:

- Neighbourhood morning tea or BBQ
- Working bee at a community garden
- Local trivia night
- Community bushwalk in the Shire
- Meeting with your neighbours to develop a street-level Emergency Plan (How can we help each other in case of an emergency?)
- Street goods exchange (e.g. books, appliances, clothes)

Read the grant guidelines and apply: <u>http://nillumbik.vic.gov.au/Neighbourhood-</u> <u>Connection-Grants</u>

#### 14. Next meeting date and location

Youth Council Formal Meeting, Monday 3 April 2022, Council Chambers.

#### Action List:

| Action   | Due Date        |
|--|-----------------|
| Nicola to send Youth Council further information on the RAP consultation to promote to their networks.                                       | By next meeting |
| Youth Council to complete anonymous Youth Council feedback survey.   | 17 March 2023   |
| Nicola to look at opportunity include information/workshop on<br>Uluru Statement and voice to parliament at future Youth<br>Council meeting. | ТВС             |

### Nillumbik Shire Council Youth Council Advisory Committee Terms of Reference

#### Name

Youth Council Advisory Committee (Advisory Committee)

#### Introduction:

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

#### **Policy Statement:**

The Youth Council Advisory Committee provides advice to Council on matters relating to young people aged 12-25.

#### Aims:

The Nillumbik Youth Council acts as a peak advisory group to Council, advocating for opportunities, barriers and/or issues impacting on young people in Nillumbik, and providing advice to Council about how these issues can be addressed.

Youth Council will be responsible for supporting the planning, delivery and evaluation of the Nillumbik Youth Strategy and Implementation Plan, which sets out the priorities and actions for Youth Council to lead, with the support of Council, across their two year term.

#### Objectives

- Advocate for opportunities, barriers and/or issues impacting on young people in Nillumbik
- Provide feedback and advice to Council on how to best meet local youth needs
- Consider and provide advice to Council on its policies, plans and services that impact young people
- Consider and provide advice on key government initiatives, programs and reviews
- Represent the diverse views and needs of young people within Nillumbik



- Assist Council to communicate, consult and engage more effectively with the broader Nillumbik community
- Strengthen partnerships with residents, community groups and services in Nillumbik
- Contribute to the development, implementation and evaluation of Nillumbik's Youth Strategy and Implementation Plan

#### Membership

The Advisory Committee membership will consist of up to 15 members and will include representation from:

- One representative of the Nillumbik Shire Council (Councillors);
- Up to 15 Youth Councillors aged between 15-25 years of age, who live, work, volunteer, study or play in Nillumbik, selected through an expression of interest process.
- A dedicated position within the Committee will be reserved for a First Nations young person.
- Youth Councillors should represent the diverse and varied needs of the youth community in Nillumbik including but not limited to living in rural Nillumbik, LGBTIQA+, gender diverse, First Nations, people with a disability, chronic illness and/or mental illness, carers, people experiencing or have experience financial insecurity and culturally and linguistically diverse young people.
- The Youth Mayor or Deputy Youth Mayor will chair meetings with support from the appointed Councillor.
- Meetings will be attended and supported by the Manager Community Partnerships or delegate and Team Leader Youth Development.

#### Payment

Youth Councillors will be reimbursed for their time and out of pocket expenses through a payment of \$500 per year, paid in four instalments of \$125 per quarter and only when 80% attendance is met throughout the year.

#### Member requirements

- Youth Councillors over the age of 18 years of age will be required to obtain a valid Working with Children's Check and complete mandatory child safe training.
- Actively engage with other young people in Nillumbik to inform decision making with a particular focus on engaging with those who are too young to have representation on the committee.

#### Council Directorate

The Advisory Committee falls within Council's Community Services Directorate and will be managed by Council's Youth Development Team.

#### **Meeting Frequency**

- The Formal Advisory Committee meeting will be held monthly in Council Chambers on the first Monday of every month between 4pm 6pm.
- On commencement of the two year term, the Youth Councillors will be required to attend all induction and training meetings as scheduled by the Youth Development Team.
- Additional hours involving evening, weekends and school holidays may be required at various stages.
- Youth Councillors may at times be invited to attend and present at Council Meetings.

#### **Endorsed by Council**

These Terms of Reference were endorsed by Council on 13 December 2022.

#### **Next Review Due**

December 2024

#### Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

#### Conflicts of Interest as defined by sections 126-131 of the Local Government Act 2020

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

#### Working groups

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

#### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

#### Gender Equality, Diversity and Inclusiveness

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if are there any barriers which may hinder these groups from accessing these policies, programs or services.

#### Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

- Qualification skills and expertise in a specific area where necessary depending on the issue/project/topic.
- A strong understanding of the local community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

#### Selection Panel to make recommendation of members on Advisory Committees

- Senior member of Council (CEO or Director/Executive Manager or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider (if appropriate)
- Senior Manager of a local industry (if appropriate).

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

Youth Council Terms of Reference

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The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

#### **Terms of Appointment**

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

#### Meeting Frequency

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.
- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.
- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

#### **Role of Councillor**

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

#### Observers

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

#### **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

#### **Role of Committee members**

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

#### Accountability and Extent of Authority

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
- All Advisory Committee members participate in discussions at Advisory Committee meetings.
- All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

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#### Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

#### **Evaluation and Review**

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

#### Support to participate in meetings

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

#### Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.

- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

#### Confidentiality

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the *Local Government Act 2020* as "confidential information".

#### Privacy

Councillors and committee members on advisory committees established by Council are subject to the requirements of the *Privacy and Data Protection Act 2014* and Council's Information Privacy Policy.

#### Breaches

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

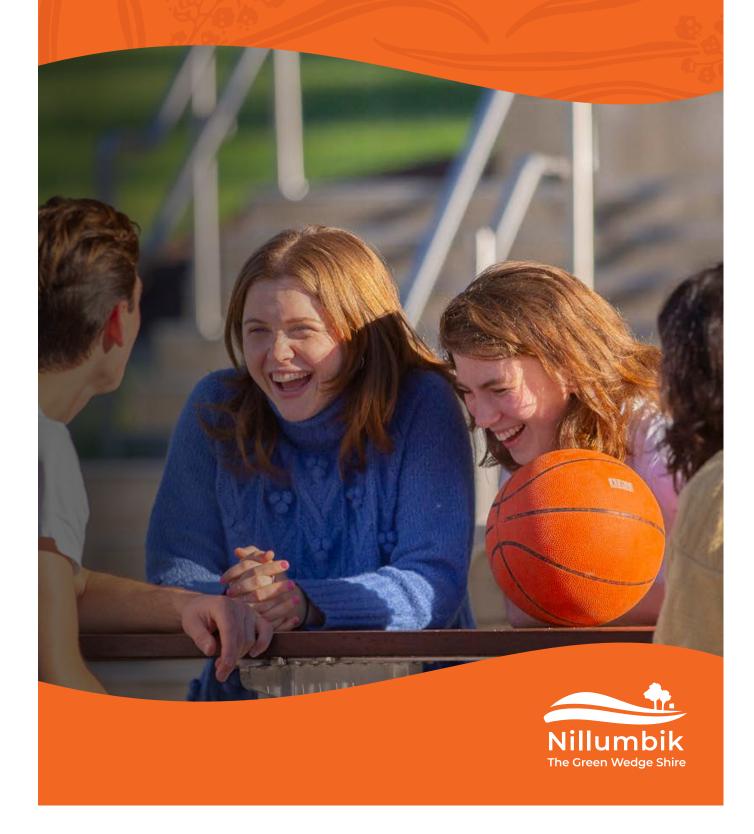
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Youth Council Terms of Reference

CM.011/23Endorsement of Youth Council Advisory Committee Members 2023-2025Attachment 2.Terms of Reference - Youth Council Advisory Committee 2023-2025

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# Youth Strategy 2022-2026



### **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.



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CM.012/23 Youth Strategy 2022-2026 Implementation Plan Year 1 Review and Year 2 Plan



## **Message from Council**

It is with great pleasure that we present Nillumbik Shire Council's four-year Youth Strategy, our strategic commitment to how we will support and respond to the needs of young people aged 12-25 who live, work, study, volunteer or play in Nillumbik.

There are just over 12,000 young people living in Nillumbik, comprising 20 per cent of the Shire's population. They are an integral part of our community, bringing energy, new perspectives and fresh ideas.

Extensive research, as well as consultation with our youth through our Young Minds: Your Voice, Our Future engagement program, was undertaken to inform this strategy.

Notably, Nillumbik's first Youth Council, established in 2021 as an advisory committee to Council, was integral to the strategy's development. We are very proud of the 15 members' commitment to representing young people in the Shire and ensuring their voices are heard.

We would also like to thank all the young people who participated in the activities or completed a survey during the Young Minds engagement program. This collaborative approach to developing the Youth Strategy has given Nillumbik's young people a meaningful opportunity to contribute to the decision-making of Council. Many representatives of various youth services and organisations in the municipality also contributed to this strategy, meeting with our project team and offering their valuable insights. A heartfelt thank you to everyone in our community who provided input.

Through the information collected from our discussions and interactions with Nillumbik's youth, we now have a clear direction to follow in the coming years, enabling us to make a positive impact and respond to the needs of young people in our Shire.

The Youth Strategy identifies five priorities, each with their own focus areas:

- Healthy and well
- Empowered and engaged
- Access to safe spaces and places
- Equipped and employed
- Welcomed and connected

In addressing these priorities, it is important that we work in partnership with young people themselves, schools and education providers, parents/carers, clubs, businesses and other service providers to collectively make a difference.

We look forward to implementing this strategy and ensuring all young people feel heard, empowered and equipped to thrive in a community where they are healthy, safe and welcomed.

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## **Message from Youth Council**

Nillumbik's first Youth Council is proud to launch the Nillumbik Youth Strategy 2022-2026.

As an engaged group of 15 young people ranging in ages between 15-25 years old, we are honoured to have co-developed this four-year Youth Strategy 2022-2026 through a unique partnership between young people and Council.

We have taken a lead role in the development of the strategy from inception and consultation to delivery. The consultation process for the strategy was one of the first of its kind to be led by passionate young community members in Nillumbik. Just over 900 young people shared their experiences and thoughts through surveys, consultation events, group discussions, and school workshops, all of which were created and facilitated by us (young people), with the support of Council staff.

We look forward to seeing the positive impact of this strategy on our peers in the community. We were thrilled to be able to hear from a diverse range of young people across the development of this strategy and have their voices reflected in the final document. We firmly believe this Youth Strategy will help make a difference to young people in Nillumbik, and will provide Council with a clear guide to make informed decisions for young people, with young people, and back it up with meaningful action.

# What have you enjoyed most about participating in the Youth Council in 2021?

"The involvement in projects, being able to be apart and see what happens "behind the scenes", as well as the opportunities and information I've learnt from this."

"Sharing my ideas and making a real impact on the community."

"Sharing and talking about ideas and talking about everyone's passions."

"Meeting new people and being able to have discussions that will result in a youth strategy that will help the youth of Nillumbik."

"It's been awesome to represent the youth of Nillumbik and work with likeminded young people to make a difference through the development of the 2022-2026 Youth Strategy."

We hope that through the implementation of the Youth Strategy 2022-2026, young people can feel heard and empowered to work together with Council create positive change for all.



### **Our Youth Council**

Nillumbik's Youth Council is a formal advisory committee of Council that consists of 15 young people aged 15-25 years old who live, work, study or play within Nillumbik. The Youth Council is responsible for the co-development and review of the Youth Strategy and annual implementation plan, which will also set out the priorities and actions for the Youth Council to lead with the support of Council across their two-year term.



#### Youth Council members 2021-22:

**Back left to right:** Cavan Cartwright, Katie O'Brien, Imogen Jaques, Jack Linehan, Joseph Bowman, Bailey Cumming, and Maverick Knight

Front left to right: Brianne Keogh, Fieke van der Kamp, Indiana Sandwell, Kirra Imbriano, Orianna Edmonds, Maali Kerta-Rice, Taj Andreetta, and Lachlan Wadsworth.

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#### 2021 Youth Council Mayor and Deputy Mayor

Youth Mayor: Fieke van der Kamp Youth Deputy Mayor: Jack Linehan

## Introduction

This strategy sets out a four-year strategic commitment to how Council will support and respond to the needs of young people aged 12-25 years of age who live, work, study, volunteer or play in the Shire of Nillumbik.

In the development of this strategy, the Nillumbik Youth Council has played a lead role in engaging and consulting with the young people in Nillumbik to gain a diverse perspective on matters impacting their lives within community. This process has ensured young people have a stronger voice and sense of importance in community.

The establishment of the Youth Council has also enhanced young people's understanding of Council and the Nillumbik community. The Youth Council has been provided opportunities to learn about the functions and role of Council and the local demographics and needs. Using this knowledge, they have been supported to co-design the development of Nillumbik's first youth-led, youth strategy and implementation plan.

Nillumbik Shire Council's Youth Strategy 2022-2026 provides an integrated approach to ensuring that we continue to value and incorporate young people into Council by providing meaningful opportunities for young people, valuing their contributions and empowering them to help shape our community. This strategy has been informed by extensive community consultation with almost 900 young people and key internal and external stakeholders and sets out the strategic priorities and focus areas for Council's next four years' of planning and delivery.

# Your Voice, Our Future

### Vision

Young people in Nillumbik feel heard, empowered and equipped to thrive in a community where they are healthy, safe and welcomed.

### **Development of the Youth Strategy**

In December 2020, Council endorsed the establishment of the Nillumbik Youth Council, to act as an Advisory Committee of Council. A key role of the Youth Council was to lead the co-development and delivery of a four-year youth strategy and annual implementation plan.

The Young Minds: Your Voice, Our Future youth engagement program was developed by the Youth Council, aimed at engaging young people of Nillumbik through a range of activities supported by a youth survey. Up to 900 young people between 12 and 25 years of age, who live, work, study or play in Nillumbik participated in the engagement which ran from 14 June to 20 July 2021.

The Youth Strategy 2022-2026 has been informed by the research and feedback gathered through the *Young Minds: Your Voice, Our Future* engagement program, along with a series of stakeholder workshops with staff and external organisations. The broader community were also invited to provide feedback on the draft Youth Strategy via a public consultation period. Following the consideration of the submissions received, the youth strategy was then be presented for adoption at the Council meeting in December 2021.

#### Youth Council

**March 2021** Nillumbik's first Youth Council established to co-design the Youth Strategy.

#### Young Minds: Your Voice, Our Future June-July 2021

The Young Minds: Your Voice, Our Future engagement with young people aged 12-25 years old.

#### Setting priorities August 2021

Workshops with the Youth Council to review the engagement findings and establish priorities for the four-year Youth Strategy.

### Stakeholder workshops

**August-September 2021** Workshops with our key stakeholders to test priorities and focus areas.

#### Public consultation October 2021

Young people, parents/carers, partners and community invited to provide feedback on draft Youth Strategy.

Youth Strategy launched December 2021

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## Our young people

### Demographics

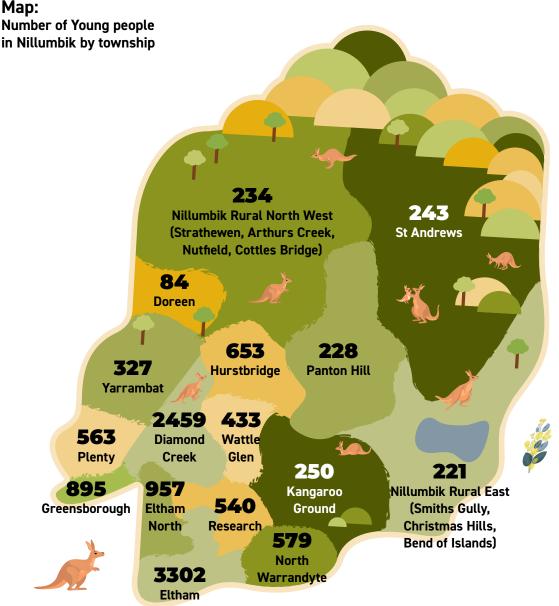
In 2016, there were 12,000 young people aged 12–25 years old living in Nillumbik. This equates to 20 per cent of the overall population *(Source: 2016 Census).* 

This number is expected to remain consistent over the next 20 years with a forecast of 12,735 by 2036 (*Source: Forecast.id*).

### Diversity

Aboriginal and Torres Strait Islander People According to the 2016 Census, Aboriginal and/or Torres Strait Islander people make up 0.4 per cent of the overall population in Nillumbik (236 people).

Of the 644 survey respondents who completed the *Young Minds: Your Voice, Our Future* youth survey, **1.59 per cent** (10 young people) identified as First Nations people.



### **Diversity (continued)**

#### People with a disability

Of the 644 survey respondents who completed the Young Minds: Your Voice, Our Future youth survey, **5.6 per cent (36 respondents)** identified as having a disability. This is slightly higher than what was recorded in the 2016 Census.

Proportion of the population with a disability

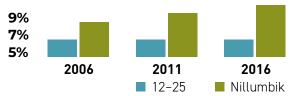


📕 12–25 🛛 📕 Nillumbik

#### **Culturally and Linguistically Diverse**

**8.4 per cent (56)** young people completing the *Young Minds: Your Voice, Our Future* youth survey spoke a language other than English, which is again slightly higher than what was recorded in the 2016 Census. Common languages spoken at home included Italian and Dutch.

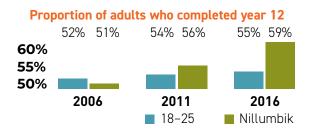
## Proportion of the population who speak a language other than English



#### LGBTQIA+

Out of 644 young people who completed our *Young Minds: Your Voice, Our Future* Youth Survey 2021, 141 respondents which is almost 1 in 4 (22 per cent) identified as LGBTQIA+.

#### Education

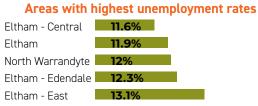


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### **Employment and Education**

#### Unemployment

In 2016, 11.5 per cent of Nillumbik Shire's labour force aged 15 to 24 years were classed as unemployed compared to 15.9 per cent in Greater Melbourne. While Nillumbik Shire had a lower rate of unemployment in the 15 to 24 year age group, it is important to note that this varied across the Municipality. Proportions ranged from a low of 2.0 per cent in Wattle Glen to a high of 13.1 per cent in Eltham - East.



10% 11% 12% 13%

Of survey respondents aged 15-25 completing the Young Minds: Your Voice, Our Future youth survey, 44 per cent told us they were unemployed. This is higher than what was recorded in the 2016 census, which may reflect the disproportionate impact COVID-19 has had on youth unemployment or reflect the higher proportion of respondents to the survey who were aged 15-18 years old compared to 19-25. More importantly, 38 per cent of respondents who were employed told us they were unsatisfied with the hours they work each week.

#### Disengagement

In 2016, 5.4 per cent of 15 to 24-year-olds in Nillumbik Shire were disengaged from employment and education, compared to 7.5 per cent in Greater Melbourne.

### **COVID-19 and young people**

Since COVID-19 emerged as a major health threat in early 2020, the Coronavirus pandemic has affected young people across several life domains, many of which are interrelated. While some of the effects of COVID-19 on young people are emerging, it is highlighted by the Australian Institute of Health and Welfare that the full impact is complex and not yet fully understood. It should be noted that the effect of COVID-19 on young people is dynamic as outcomes change quickly when conditions change, for example social connectedness and the easing of, or introducing of, restrictions.

Many of the effects of COVID-19 on young people will be connected and could take some time to become apparent.

While COVID-19 affects everyone in a different way, the social and economic impact on young people have been substantial; young people have experienced high rates of psychological distress, loneliness, educational disruption, unemployment, housing stress and domestic violence.

The possible longer-term outcomes of COVID-19 for young people may include:

- Adverse effects from temporary disruption to education
- Potential consequences of unemployment on their long-term employment prospects and finances
- Limited access to secure housing
- Decline in mental health

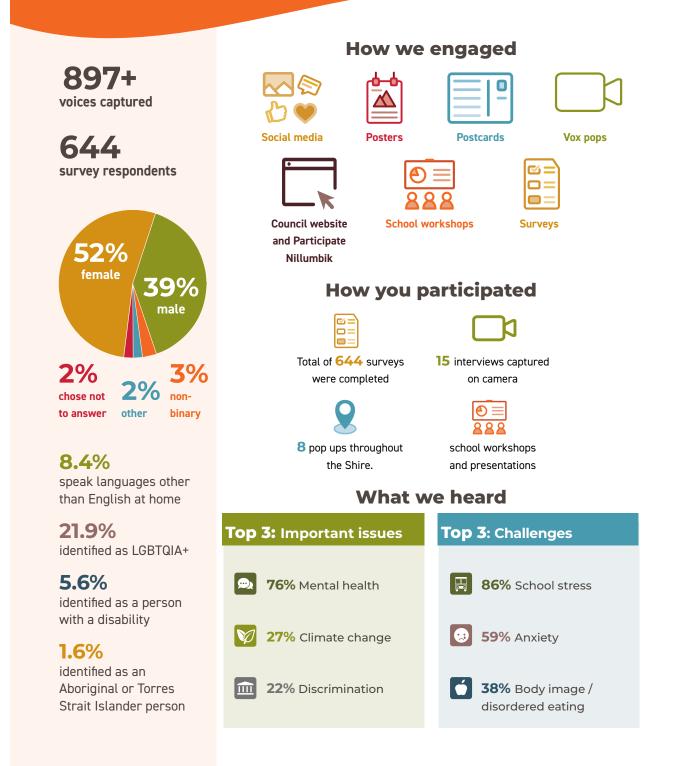
Of respondents aged 15-25 completing the *Young Minds: Your Voice, Our Future* youth survey, 27% identified COVID-19 as factor impacting their ability to work or study.

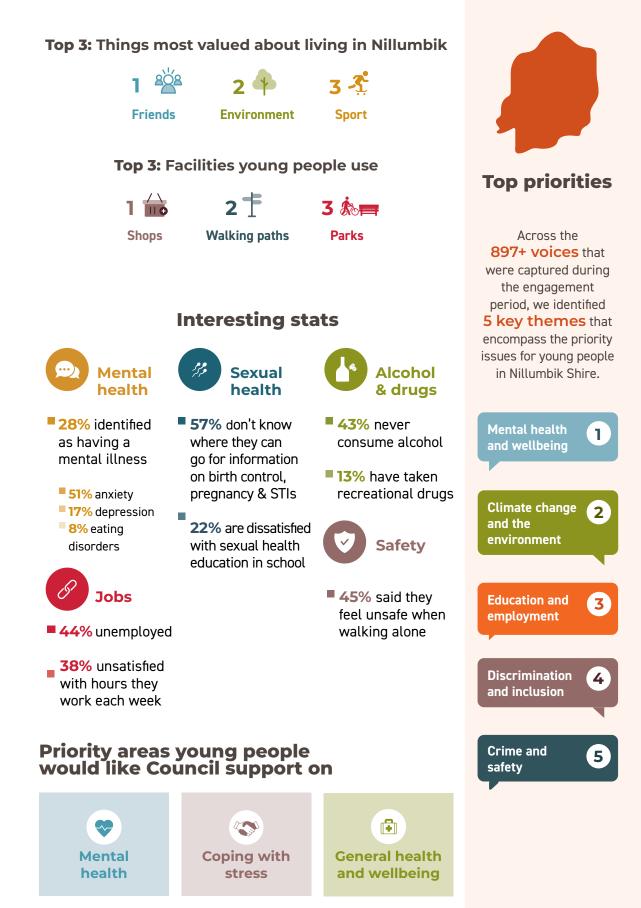
Further to this, of the survey respondents that answered a question on the biggest challenges they have personally faced as a young person in Nillumbik, 35.7% told us loneliness/social isolation was one of their biggest challenges.

Over 20% of survey respondents also listed COVID-19 as one the 3 most important issues for young people in Nillumbik today, with 6% of respondents having ranking COVID-19 as the top issue. The issue of COVID-19 was selected by more survey respondents than school and education, crime and safety, and physical health.

### What young people told us

**Below is a snapshot of the key things we heard from the 2021** *Young Minds: Your Voice, Our Future* **engagement program.**  For a full copy of the report please visit www.nillumbikyouth.vic.gov.au/.





### Council's role

**Engage:** We will directly engage and listen to our young people and community

**Empower:** We will facilitate opportunities for young people to lead the way

**Advocate:** We will advocate on behalf of the needs of young people

**Partner:** We will connect and collaborate with young people and key stakeholders

**Provide:** We will deliver youth-focused programs, services, spaces and grants

### Strategic alignment

The Local Government Act 2020 promotes an integrated approach to strategic planning and reporting. Integrated strategic planning and reporting seeks to ensure strong alignment between key strategic documents and policies that direct and influence initiatives, activities and projects undertaken by Council.

More broadly, the Youth Strategy plays a role in supporting Council to achieving objectives under each of the four themes for a Community Vision - Nillumbik 2040 which are *Our People, Our Place, Our Future and Our Council.* 



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## **Priorities**

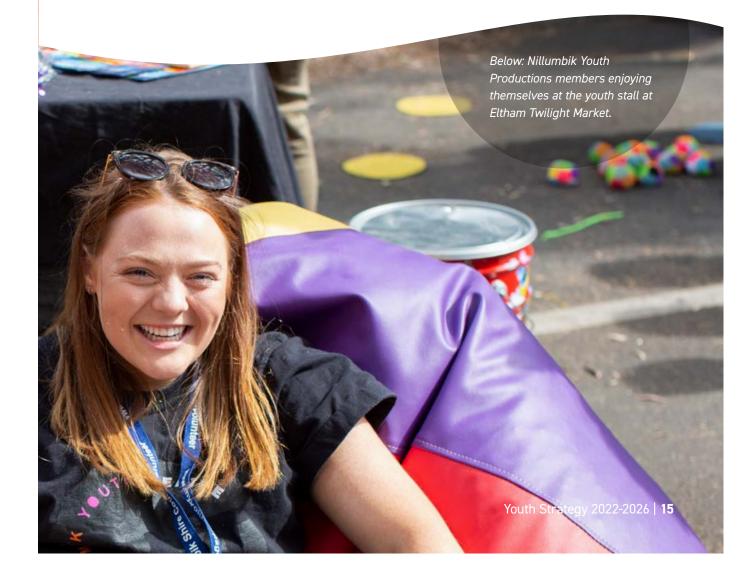
Nillumbik Youth Council, young people and stakeholders have identified five key priorities which will set the strategic direction over the next four years 2022-2026. This includes:

- 1. Healthy and Well
- 2. Empowered and Engaged
- 3. Access to Safe Spaces and Places
- 4. Equipped and Employed
- 5. Welcomed and Connected

#### Symbols

The following symbols will be used throughout each priority to indicate the direct alignment to strategies included within the Nillumbik's Municipal Public Health and Wellbeing Plan 2021-25 and Council Plan 2021-25.

- Municipal Public Health and Wellbeing Plan 2021-25
- 🗘 Council Plan 2021-25



## **Priority 1: Healthy and Well**

**Objective:** Young people have good physical and mental health, and are empowered to take action on their own education.

Image: Young person drinking from a water fountain at the Civic Drive Play Space.

#### Focus Area 1.1: Mental Wellbeing

- Enhance opportunities for young people to have access to local, affordable, and inclusive mental health services
- Deliver early intervention and primary prevention initiatives to promote positive mental health and wellbeing
- Work with and support partners to provide targeted programs and initiatives that aim to address the mental health disparities amongst young people who identify as LGBTQIA+, living with a disability, First Nations or Culturally and Linguistically diverse

#### Focus Area 1.2: Physical Health

- Connect young people with physical activity opportunities through community settings including Living & Learning centres, leisure centres, recreational trails and sports clubs ◊
- Promote healthy food choices in young people through improved access to nutritious foods, policy and education ◊
- Encourage active and non-structured recreation in the natural environment, parks, open spaces and the trails network ◊
- Remove barriers for participation in sport and active recreation for young people who identify as female, non-binary, LGBTQIA+, are living with a disability, First Nations, or are Culturally and Linguistically Diverse ◊

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#### Focus Area 1.3: Sexual Health

- Advocate for Nillumbik secondary schools to provide inclusive sexual health education that empowers young people to make informed choices
- Deliver programs and initiatives that promote healthy and respectful relationships amongst young people
- Increase awareness and access to information on where to go to access support on Sexually Transmissable Infections (STIs), pregnancy and contraception

#### Focus Area 1.4: Alcohol and Other Drugs, Tobacco and Gambling

- Advocate for young people in Nillumbik to have access to youth alcohol and drug support and homelessness and crisis support services
- Work with our partners to reduce and minimise gambling harm ◊
- Investigate alcohol and other drug harm in the community to better understand the impact on young people and design and deliver initiatives to respond to the issues ◊
- Support sporting clubs and other community settings to challenge and change unhealthy alcohol cultures and create safe spaces for young people ◊

There was only really heterosexual sex education at school and it doesn't include conversations on consent or what a respectful relationship looks like.

**15-year-old,** Eltham North

The biggest issue for young people is mental health. Even though it is more present now than it was 20 years ago, it's still being overlooked and some people aren't speaking out as much and that's a big issue for people our age.

> **16-year-old,** Eltham

### **Priority 2: Empowered and Engaged**

**Objective:** Young people feel as if they have many ways to get involved, have their say, and make a positive change.



#### Focus Area 2.1: Climate Action

- Provide opportunities to amplify young people's voice in addressing the climate emergency
- Provide young people the skills and tools to take action on addressing the climate emergency
- Address impact of climate change on young people's mental health by increasing education and awareness on climate issues and fostering dialogue between Council and young people on climate action

## Focus Area 2.2: Youth Leadership and Participation

- Continue developing the profile and influence of the Nillumbik Youth Council
- Actively consult, engage and consider young people in Council's decision-making
- Provide training and development to support leadership skills and increase confidence in young people
- Support opportunities for young people to engage, co-design, plan and lead community activities, programs and events

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## CM.012/23 Youth Strategy 2022-2026 Implementation Plan Year 1 Review and Year 2 Plan Attachment 1. Nillumbik Youth Strategy 2022-2026

#### Focus Area 2.3: LGBTQIA+ Advocacy

- Empower LGBTQIA+ young people and provide opportunities to advocate for their rights
- Promote positive gender and sexual diversity through advocacy, awareness and celebration initiatives

#### Focus Area 2.4: Gender Equity

- In partnership with local organisations, businesses, sporting clubs and community members, raise awareness of gender equity and respectful relationships with young people ◊
- Increase the promotion of gender equality and prevention of violence against women messages through communications and social marketing ◊
- Raise awareness of family violence support services available for young people and support referral pathways

#### Focus Area 2.5: Environment and Sustainability

- Work with our community, First Nations people, partners and government agencies to promote sustainability and the environment to young people
- Promote Nillumbik's natural environment as a place for young people to explore.
- Provide volunteering opportunities and other programs that enable young people to learn about and get involved with the environment and sustainability

Talk to young people in the area and find out what they want.

**21-year-old,** Eltham

Nillumbik need to pay attention to this generation and enable them in as many ways as they can to be a generation of people who are willing to change the world for the better, and to better themselves.

> **18-year-old,** Hurstbridge

More LGBTIQ+ engagement and mental health support groups

**17-year-old,** Greensborough

Our leaders are not doing enough to stop climate change and its effects and that is going to be the biggest hurdle for our generation.

> **18-year-old,** Research

## **Priority 3: Access to Safe Spaces and Places**

**Objective:** Young people have access to safe, inclusive and relevant spaces and places



#### Focus Area 3.1: Youth Friendly Community Spaces

- Explore opportunities for a Youth Hub in Nillumbik that can provide a range of services, supports and programs for young people
- Ensure young people have access to safe, inclusive and welcoming youth friendly community spaces
- Provide opportunities for youth-led placemaking across Nillumbik

#### Focus Area 3.2: Safer Communities

- Provide safe and welcoming environments for young people by improving public places and spaces young people access such as skate parks, parks and walking paths
- Partner with organisations to deliver programs to young people that increase awareness and perceptions of safety
- Provide support and resources for parents to assist young people to be safe and respectful in all settings

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#### Focus Area 3.3: Inclusive Spaces and Places

- Provide training and information around access and inclusion to Council staff and youth workers in the community
- Create sensory friendly spaces and places across Nillumbik

#### Focus Area 3.4: Bullying

- Adopt a shire-wide approach to anti-bullying in both school and community settings and support young people to respond to bullying behaviour
- Work with the local community and schools to promote the inclusion of young people who identify as LGBTQIA+, living with a disability, First Nations and culturally and linguistically diverse

Places teens can go to get support or just a place away from home to have a break.

#### 13-year-old, Eltham

Making communities come together and unite, treat everyone fairly and equally, love, no discrimination and racism, being there for each other.

> **14-year-old,** Hurstbridge

Many youth don't have a much money so focusing on spaces that feels both safe, welcoming and accessible for teenagers through active public space

**24-year-old,** Plenty

## **Priority 4: Equipped and Employed**

**Objective:** Young people have access to and are able to maintain meaningful employment and education.

Image: Young person learning barista techniques through a youth employment program.

#### Focus Area 4.1: Employment and Education Pathways

- Help young people recover from the impacts of COVID-19 by providing opportunities for young people to gain volunteering and work experience, internships and employment through Council and other local industries
- Partner with schools and organisations to provide career pathway advice and access to information about employment opportunities
- Provide a range of vocational learning opportunities to connect young people to meaningful pathways to employment

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#### Focus Area 4.2: Job Ready

- Partner with our stakeholders to deliver a range of events and programs that aim to enhance young people's job readiness, employability and life skills
- Connect young people to available services that provide individual support with training and employment

## CM.012/23Youth Strategy 2022-2026 Implementation Plan Year 1 Review and Year 2 PlanAttachment 1.Nillumbik Youth Strategy 2022-2026

#### Focus Area 4.3: Financial Wellbeing

- Ensure young people in Nillumbik have access to information and resources to support them to feel financially well
- Provide paid opportunities for young people at Council in areas such as consultation, music, arts, photography/videography, and delivery of events/programs
- Deliver initiatives that enhance young people's education and skills to support financial wellbeing

It would be awesome to have information on university, info on full-time jobs, understanding things like super and other money matters.

> **16-year-old,** Eltham

Youth volunteer programs to help them gain experience for future jobs.

**20-year-old,** Yarrambat



### **Priority 5: Welcomed and Connected**

**Objective:** Young people have access to a range of programs and opportunities that enhance social inclusion and connection.

Image: Young person performing at Wattle Festival at Hurstbridge Community hub

#### Focus Area 5.1: Creative Community

- Work with young people to plan and deliver youth-focused arts and culture-based programs and events
- Deliver a range of arts and culture programs with a focus on art, dance, music and theatre

#### Focus Area 5.2: Access and Inclusion

- Ensure all young people have access to inclusive services that respond to their individual needs
- Protect Aboriginal cultural heritage, and through building trust, education and celebration, and respect for all First Nations people 🔆
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Young people have access to support programs to receive their driving licence, who may not otherwise have access to driving practice

#### Focus Area 5.3: Social Connection

- Provide a regular program of youth activities through Nillumbik Youth that encourage young people to learn new skills, try new things and get to know new people
- Provide opportunities for social inclusion and connection through arts, wellbeing, nature and leadership programs at Living & Learning centres, Neighbourhood Houses, other community spaces and with community groups ◊

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More events run by young people in collaboration with the community of young people eg. BMX training, live music, small-scale festivals/ carnivals, picnics in the park.

**22-year-old,** Eltham North

More LGBTQIA+ Activates, Community Events, Aboriginal/ POC Events. Disability Awareness: community.

**13-year-old,** Diamond Creek Live music, youth festival, workshops over the holidays - performing arts and art. Role playing games like Dungeons & Dragons

**13-year-old,** Hurstbridge



## Implementation and evaluation

Every 12 months, an annual implementation plan will be prepared, which will provide the detail of how Council (with support of the Youth Council and other partners) will implement the strategic objectives in this Youth Strategy and how we measure progress.

An evaluation on the current year annual implementation plan will also be completed prior to a new annual implementation plan being prepared.

Annual implementation plans will include:

- Actions related to each strategic objective in the strategy
- Timeframe each action will be delivered
- Who is responsible within Council to deliver the action
- Partners involved in delivering the action

### **Annual reviews**

Annual reviews will be conducted each year in December.

They will evaluate the progress made within each of the priority areas. A traffic light rating system will be used to identify action within the annual implementation plan that are **complete**, on track or **delayed**.

Case studies from key initiatives will also be included in each annual review.

The reports will also monitor trends, identify opportunities for improvements and inform the development of the next annual implementation plan to ensure actions remain relevant for continued investment by Council over the life of the strategy.

Council will share an annual summary report of the review with key stakeholders including Councillors, Council officers, service providers, community and young people.

### Youth Council

As a formal advisory committee of Council, the Nillumbik Youth Council is responsible for overseeing the development and implementation of this strategy within their two-year term and will support the annual review process.

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### **Acknowledgements of contributions**

#### We would like to thank and acknowledge the following contributors from Nillumbik who supported the development of this Youth Strategy:

| Nillumbik Youth Council                     | Banyule Nillumbik Youth Services Network               |
|---|--|
| Young people                                | Banyule Nillumbik Local Learning Employment<br>Network |
| Parents and carers                          |  |
| Schools and education providers             | headspace Greensborough                                |
| Principals and teachers                     | healthAbility  |
|   | Victoria Police  |
| Youth Affairs Council Victoria (YACVic)     | Sporting clubs   |
| Foundation of Rural Regional Renewal (FRRR) |  |
| Councillors                                 | Community groups                                       |
| Council staff                               | Yarra Plenty Regional Library                          |
|   |  |
| Advisory Committees                         |  |

Community

## **Contact Us**

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# Nillumbik Youth Strategy 2022-26 Annual Wrap Up 2022

# **Nillumbik Youth**



## Nillumbik Youth Strategy 2022-26 Annual Wrap Up 2022

This year Council launched the Nillumbik Youth Strategy 2022-2026. The strategy sets out a four-year strategic commitment detailing how Council will support and respond to the needs of young people aged 12-25 years of age who live, work, study, volunteer or play in our Shire.

This report presents the milestone achievements for Year 1 implementation of Nillumbik's Youth Strategy 2022-2026.

Thank you to the following funding partners who have supported the delivery of actions in Year 1 of the Strategy.



#### **Our Vision**:

Young people in Nillumbik feel heard, empowered and equipped to thrive in a community where they are healthy, safe and welcomed.

## A Message from our Youth Council Mayor

Being involved in the Nillumbik Youth Council has been an opportunity of a lifetime. Not only have I made new friends with like-minded people, I have also made a tangible impact on the community I live in.

I've had the chance to co-design our first Youth strategy alongside Council, MC and host many local events, participate in Council's first Youth Summit, help write and produce a 16 Days of Activism campaign video and lead my own community project which saw more than thirty young people discover alternative career pathways within the sports industry. These opportunities don't come around often, and I've enjoyed advocating for our young people of Nillumbik in various areas of interest. I'm so proud of what the Youth Council have achieved in the space of two years and I'm excited to see the legacy we leave behind for the next group of young people.

Youth Council Mayor Brianne Keogh



#### Acknowledgement of Country

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.



#### Inclusion Statement

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community. We value diversity in our community and support the rights of all people regardless of age, gender, ability or background.

## **Priority Area Highlights 2022**

#### **Healthy and Well**



- Delivered 17 school workshops across 9 local high schools engaging over 850 students
- Over 860 parents and carers of young people engaged in Nillumbik Parenting Hub training sessions. Topics included gaming, road safety, autism, cyber safety, LGBTIQA+ and more
- 49 young people participated in Skate and BMX competitions
- **39** youth workers participated in our Hitting the Ground Running induction program



- **64** young people participated in the inaugural Youth Summit
- 15 Youth Council Members met monthly to advocate for opportunities, barriers and issues impacting on young people in Nillumbik, and consulted on 14 Council projects, policies and strategies
- Launched a new monthly youth LGBTIQA+ social group
- Successfully received \$150,000 across three years through the Department of Families, Fairness and Housing Engage! Grant Program
- 19 young people participated in the Youth In Action Program to create youth led initiatives addressing key issues impacting local young people.

### Access to Safe Spaces and Places



- **14** young people participated in a forum to share their feedback and ideas for a Youth Hub in Nillumbik
- Nine diverse young people shared their stories in the We Know Your Name But Not Your Story storytelling program
- 18 Council staff completed youth disability training to learn how to be more accessible and inclusive of young people with a disability
- **30** L2P Mentors participated in trans and gender diverse inclusive practice.

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## CM.012/23Youth Strategy 2022-2026 Implementation Plan Year 1 Review and Year 2 PlanAttachment 2.Nilumbik Youth Wrap Up Report 2022



- **Two** Daily grind youth employment programs were delivered with Living & Learning Nillumbik with **10** participants
- Three job readiness sessions provided to 14 young people looking for employment
- **Three** upskilling workshops for **48** young creatives to provide an opportunity to increase their marketing, song writing and technical skills.
- 55 paid opportunities provided for young people through music, arts, photography and workshop delivery
- 30 young people attended a Youth In Basketball Summit led by Youth Mayor in partnership with Diamond Valley Basketball Association.



- 10 FReeZA events with a combined total of over 1400 attendees
- **110** Learners supported through the L2P program
- 27 learners received their license through the TAC L2P program
- **16** school holiday activities and events delivered
- Showcased **10** artworks at the Creative Collective youth art exhibition at Montsalvat
- Successfully received \$105,000 across three years through the Department of Families, Fairness and Housing FReeZa Grant Program.



### **Program Spotlights**

### **Youth Council**

The Nillumbik Youth Council is made up of 15 young people aged 15-25 who act as a peak advisory group to Council; advocating for opportunities, barriers and issues impacting young people in Nillumbik, as well as developing local initiatives and projects. Following its establishment in early 2021, the Youth Council undertook community engagement to develop the Youth Strategy 2022-2026 which was adopted in late 2021.

Thoughout 2022, the Youth Council's focus has been on implementing actions in the strategy, including hosting the inaugural Nillumbik Youth Summit and exploring opportunities for a Youth Hub in the Shire. The Youth Council also provided advice on the following Strategies, Policies and projects:

- Recreation and Leisure Strategy
- Access, Equity and Inclusion Policy
- Neighbourhood Character Strategy
- Diamond Creek Major Infrastructure Plan
- Municipal Planning Strategy
- BMX Dirt Bike Jump Consultation
- Mental Health Advocacy
- This Girl Can Campaign
- We Know Your Name But Not Your Story Project
- Climate Action Projects
- Youth Focused Place Making Projects
- And more.



### All Ages Tour

The Eltham All Ages Tour saw our FReeZa team partner with The Push to host a large scale all ages music event.

The event provided an opportunity for young people to see upcoming artists in a local context whilst providing local employment and volunteer opportunities to young people within the music and events industry.

The event consisted of four live music performances; a local young artist, a young winner of the triple J Unearthed competition and two big name headliners (Alice Skye and Sycco).

The event was well attended and gave six of our committee members the chance to develop their event production skills.



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### Nillumbeats

The Nillumbeats FReeZA committee is a group of 14 young people aged 15 to 25 years old who organise music, art and cultural events for young people in Nillumbik.

In 2022 these events included the Eltham All Ages Tour, stage takeovers at Diamond Creek Town Fair and St. Andrews Community Festival as well as a skate, scooter and BMX competition at the Hurstbridge Wattle Festival.

> "The best bit of the All Ages Tour was working with all the bands, managers, and seeing the light and sound set ups. Having the opportunity to explore this kind of work has led me to pursue further opportunities in the events industry."





### **Youth Summit**

Students from across the Shire came together for the inaugural Nillumbik Youth Summit to discuss topics that matter most to them.

54 students from five local schools joined the Youth Council for the summit to discuss key local issues impacting young people.

Keynote speakers included writer and transgender rights activist Nevo Zisin, Australian Paralympian Jaryd Clifford and founder of local charity Hayden's Helping Hands, Hayden Rujak.

Table discussions centred on the topics of Climate Action and Sustainability, Gender Equity, LGBTIQA+ Inclusion, Mental Health, Physical Health and Wellbeing, and Social Connection.

Participants demonstrated incredible insight and enthusiasm for creating change in the community, working with Council to make their ideas achievable. 100 percent of attendees felt confident that they now better understand the challenges and issues impacting young people.

Council is committed to continuing to work closely with young people to deliver on each of the recommendations put forward at the Youth Summit.

Some of the recommendations achieved in 2022 include:

- Establishment of a LGBTIQA+ social group
- Community screening of the film 2040
- A social media campaign for 16 Days of Activism co-designed with young people
- Youth Hub forum
- LGBTIQA+ education sessions



### Young Women Leaders of Nillumbik Awards

In March 2022, we acknowledged the contributions of some of Nillumbik's most outstanding young women through the Young Women Leader Awards, presented at Councils International Women's Day event.

Young Woman of the Year was awarded to Fieke van Der Kamp, a passionate member of the Nillumbik Youth Council who has dedicated her time to empowering and inspiring other young people in the community.

Other award recipients included:

- Young Creative Leader Abigail Wilson, recognised for her incredible impact in the film industry, highlighting community stories through her short films.
- Young Sport Leader Jessica Alpen, a volunteer assistant coach for for the Research Eltham Collegians All Abilities cricket team who demonstrates leadership and is an exceptional role model for the team.
- Young Creative Young Business Leader Orianna Edmonds, is the proud owner of a organic goats milk skincare business. Her proactive approach has had a significant impact on the Nillumbik community by supporting other local farms, producers, retailers and consumers.
- Young Gender Equity Leader Brianne Keogh, recognised for her continuous advocacy for the young women of Nillumbik across her work with Youth Council and local sporting clubs.



### TAC L2P Program

The Nillumbik L2P program had 34 volunteer mentors and helped 110 learners become safe, confident drivers while working towards their 120 hours of practice driving. 100 percent of participants in the program would recommend the program to a friend.



"When the suggestion of the L2P program came up it sounded amazing, in particular because it would take the pressure off my dad in trying to find time to teach me while he was working full-time, and also trying to readjust to life without my mum.

Getting my licence was important to get to work and university more easily, as well as other commitments without needing to ask people to give me a ride home all the time.

I would like to say a huge thank you to Jamie who drove all those hours with me. Thank you for all your time and energy and encouragement. I truly believe I am a safer and more capable driver because of it."

Monique, 2022 L2P Program participant

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#### Nillumbik Shire Council

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Complete / on track
 Delayed
 Not started / off track

| OBJECTIVES  | STRATEGIC<br>ALIGNMENT                                     | ACTIONS  | Tracking | Comments   |
|---|--|--|----------|--|
| Priority 1: Healthy and Well  |  |  |          |  |
| Foreign Anno 4 4 Martial Wallhair a   |  |  |          |  |
| Focus Area 1.1 Mental Wellbeing   | 1  |  |          |  |
| Enhance opportunities for young people to access<br>to local, affordable and inclusive mental health<br>services.   |  | Advocate for funding to pilot Youth Project's YHOP youth<br>outreach program in Nillumbik over a 24 month period to<br>improve mental health outcomes for young people.                            | Complete | Application submitted but was unsuce<br>and Wellbeing Priorities.  |
|   |  | Have a range of up to date mental health services information<br>available on Nillumbik Youth website to connect young people<br>to available support.   | Complete | Reviewed and updated November 20   |
|   |  | Deliver 2 x Hit the Ground Running youth worker induction programs per year to support and connect local youth workers to the local services network.  | Complete | Delivered with a focus to continually i tour.  |
| Deliver early intervention and primary prevention<br>initiatives to promote positive mental health and<br>wellbeing | Municipal Public<br>Health and Wellbeing<br>Plan 2021-25 – | Delivery of responsive school and community workshops that<br>provide practical tools and strategies that promote positive<br>mental health and support young people around coping with<br>stress. | Complete | Big sister workshop delivered to Eltha<br>Youth in Action program delivered ac<br>Investigating mental health delivery w<br>Spring outdoors Edendale mindfulnes<br>Six mental wellbeing workshops deliv<br>Helena Secondary College. Eltham H<br>Templestowe College and Doncaster<br>October.                 |
|   | Community and climate resilience                           | Deliver a range of parenting series on supporting young people around mental health including topics such as self-harm, copying with stress, resilience etc.                                       | Complete | Body confidence session delivered in 2022.   |
|   | Disability Action Plan                                     | Provide opportunities for activities and social connections for<br>people with disability, including people with anxiety and mental<br>health issues, to address loneliness and isolation.         | Complete | YDAS staff delivered the Together Tr<br>people living with disability in August<br>Amaze Autism session delivered, one<br>was aimed at Youth Workers.<br>Daily Grind program supported 3 you<br>We Know Your Name But Not Your S<br>opportunity to tell their story, this prog<br>video to be launched in 2023 |
| Deliver early intervention and primary prevention   | on initiatives to promote                                  | positive mental health and wellbeing   |          |  |
| Connect young people with physical activity opportunities through community settings                                | Municipal Public<br>Health and Wellbeing                   | Coordinate and deliver the Eltham Fun Run Walk in partnership with and supporting the Pat Cronin Foundation.   | Complete | Completed in November 2022   |

uccessful. Continuing to advocate through Mental Health

2022.

ly improve and include new programs and services in the

Itham college and Eltham High School in July. across Term 3 at St Helena. y with headspace as a Youth Summit outcome. ness walk with headspace booked. elivered across local schools, Diamond Valley College, St. n High School, Montmorency Secondary School, ter Secondary College across Mental Health Month in

in April 2022, Coping with Stress delivered in September

Training for Nillumbik staff who are working with young ust 2022.

one session was aimed at parents and the other session

Young people living with a disability to find employment. Ir Story program, giving diverse young people an Irogram was delivered across November and December,



| including Living & Learning Centres, leisure centres, recreational trails and sports clubs.   | Plan 2021-25 –<br>Physical activity  | Deliver the High School Relentless programs at leisure facilities.  | Complete             | High School Relentless program deli socials and website.   |
|---|--|---|----------------------|--|
| Promote healthy food choices in young people<br>through improved access to nutritious foods,<br>policy and education.   | Municipal Public<br>Health and Wellbeing<br>Plan 2021-25 - Food  | Deliver programs and activities that promote improved<br>education and access to healthy eating and nutrition for young<br>people.                            | Delayed              | Moved to year 2.   |
| Encourage active and non-structured recreation in<br>the natural environment, parks, open spaces and<br>the trails network.   | Municipal Public<br>Health and Wellbeing<br>Plan 2021-25 –<br>Physical activity<br>Recreation Strategy | Complete an audit and needs analysis of Skate and BMX facilities and trails in Nillumbik.   | Complete             | Audit and Needs Analysis presented   |
|   |  | Deliver youth led programs that support skate and BMX across the Shire  | Complete             | Delivered an All aboard session and hosted in August 2022.   |
| Remove barriers for participation in sport and<br>active recreation for young people identify as<br>Female/non-binary, LGBTIQA+, living with a<br>disability, Aboriginal or Torres Strait Islander or | Municipal Public<br>Health and Wellbeing<br>Plan 2021-25 –<br>Physical activity                        | Partner with Proud 2 Play to deliver Parklife as a way to increase social sport options for the LGBTIQA+ community.   | Not Started          | Program is currently on hold. Proud 2  |
| Culturally and Linguistically diverse   |  | Partner with Proud 2 Play to pilot the 'Rainbow Ready Clubs' project which will deliver LGBTIQA+ inclusive education sessions to sporting clubs in Nillumbik. | Complete/on<br>track | Proud 2 Play is in the assessment ph   |
|   |  | Explore opportunity for an all abilities football program in Nillumbik.   | Complete/on<br>track | Continuing to provide support to Elth  |
|   |  | Work in partnership with Rec & Leisure to deliver the 'This Girl Can' campaign.   | Complete             | Received Vic Partnership funding to September 2022.  |
| Focus Area 1.3 Sexual Health  |  |   |                      |  |
| Advocate for Nillumbik secondary schools to<br>provide inclusive sexual health education that<br>empowers young people to make informed<br>choices  | Health and Wellbeing<br>Plan 2021-25 -<br>Gender equality and<br>prevention                            | Work in partnership with Headspace Sexual and Reproductive<br>Health nurse to provide resources and workshops to young<br>people in schools.                  | Complete/on<br>track | Provided and parent and teacher ses  |
| Promote safe and respectful relationships   | Health and Wellbeing<br>Plan 2021-25 -<br>Gender equality and<br>prevention                            | Deliver a youth-led project during 16 days of activism to promote safe and respectful relationships.  | Completed            | Co-designed a four video series on g<br>people.<br>Ageless conversations intergenerations secondary and Nillumbik Neighbours |
| Increase awareness and access to information on where to go to support on Sexually Transmissible Infections (STIs), Pregnancy and contraception   |  | Provide information on Sexually Transmissible Infections (STIs), Pregnancy and contraception on the Nillumbik Youth 'Need help' services directory.           | Complete             | Information updated on Council's you   |
| Focus Area 1.4 Alcohol and Other Drugs, Tobaco  | co and Gambling  |   |                      |  |
| Ensure young people in Nillumbik have access to<br>youth alcohol and drug support and homelessness<br>and crisis support services   | Health and Wellbeing<br>Plan 2021-25 -<br>Reducing harm from<br>alcohol                                | Deliver a workshop to provide information and tools to parents around youth alcohol and other drug support.   | Delayed              | Delayed due to unavailability of Yout June 2023 instead.   |
| Work with partners to reduce and minimise gambling harm   |  | Deliver a parenting series workshop on screen addiction for young people.   | Complete             | Completed in June 2022 with Ysafe.   |
|   |  | -   |                      | -  |

elivered by Aligned Lesiure promoted across Youth

ed to Council in September 2022.

nd shredability session in July. Wattle festival skate comp

d 2 Play is discussing the future of this program.

phase of the program with three Nillumbik clubs.

Itham Football Club's All Abilities program.

to support This Girl Can, delivered the campaign in

session on consent and healthy relationships.

n gender based sexual harassment with local young

ational program delivered in partnership with St Helena urs social support group in November.

outh website.

outh Projects. A vaping workshop has been booked in for

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| Investigate alcohol and other drug harm in the<br>community to better understand impact on young<br>people and design and deliver initiatives to<br>respond to the issues |  | Develop a directions paper which investigates harm from<br>alcohol and other drugs in Nillumbik and provides priorities for<br>Council action.  | Delayed              | In October 2022 Council has applied<br>Harm Prevention Grants to work thro<br>Guide and develop an action plan for<br>of funding (successful/unsuccessful)         |
|---|--|---|----------------------|--|
| Support sporting clubs and other community<br>settings to challenge and change unhealthy<br>alcohol cultures and create safe spaces for young<br>people.                  |  | Deliver program in partnership with Good Sports to change<br>unhealthy alcohol culture in local sporting clubs.   | Complete             | Challenging unhealthy alcohol culture<br>GoodSports.   |
| Priority 2: Empowered and Engaged   |  |   |                      |  |
| Focus Area 2.1 Climate Action   |  |   |                      |  |
| Provide opportunities to amplify young people's voice in addressing the climate emergency   | Council Plan 2021-25<br>– Sustainable and<br>Resilient | Provide active and meaningful opportunities for young people<br>to provide input and feedback into Council's Climate Action<br>plan   | Complete             | Completed session with Youth Counc   |
|   |  | Explore youth climate action leadership opportunities via the 2022 Youth Summit for young people to meet and have access to information and discuss issues, ideas and new projects related to climate action. | Complete             | Two tables dedicated to Climate Action<br>Delivery of an Intrepid Landcare lead<br>participants to explore their next step<br>Nillumbik Environment team in partne |
| Increase education and awareness on climate<br>issues and promote what action Council is taking<br>on the climate emergency   | Climate Action Plan                                    | Explore funding opportunities to strengthen and improve<br>Council's climate offering through the Education program at<br>Edendale and other opportunities for outreach to schools and<br>community.          | Complete             | Nillumbik applied for a Grant and wer<br>program from operating budget when<br>developed and will be piloted later in  |
|   |  | Deliver a parenting series to support parents with how to talk<br>to young people about climate issues and climate anxiety  | Delayed              | Moved to year 2  |
|   |  | Develop a youth-friendly communication plan alongside the launch of Nillumbik's Climate Action Plan and promote action on Climate Change.   | Complete             | Promoted through Nillumbik Youth Se  |
| Focus Area 2.2 Youth Leadership and Participati   | on   |   |                      |  |
| Actively consult, engage and consider young people in Council's decision-making – Cou   | Council Plan 2021-25<br>– Community and<br>Connection  | Continue delivering Nillumbik Youth Council as a formal advisory committee of Council.  | Ongoing              | Monthly meetings held throughout 20  |
|   |  | Increase youth representation on Council Advisory<br>Committees   | Complete             | Youth Councillor, Fieke Van Der Kan<br>the Environment Sustainability Advise   |
| Provide training and development to support<br>leadership skills and increase confidence in young<br>people   |  | Deliver training opportunities and skill development for Nillumbik Youth Council.   | Complete/on<br>Track | Youth Summit provided a range of sk<br>Council.  |
|   |  | Council's Place Shapers program and Women's Leadership<br>Program actively promoted to young people in Nillumbik.   | Complete             | Youth representative on place shape<br>including a youth focused place shap  |

ed for \$10,000 of funding through VicHealth's Alcohol nrough the VicHealth and Alcohol & Drug Foundation for alcohol harm prevention for Nillumbik Shire. Outcome ul) will be known by February 2023.

ures workshop was delivered in May 2022 by

uncil in early 2022.

ction at Youth Summit 2022. adership program for young people, and support to teps, this program was delivered across 2022, by thership with Intrepid Landcare.

were unsuccessful however are continuing to develop the nere possible. First module of the program has been in 2022

Socials

2022.

amp was recruited as a Youth Council representative on visory Committee.

skill development and speaking opportunities for Youth

pers, and continue to promote opportunities to youth apers program in 2023.

| Support opportunities for young people to engage,   |   | Provide co-design opportunities through programs such as  | Complete | Youth-led programs and events delive  |
|---|---|---|----------|---|
| co-design, plan and participate in community activities, programs and events.   |   | FReeZA and Youth Council and advocate for other opportunities across Council and community.   |          | School holiday tunes and tie dye<br>All Ages Tour<br>Youth Summit<br>Coaching Leadership Program<br>Bike Maintenance workshop<br>Involvement in Nillumbik Community<br>Tie Dye workshop<br>We Know Your Name But Not Your S<br>16 Days of Activism social media can<br>Youth Rainbow Social Group |
|   |   | Continue supporting YRPL to engage young people in co-<br>designing youth-led activities and events at Nillumbik libraries  | Complete | Tie dye workshops were delivered as<br>Continuing to support library school h   |
|   |   | Continue supporting Living and Learning Nillumbik to engage<br>young people in co-designing youth-led activities and events at<br>Living & Learning's Neighbourhood Houses. | Complete | Working closely with staff to tailor you teen yoga, and teen pottery.   |
| Focus Area 2.3 LGBTQIA+ Advocacy  |   |   |          |   |
| Empower LGBTQIA+ young people and provide opportunities to advocate for their rights  | Health and Wellbeing<br>Plan 2021-2025 –<br>Social inclusion and<br>connection                    | LGBTIQA+ background paper presented to Council on recommendations.  | Complete | Presented in March 2022, actions lea<br>lanyards, youth social LGBTIQA+ gro   |
|   | Council Plan 2021-<br>2025 – Community<br>and Connection  | Work in partnership with headspace to deliver a LGBTIQA+ social art therapy group.  | Complete | Delivered across term 2 at headspac   |
|   |   | Establish a monthly local youth rainbow group   | Complete | Launched in August 2022 through en attending  |
| Promote positive gender and sexual diversity<br>through advocacy, awareness and celebration<br>initiatives.   | Health and Wellbeing<br>Plan 2021-2025 –<br>Social inclusion and<br>connection                    | Deliver a min of one Parenting Series focused on promoting positive gender and sexual diversity for young people to parents.  | Complete | Parenting workshop delivered in May   |
|   |   | Celebrate and recognise cause days including IDHAOBIT,<br>Midsumma Festival and Wear it Purple Day.   | Complete | Supported flag raising event for IDAH<br>Continuing to work with youth Rainbo<br>cause days.  |
|   | Health and Wellbeing<br>Plan 2021-2025 –<br>Social inclusion and<br>connection                    | Apply for the 2022 HEY Grants to support a youth led initiative aimed at improving LGBTQIA+ young people's mental health and well-being.                                    | Delayed  | On hold while establishing Youth Rai apply for grant in 2023.   |
| Focus Area 2.4 Gender Equity  |   |   |          |   |
| In partnership with local organisations, businesses<br>and community members, raise awareness of<br>gender equity and respectful relationships with<br>young people | Health and Wellbeing<br>Plan 2021-25 -<br>Gender equality and<br>prevention of family<br>Violence | Deliver the annual Young Women Leaders of Nillumbik<br>Awards and recognition of award winners at Nillumbik's annual<br>International Women's Day event.                    | Complete | Completed in March 2022 as part of I  |
|   |   | Complete a Gender Impact Assessment on youth programs / events.   | Complete | GIA completed on: All Ages Tour, Yo consultation, Youth Council 2023-25   |
| Increase the promotion of gender equality and<br>prevention of violence against women messages<br>through communications and social marketing.                      |   | Lead a 16 days of activism youth social media campaign.   | Complete | Delivered youth social media campai   |

livered in 2022 included:

ity Fund external panel assessment.

r Story ampaign

as a result of the 2021 co design workshops with YPRL. of holiday activities: e.g., coding and tiktoks, minecraft.

youth programs, bath bombs, bike maintenance, barista,

leading towards rainbow flag LGBTIQA+ working group, group.

ace Greensborough. Future sessions booked in for 2023

engage funding, with 15 young people consistently

ay 2022. Exploring parent networking event for 2023.

AHOBIT. bow social group to expand activities and events across

ainbow Social Group. Will work closely with this group to

f IWD, awarding 5 young women.

Youth Fest/takeover, Nillumbik Parenting Series, BMX 25 ToR and recruitment, Youth Hub grant application.

aign including youth led videos.

| Raise awareness of family violence support<br>services available for young people and support<br>referral pathways  |  | Ensure information on Nillumbik Youth 'Need help' Services<br>Directory includes up to date and accessible information on<br>family violence support services for young people.   | Complete/On<br>track | Updating as we collect information, for   |
|---|--|---|----------------------|---|
| Focus Area 2.5 Environment and Sustainability   |  |   |                      |   |
| Work with our community, First Nations people,<br>partners and government agencies to promote<br>sustainability and the environment to young<br>people.                                     | Council Plan 2021-25<br>– Sustainable and<br>resilient | Collaborate to deliver sustainable living and environment<br>workshops, events and initiatives to local secondary schools<br>and other young people.  | Complete             | Open house initiative piloted in Term term.   |
| Promote Nillumbik's natural environment as a place for young people to explore  | Council Plan 2021-25<br>– Place and space              | Support the development of youth friendly communication plans to promote Council's existing programs, events and opportunities around environment and sustainability.   | Complete/On<br>track | Incorporation of events aimed at child<br>program including, for example, natu<br>for animals, movie screening etc. Prin  |
| Priority 3: Access to Safe Spaces and Places  |  |   |                      |   |
| Focus Area 3.1 Youth Friendly community space   | es and places  |   |                      |   |
| Ensure young people have access to safe,<br>inclusive and welcoming youth friendly community<br>spaces  | Council Plan 2021-25<br>– Place and space              | Prepare an issues and options research paper to explore long<br>term and short term opportunities for a Youth Hub/s in<br>Nillumbik.  | Complete/On<br>track | Research and engagement with your<br>Council's took place across July 202:<br>Report was presented to Council in S<br>Youth Hubs Grant Program 22-23 in   |
|   |  | Work in partnership with rural community centres such as<br>Hurstbridge Community Hub, St Andrews Community Centre,<br>Strawthewan Hall and Panton Hill Living & Learning to explore<br>opportunities for young people. | Complete             | One day baristas session across Elth<br>additionally school holidays sessions<br>session in June at Panton Hill. Song<br>Hurstbridge Community Hub, regular<br>Hill Living and Learning and Hurstbrid |
|   |  | Work in partnership with YPRL to provide youth friendly<br>spaces and activities for young people at the Diamond Valley<br>and Eltham branches  | Complete             | Regularly met with libraries to increa<br>Library redevelopment consultation  |
|   |  | Work in partnership with L&LN to provide youth friendly spaces and activities for young people across the three L&LN Neighbourhood Houses   | Complete             | Regularly meeting with Living and Le<br>engagement and supporting their you   |
|   | Council Plan 2021-25<br>– Place and space              | Provide opportunities to engage young people in placemaking activities across the Shire.  | Complete             | Engaged Youth Council in placemak   |
|   |  | Encourage involvement of young people in Council's annual<br>Place Shapers program  | complete             | Youth Councillor participated 2022 p  |
| Focus Area 3.2 Safer Communities  |  |   |                      |   |
| Provide safe and welcoming environments for<br>young people by improving provision of lighting in<br>public places and spaces young people access<br>such as skate parks and walking paths. | Council Plan 2021-25<br>– Place and space              | Apply for funding to improve provision of lighting in skate parks<br>and train stations.  | Delayed              | Continuing to investigate funding to s<br>Park. Note train stations land is not c<br>advocacy.  |
| Partner with organisations to deliver programs to<br>young people that increase awareness and<br>perceptions of safety  |  | Support young people and families to safely manage technology through the delivery of a parent workshop.  | Complete             | Parenting session delivered by ysafe  |
|   |  | Promote and support organisations that deliver awareness campaigns around safety such as Pat Cronin Foundation.   | Complete/On<br>track | Service spotlight on Pat Cronin in Yo   |

, further review to take place in 2023.

rm 4 2022, successfully engaged 10 students across the

hildren and young people within the 2022 Spring Outdoors ature walks for children, wildlife care, composting, caring Primary school environment and sustainability incursion.

bung people, service providers and other Victorian 022 to inform report. Youth Hub Research & Engagement In September and October 2022. Council applied under in December 2022 to support project.

Eltham, Diamond Creek and Panton Hill in January, ins including, tie dye session in st andrews, Job reediness ing writing workshop at Hurstbridge Hub. Industry tour at lar meetings with St Andrews Community Centre, Panton bridge Hub to increase youth engagement.

ease youth engagement including supporting the Eltham

Learning to provide advice on increasing youth youth focused activities.

aking workshop.

2 place shapers program.

o support improved provision of lighting at Eltham Skate t owned by Council so focus will continue to be on

afe in June.

Youth e-newsletter and promoted via social media.

| Provide information and resources to parents to<br>support young people to be safe and respectful in<br>all settings   | Health and Wellbeing<br>Plan 2021-25 -<br>Gender equality and<br>prevention of Family<br>Vialance | Deliver parenting series on respectful relationships.   | Complete              | Delivered Parenting session on Cons  |
|--|---|---|-----------------------|--|
| Focus Area 3.3 Inclusive spaces and places   | Violence  |   |                       |  |
| Provide training and information around access<br>and inclusion to Council staff and youth workers in<br>the community   | Health and Wellbeing<br>Plan 2021-25 – Social<br>inclusion and                                    | Deliver capacity building training to key staff and volunteers on<br>how to work with and engage young people.                                  | On track              | YDAS Together training provided to I training in 2023.   |
|  | connection  | Deliver training to volunteer L2P Mentors to support<br>LGBTIQA+ inclusion and awareness in the L2P Program.                                    | Completed             | Provided two sessions for L2P Mento<br>Foundation.   |
|  | Council Plan 2021-25<br>– Responsible and<br>accountable  | Deliver an annual workshop or training opportunity for Council staff in line with IDAHOBIT.   | Delayed               | LGBTIQA+ training has been delayed delivered in early 2023.  |
| Create sensory friendly spaces and places  | Disability Action Plan  | Create sensory friendly spaces and places such as the Sensory Friendly Tours at Edendale Community Farm.  | Completed/On<br>track | Sensory Friendly Farm tours ran on 7<br>with Eltham Paediatrics.<br>Connect with Nature event was also<br>conjunction with Headspace |
| Focus Area 3.4 Bullying  |   |   |                       |  |
| Adopt a shire-wide approach to anti-bullying in<br>both school and community settings and support<br>young people to respond to bullying behaviour                                 | Health and Wellbeing<br>Plan 2021-25 – Social<br>inclusion and<br>connection                      | Deliver the 'We know Your Name But Not Your Story' project<br>with young people to help address bullying across the shire.                      | Completed             | Delivered in November and December Kind Enterprises.   |
| Work with the local community and schools to<br>promote the inclusion of LGBTIQA+ young people,<br>young people with a disability and young people<br>who identify as First Nation |   | Deliver information sessions and events to increase education<br>and awareness around LGTIQA+ inclusion across the<br>community.                | Completed             | Delivered in May 2022 with Banyule   |
| Priority 4: Equipped and Employed  |   |   |                       |  |
| Focus Area 4.1 Employment and Education Path   | ways  |   |                       |  |
| Provide opportunities for young people to gain<br>volunteering, work experience, internships and<br>employment through Council and other local<br>industries                       | Economic<br>Development<br>Strategy   | Create opportunities for young people to gain work<br>experience, internships, volunteering and employment through<br>Council and our partners. | Completed             | Youth Team provided multiple emplo<br>placement and work experience, alor<br>throughout the year.                                    |
| Partner with schools and organisations to provide<br>career pathway advice and access to information<br>about employment opportunities.  | Economic<br>Development<br>Strategy   | Deliver a series of industry tours of Nillumbik Shire Council to promote pathways to employment for local government.                           | Complete              | Two sessions completed across the government focused.  |
|  |   | Advocacy to local businesses and provide support to employ young people.  | Complete              | Monthly job posts and further develop  |
| Provide a range of vocational learning<br>opportunities to connect young people to<br>meaningful pathways to employment.   |   | Deliver the Daily Grind youth employment program to support<br>meaningful skill development and work experience into<br>hospitality.            | Complete              | Two programs delivered across 2022   |
|  |   | Deliver youth focused one day Barista short courses to<br>support skill development and pathways to local employment<br>for 15-18 year olds.    | Complete              | Six sessions delivered across 2022.  |
|  |   | Short courses and qualifications offered at Living & Learning Nillumbik support pathways to local employment opportunities.                     | Complete              | Daily Grind and one day barista prog   |

onsent and Body Safety.

to key staff. Investigating further youth engagement

ntors in June 2022 in partnership with Zoe Belle

yed due to staff resourcing, however it is scheduled to be

n 1 and 8 July, 21 and 28 September 2022 in conjunction so delivered on 21 September 2022 at Edendale in

nber 2022 with 10 participants in partnership with Human

le Youth Services.

ployment opportunities for young people including long with paid opportunities through programs delivered

e year, one Rec and Leisure focused and one Local

elopment through Economic Development email.

)22.

ograms successfully delivered across 2022.

### Youth Strategy Year 1 Progress Report 2022

| Focus Area 4.2 Job Ready   |  |   |          |   |
|--|--|---|----------|---|
| Partner with our stakeholders to deliver a range of<br>events and programs that aim to enhance young<br>people's job readiness, employability and life<br>skills.    | Council plan 2021-25<br>– Community and<br>connection                        | Job Readiness Program delivered to year 9 and 10 students for up to 3 x Nillumbik high schools per year.  | Complete | Delivered by external partners throug   |
|  |  | Partner with BNLLEN to deliver the annual Real Industry Job<br>Interviews program with local high schools.  | Complete | RIJI event held in October 2022.  |
| Connect young people to available services that provide individual support with training and employment.   |  | Advocacy for Jobs Advocate Victoria Program outreach at<br>Eltham Library once per month, with an opportunity to increase<br>depending on demand.   | Complete | Outreach happening at Eltham Library  |
|  |  | Promote available services that provide individual support around training and employment.  | Complete | Promoted via youth e-newsletter and   |
| Focus Area 4.3 Financial Wellbeing   |  |   |          |   |
| Ensure young people in Nillumbik have access to information and resources to support them to feel financially well.  | Council plan 2021-25<br>– Community and<br>connection                        | Provide programs through Living & Learning Centres to<br>support young people to learn life skills around financial<br>wellbeing (e.g., Dollars and Sense program).   | Delayed  | Moved to year 2 due to staff resourcin  |
|  |  | Work with L&LN around developing a new financial wellbeing course to include in ACFE grant applications due September each year.  | Delayed  | Moved to year 2 due to staff resourcir  |
| Provide paid opportunities for young people at<br>Council in areas such as consultation, music, arts,<br>photography/videography and delivery of<br>events/programs. |  | Work in partnership with Nillumbik's HR Unit to explore<br>establishing a Youth Casual Pool to encourage casual<br>employment opportunities for young people at a range of<br>Council run programs, events and initiatives. | Delayed  | Moved to year 2 due to staff resourcir  |
| Priority 5: Welcomed and Connected   |  |   |          |   |
| Focus Area 5.1 Arts, Culture and Events  |  |   |          |   |
| Work with young people to plan and deliver youth focused arts and culture based programs and events.   | Health and Wellbeing<br>Plan 2021-25 – Social<br>inclusion and<br>connection | Deliver a min of 6 live music and youth events per year through Nillumbeats Freeza program.   | Complete | Six events completed in 2022.   |
|  |  | Deliver the annual Youth Takeover event for Youth week to<br>provide paid opportunities for young people to host a range of<br>events and programs across the Shire.  | Complete | Youth Fest grant received and progra  |
|  | Arts & Culture<br>Strategy   | Deliver a Youth category and prize for the Nillumbik Prize for Contemporary Writing 2022 program.   | Complete | A youth category was not included, ho which engaged many young entrants.        |
| Deliver a range of arts and culture programs with a focus on art, dance, music and theatre.  |  | Showcase winners of the Creative Collective youth art<br>competition at Montsalvat.   | Complete | Exhibition delivered in March 2022 at   |
|  |  | Work in partnership with Living & Learning Nillumbik to support<br>opportunities for young people to engage and participate in<br>creative community programs and events  | Complete | Support and advice was provided to L<br>programs including but not limited to p |

| igh BNLLEN RIJI 2022 Program.                           |
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| Living and Learning staff to help deliver youth focused |
| o pottery bath bombs and teen art.                      |
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#### Youth Strategy Year 1 Progress Report 2022

| Ensure all young people have access to inclusive services that respond to their individual needs   | Council Plan 2021-25<br>– Community and<br>connection  | Raise awareness of Council supported cause days through<br>Youth social media and other opportunities.                           | Completed/On<br>going | The following cause days were recog<br>IDAHOBIT, Midsumma, Trans Day V<br>T-shirt workshop was also delivered<br>displayed at the Hurstbridge Commu   |
|--|--|--|-----------------------|---|
|  |  | Continue to support young people with disability to access mainstream activities and reduce barriers to community participation. | Completed/On<br>going | Continuing to work with Edendale to<br>volunteering roles and as visitors.<br>Working with the Rec and Leisure Te<br>with disability to access mainstream a<br>Working with the Lower Plenty Dance<br>events for people with disability.<br>Working with Different Journeys autis<br>regular social events.<br>Continuing to consider accessibility a<br>Assessments. |
|  |  | Deliver an activity or initiative to recognise and celebrate<br>International Day of People with a Disability                    | Completed/On<br>going | Worked with Disability Sports Austral<br>November 2022 at Diamond Valley S<br>people with disability ages 5-18 from<br>along and try a range of adapted spo<br>Promoted campaign via social media   |
| Protect Aboriginal cultural heritage, through<br>building trust, education, celebration and respect<br>for all First Nations people  |  | Raising awareness through cause days including Reconciliation Week and NAIDOC.   | Completed/On<br>going | Promoted via social media and schoo   |
| Young people have access to support programs to receive their driving license, who may not otherwise have access to driving practice   |  | Deliver the L2P Program to support young people with obtaining a license.  | Complete              | Increased funding to 50 learner place   |
| Focus Area 5.3 Social Inclusion  |  |  |                       |   |
| Provide a regular program of youth activities<br>through Nillumbik Youth that encourage young<br>people to learn new skills, try new things and get<br>to know new people  |  | Deliver engaging and dynamic school holiday program each term.   | Complete              | School Holiday programs delivered a screenings, youth take over events a  |
| Provide other opportunities for social inclusion and<br>connection through arts, wellbeing, nature and<br>leadership programs at Living and Learning<br>Centres, Neighbourhood Houses and other<br>community spaces and with community groups. | Municipal Public<br>Health and Wellbeing<br>Plan 2021-25 – Social<br>inclusion and<br>connection | Provide opportunities for social connection through intergenerational projects.  | Complete              | Ageless conversations event was hor<br>of Activism campaign, in partnership<br>Helena Secondary students.   |
|  |  | Deliver a range of social connection programs through Living & Learning Nillumbik  | Complete              | Advice provided to Living and Learni including pottery, bike maintenance,   |

cognised via Youth social media: Reconciliation Week, Visibility, Week Without Violence. ed with Youth Council for Week Without Violence and nunity Hub.

to support inclusion of people with disability in

Team to promote and support opportunities for people m and disability specific sport and leisure activities. nce Group to promote and support their weekly disco

utism peer support group to support and promote their

at all youth programs and events through Gender Impact

ralia to run a successful 'Activate Inclusion' day in y Sports and Fitness Centre. 69 children and young om specialist developmental schools were able to come sports.

dia.

nool e-newsletter.

aces in 2022.

d across 2022, events and programs included Movie s and training workshops.

hosted at Hurstbridge Community Hub during the 16 Days ip with Gender Equity, Nillumbik Neighbours and St

rning to support the delivery of youth focused programs e, one day barista, daily grind, bath bombs and teen art.

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### Youth Strategy 2022-2026

Year 2 (2023) Implementation Plan

| Objectives   | Strategic<br>Alignment                                      | Actions   | Timeline            | Responsibility | Partner/s                   |
|--|---|---|---------------------|----------------|-----------------------------|
| Priority 1: Healthy and Well   |   | •   | ·                   |                |                             |
| Focus Area 1.1 Mental Wellbeing  |   |   |                     |                |                             |
| Enhance opportunities for young<br>people to access to local,<br>affordable and inclusive mental<br>health services    |   | Have a range of up to date mental health<br>services information available on Nillumbik<br>Youth website to connect young people to<br>available support.   | Ongoing             | Youth          |                             |
|  |   | Deliver 2 x Hit the Ground Running youth<br>worker induction programs per year to support<br>and connect local youth workers to the local<br>services network.  | Ongoing             | Youth          | BNYSN                       |
|  |   | Deliver Youth Worker forums to build capacity of local youth services.  | Ongoing             | Youth          | BNYSN                       |
|  |   | Support Council's Mental Health and Wellbeing<br>Advocacy Campaign to increase mental health<br>outcomes for young people.  | Ongoing             | Youth          | Social planning<br>& equity |
| Deliver early intervention and<br>primary prevention initiatives to<br>promote positive mental health and<br>wellbeing | Municipal Public<br>Health and<br>Wellbeing Plan<br>2021-25 | Delivery of responsive school and community<br>workshops that provide practical tools and<br>strategies that promote positive mental health<br>and support young people around coping with<br>stress. | Year 2 -<br>Ongoing | Youth          |                             |
|  |   | Conduct a self-assessment of Council action on social determinants of mental wellbeing.   | Year 2              | Youth          | VicHealth                   |
|  |   | Deliver mental health support training to sporting clubs in Nillumbik   | Year 2              | Rec & Leisure  | Youth<br>VicHealth          |

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| Objectives  | Strategic<br>Alignment                                      | Actions  | Timeline                    | Responsibility | Partner/s                         |
|---|---|--|-----------------------------|----------------|-----------------------------------|
|   |   | Facilitate the Nillumbik Parenting Hub online<br>portal to provide capacity building strategies,<br>tools and information sessions.  | Year 2 -<br>Ongoing         | Youth          |                                   |
|   |   | Facilitate mental wellbeing focused activities monthly with the Rainbow LGBTIQA+ social group.   | Year 2 –<br>Ongoing         | Youth          |                                   |
| Focus Area 1.2 Physical Health  |   |  |                             |                |                                   |
| Connect young people with<br>physical activity opportunities<br>through community settings<br>including Living & Learning<br>Centres, Leisure Centres,<br>recreational trails and sports clubs. | Municipal Public<br>Health and<br>Wellbeing Plan<br>2021-25 | Work in partnership with leisure facilities and<br>sporting clubs to promote a broad range of<br>physical activity opportunity for young people in<br>the community.   | Ongoing                     | Youth          | Aligned Leisure<br>Sporting clubs |
| Promote healthy food choices in<br>young people through improved<br>access to nutritious foods, policy<br>and education.  | Municipal Public<br>Health and<br>Wellbeing Plan<br>2021-25 | Subject to a successful Vic Health grant<br>application, partner with Open House to deliver<br>a 3 term program based on developing a<br>community veggie garden and healthy food.<br>Outcome announced in February. | April –<br>December<br>2023 | Edendale       | Youth                             |
| Encourage active and non-<br>structured recreation in the natural   | Municipal Public<br>Health and                              | Deliver an annual Skate, scooter and BMX competition at Wattle Festival.   | August<br>2023              | Youth          |                                   |
| environment, parks, open spaces<br>and the trails network   | Wellbeing Plan<br>2021-25<br>Recreation                     | Deliver workshops and events that promote<br>participation in unstructured recreation<br>activities such as skate, BMX, scooter and<br>rollerblading.  | Ongoing                     | Youth          |                                   |
|   | Strategy  | Work with young people to design, construct<br>and maintain the Diamond Creek BMX park.  | Ongoing                     | Rec & Leisure  | Youth                             |
|   |   | Partner with Proud 2 Play to pilot the 'Rainbow<br>Ready Clubs' project which will deliver<br>LGBTIQA_ inclusive education sessions to<br>sporting clubs in Nillumbik.   | Ongoing                     | Rec & Leisure  | Proud 2 Play<br>Youth             |

| Objectives                           | Strategic<br>Alignment | Actions   | Timeline    | Responsibility  | Partner/s              |
|--------------------------------------|------------------------|---|-------------|-----------------|------------------------|
|                                      |                        | Work in partnership with Rec & Leisure to deliver the 'This Girl Can' campaign. | Spring 2023 | Rec & Leisure   | Youth Council<br>Youth |
| Focus Area 1.3 Sexual Health         |                        |   |             |                 |                        |
| Advocate for Nillumbik secondary     |                        | Support local secondary schools to access                                       | Ongoing     | Youth           | Schools                |
| schools to provide inclusive sexual  |                        | information, resources and workshops to   |             |                 | Headspace              |
| health education that empowers       |                        | promote inclusive sexual health education.                                      |             |                 |                        |
| young people to make informed        |                        |   |             |                 |                        |
| choices                              |                        |   |             |                 |                        |
| Promote safe and respectful          |                        | Deliver a youth-led project during 16 days of                                   | November    | Youth           | Gender Equity          |
| relationships                        |                        | activism to promote safe and respectful relationships.                          | 2023        |                 | Youth Council          |
| Increase awareness and access to     |                        | Provide information on Sexually Transmissible                                   | Ongoing     | Youth           | Communications         |
| information on where to go to        |                        | Infections (STIs), Pregnancy and contraception                                  |             |                 |                        |
| support on Sexually Transmissible    |                        | on the Nillumbik Youth 'Need help' services                                     |             |                 |                        |
| Infections (STIs), Pregnancy and     |                        | directory.  |             |                 |                        |
| contraception                        |                        |   |             |                 |                        |
| Focus Area 1.4 Alcohol and Other Dr  | ugs, Tobacco and G     | ambling   |             |                 |                        |
| Ensure young people in Nillumbik     |                        | Deliver a parenting workshop on vaping  | Year 2      | Youth           |                        |
| have access to youth alcohol and     |                        | Promote available youth alcohol and drug  | Ongoing     | Youth           | Reconnect              |
| drug support and homelessness        |                        | support and homelessness and crisis support                                     |             |                 | Youth Projects         |
| and crisis support services          |                        | services  |             |                 | YSAS                   |
| Work with partners to reduce and     | Municipal Public       | Deliver a Youth worker forum on gambling  | Year 2      | Youth           | Gamblers help          |
| minimise gambling harm               | Health and             | addiction and young people.   |             |                 |                        |
|                                      | Wellbeing Plan         |   |             |                 |                        |
|                                      | 2021-25                |   |             |                 |                        |
| Investigate alcohol and other drug   | Municipal Public       | Develop a directions paper which investigates                                   | Year 2      | Social planning | Youth                  |
| harm in the community to better      | Health and             | harm from alcohol in Nillumbik and provides                                     |             | & Equity        |                        |
| understand impact on young           | Wellbeing Plan         | priorities for Council action.  |             |                 |                        |
| people and design and deliver        | 2021-25                |   |             |                 |                        |
| initiatives to respond to the issues |                        |   |             |                 |                        |

| Objectives   | Strategic<br>Alignment | Actions  | Timeline  | Responsibility | Partner/s     |
|--|------------------------|--|-----------|----------------|---------------|
| Support sporting clubs and other                   | Municipal Public       | Deliver program in partnership with Good                           | This was  | Rec & Leisure  | Youth         |
| community settings to challenge                    | Health and             | Sports to change unhealthy alcohol culture in                      | completed |                |               |
| and change unhealthy alcohol                       | Wellbeing Plan         | local sporting clubs.  | in Year 1 |                |               |
| cultures and create safe spaces for                | 2021-25                |  | (2022)    |                |               |
| young people.                                      |                        |  |           |                |               |
| Priority 2: Empowered and Engaged                  |                        |  |           |                |               |
| Focus Area 2.1 Climate Action                      |                        |  |           |                |               |
| Provide opportunities to amplify                   | Climate Action         |  |           |                |               |
| young people's voice in addressing                 | Plan                   | Deliver school climate action workshops to                         | Year 2    | Youth          | Edendale      |
| the climate emergency                              |                        | secondary schools in Nillumbik                                     |           |                | Environment   |
| Increase education and awareness                   | Climate Action         | Investigate youth programs as part of the                          |           | Edendale       | Environment   |
| on climate issues and promote                      | Plan                   | proposed Climate Action Hub  |           |                | Youth         |
| what action Council is taking on                   |                        | Deliver a mental health for climate anxiety                        | Year 2    | Clean Energy   | Youth         |
| the climate emergency                              |                        | workshop   |           | Nillumbik      | Environment   |
| Focus Area 2.2 Youth Leadership and                | d Participation        |  |           |                |               |
| Actively consult, engage and                       | Council Plan 2021-     | Recruitment of the 2023-2025 Youth Council                         | Ongoing   | Youth          |               |
| consider young people in Council's decision-making | 25                     | Actively engage Youth Council on Council<br>policies and projects. | Ongoing   | Youth          | Council staff |
|  |                        | Increase youth representation on Council                           | Ongoing   | Eco Dev        | Youth         |
|  |                        | Advisory Committees.   |           | Environment    |               |
|  |                        |  |           | Arts & Culture |               |
|  |                        |  |           | Living &       |               |
|  |                        |  |           | Learning       |               |
| Provide training and development                   |                        | Deliver training opportunities and skill                           | Ongoing   | Youth          |               |
| to support leadership skills and                   |                        | development for Nillumbik Youth Council.                           |           |                |               |
| increase confidence in young                       |                        | Mentor young people to design and deliver                          | Ongoing   | Youth          |               |
| people   |                        | youth led community projects in line with                          |           |                |               |
|  |                        | Engage funding.  |           |                |               |
| Support opportunities for young                    |                        | Provide co-design opportunities through                            | Ongoing   | Youth          |               |
| people to engage, co-design, plan                  |                        | programs such as Engage, FReeZA and Youth                          |           |                |               |

| Objectives   | Strategic<br>Alignment    | Actions  | Timeline       | Responsibility                      | Partner/s                   |
|--|---------------------------|--|----------------|-------------------------------------|-----------------------------|
| and participate in community activities, programs and events.                            |                           | Council and advocate for other opportunities across Council and community.   |                |                                     |                             |
|  |                           | Continue supporting YRPL to engage young<br>people in co-designing youth-led activities and<br>events at Nillumbik libraries   | Ongoing        | YPRL                                | Youth                       |
|  |                           | Continue supporting Living and Learning<br>Nillumbik to engage young people in co-<br>designing youth-led activities and events at<br>Living & Learning's Neighborhood Houses. | Ongoing        | Living and<br>Learning<br>Nillumbik | Youth                       |
| Focus Area 2.3 LGBTQIA+ Advocacy   |                           |  |                |                                     |                             |
| Empower LGBTQIA+ young people  |                           | Deliver a youth event/activity for IDAHOBIT.   | May 2023       | Youth                               |                             |
| and provide opportunities to<br>advocate for their rights                                |                           | Host a monthly local youth rainbow group for<br>young LGBTIQA+ young people and their allies   | Ongoing        | Youth                               |                             |
|  |                           | Promote the opportunity for young people to<br>participate with Council in the Midsumma Pride<br>March   | Feb 2023       | Youth                               | Social planning<br>& equity |
| Promote positive gender and sexual diversity through advocacy, awareness and celebration |                           | Deliver a community training session focused<br>on promoting positive gender and sexual<br>diversity.  | Feb 2023       | Community<br>Development            |                             |
| initiatives.   |                           | Celebrate and recognise cause days including<br>IDHAOBIT, Midsumma Festival and Wear it<br>Purple Day.   | Ongoing        | Youth                               | Social planning<br>& equity |
|  |                           | Apply for the 2023 HEY Grants to support a youth led initiative aimed at improving LGBTQIA+ young people's mental health and well-being.                                       | August<br>2023 | Youth                               | YACVic<br>Youth Council     |
| Focus Area 2.4 Gender Equity   |                           |  |                |                                     |                             |
| In partnership with local  | Municipal Public          | Deliver the annual Young Women Leaders of  | March 2023     | Youth                               | Gender Equity               |
| organisations, businesses and  | Health and                | Nillumbik Awards and recognition of award  |                |                                     |                             |
| community members, raise   | Wellbeing Plan<br>2021-25 | winners at Nillumbik's annual International Women's Day event.   |                |                                     |                             |

| Objectives                           | Strategic<br>Alignment | Actions                                       | Timeline | Responsibility | Partner/s      |
|--------------------------------------|------------------------|---|----------|----------------|----------------|
| respectful relationships with young  |                        | Complete a Gender Impact Assessment on        | Ongoing  | Youth          | Gender equity  |
| people                               |                        | youth programs / events.                      |          |                |                |
|                                      |                        | Continue to advocate for gender diversity     | Ongoing  | Youth          |                |
|                                      |                        | across Youth programs and activities.         |          |                |                |
| Increase the promotion of gender     | Municipal Public       | Lead a 16 days of activism youth social media | Nov-Dec  | Youth          | Gender equity  |
| equality and prevention of violence  | Health and             | campaign.                                     | 2023     |                |                |
| against women messages through       | Wellbeing Plan         |   |          |                |                |
| communications and social            | 2021-25                |   |          |                |                |
| marketing.                           |                        |   |          |                |                |
| Raise awareness of family violence   |                        | Ensure information on Nillumbik Youth 'Need   | Ongoing  | Youth          | Comms          |
| support services available for       |                        | help' Services Directory includes up to date  |          |                |                |
| young people and support referral    |                        | and accessible information on family violence |          |                |                |
| pathways.                            |                        | support services for young people.            |          |                |                |
| Focus Area 2.5 Environment and Sus   | stainability           |   |          |                |                |
| Work with our community, First       | Council Plan 2021-     | Collaborate to deliver sustainable living and | Ongoing  | Edendale       | Youth          |
| Nations people, partners and         | 25                     | environment workshops, events and initiatives |          | Environment    |                |
| government agencies to promote       |                        | to local schools and other young people.      |          | Clean Energy   |                |
| sustainability and the environment   |                        |   |          | Nillumbik      |                |
| to young people.                     |                        |   |          | YPRL           |                |
|                                      |                        |   |          | Living &       |                |
|                                      |                        |   |          | Learning       |                |
|                                      | Biodiversity           | Support the new North East Intrepid Landcare  | Ongoing  | Environment    | Youth          |
|                                      | Strategy               | group to be active in Nillumbik.              |          |                |                |
| Promote Nillumbik's natural          |                        | Support the development of youth friendly     | Ongoing  | Youth          | Environment    |
| environment as a place for young     |                        | communication plans to promote Council's      |          |                | Edendale       |
| people to explore                    |                        | existing programs, events and opportunities   |          |                | Rec & Leisure  |
|                                      |                        | around environment and sustainability.        |          |                | Comms          |
| Priority 3: Access to Safe Spaces an | d Places               |   |          |                | ·              |
| Focus Area 3.1 Youth Friendly comm   | nunity spaces and pla  | aces  |          |                |                |
|                                      |                        | Explore opportunities for a dedicated Youth   | Year 2 – | Youth          | Infrastructure |
|                                      |                        | Hub in Nillumbik.                             | Ongoing  |                | Facilities     |
|                                      |                        |   |          |                |                |

| Objectives                         | Strategic<br>Alignment | Actions   | Timeline | Responsibility | Partner/s      |
|------------------------------------|------------------------|---|----------|----------------|----------------|
| Ensure young people have access    |                        |   |          |                | Access and     |
| to safe, inclusive and welcoming   |                        |   |          |                | Inclusion      |
| youth friendly community spaces    |                        | Work in partnership with rural community          | Ongoing  | Youth          | Living &       |
|                                    |                        | centres such as Hurstbridge Community Hub,        |          |                | Learning       |
|                                    |                        | St Andrews Community Centre, Strawthewan          |          |                | Community      |
|                                    |                        | Hall and Panton Hill Living & Learning to         |          |                | Development    |
|                                    |                        | explore opportunities for young people.           |          |                |                |
|                                    |                        | Work in partnership with YPRL to provide youth    | Ongoing  | Youth          | YPRL           |
|                                    |                        | friendly spaces and activities for young people   |          |                |                |
|                                    |                        | at the Diamond Valley and Eltham branches         |          |                |                |
|                                    |                        | Work in partnership with L&LN to provide youth    | Ongoing  | Living and     | Youth          |
|                                    |                        | friendly spaces and activities for young people   |          | Learning       |                |
|                                    |                        | across the three L&LN Neighbourhood Houses        |          |                |                |
| Provide opportunities youth-led    | Council Plan 2021-     | Co-design and deliver a Youth Place Shaper        | Year 2   | Events and     | Youth          |
| placemaking across Nillumbik       | 25                     | Program to enhance placemaking skills and         |          | Place          |                |
|                                    |                        | deliver activation projects in Nillumbik places   |          |                |                |
|                                    |                        | and spaces that are youth friendly.               |          |                |                |
|                                    |                        | Provide opportunities to engage young people      | February | Events and     | Youth          |
|                                    |                        | in placemaking activities across the Shire.       |          | Place          | Arts & Culture |
| Focus Area 3.2 Safer Communities   |                        |   |          |                |                |
| Provide safe and welcoming         |                        | Continue to investigate funding opportunities to  | Ongoing  | Rec & Leisure  | Youth          |
| environments for young people by   |                        | improve provision of lighting at Eltham Skate     |          |                |                |
| improving provision of lighting in |                        | Park  |          |                |                |
| public places and spaces young     |                        | Explore funding opportunity to deliver a Graffiti | Year 2   | Youth          | Placemaking    |
| people access such as skate parks  |                        | prevention program for Nillumbik                  |          |                |                |
| and walking paths.                 |                        |   |          |                |                |
| Partner with organisations to      |                        | Attend Nillumbik Local Safety Committee           | Ongoing  | Youth          |                |
| deliver programs to young people   |                        | Meetings with Victoria Police to respond to       | year 2   |                |                |
| that increase awareness and        |                        | emerging issues for young people.                 |          |                |                |
| perceptions of safety              |                        |   |          |                |                |

| Objectives   | Strategic<br>Alignment | Actions   | Timeline   | Responsibility | Partner/s    |
|--|------------------------|---|------------|----------------|--------------|
| Provide information and resources                                  |                        | Information updated on Youth website and  | Ongoing    | Youth          |              |
| to parents to support young people                                 |                        | Nillumbik Parenting Hub.  |            |                |              |
| to be safe and respectful in all                                   |                        |   |            |                |              |
| settings   | nlassa                 |   |            |                |              |
| Focus Area 3.3 Inclusive spaces and                                | places                 | Deliver conseity by Idia statisis ste how staff   | March 0000 | Mauth          | Down Chuo at |
| Provide training and information<br>around access and inclusion to |                        | Deliver capacity building training to key staff<br>and volunteers on how to work with and | March 2023 | Youth          | Berry Street |
|  |                        |   |            |                |              |
| Council staff and youth workers in                                 |                        | engage young people.  | No. an O   | Marath         |              |
| the community  |                        | Deliver a parenting session on supporting young people with ADHD.                         | Year 2     | Youth          |              |
| Create sensory friendly spaces and                                 | Disability Action      | Create sensory friendly spaces and places   | Ongoing    | Access &       | Edendale     |
| places   | Plan                   | such as the Sensory Friendly Tours at   |            | inclusion      |              |
|  |                        | Edendale Community Farm.  |            |                |              |
| Focus Area 3.4 Bullying  |                        |   |            |                |              |
| Adopt a shire-wide approach to                                     |                        | Launch the We Know Your Name But Not Your   | Early 2023 | Youth Council  | Youth        |
| anti-bullying in both school and                                   |                        | Story video, and share anti bullying messaging  |            |                |              |
| community settings and support                                     |                        | throughout the community.   |            |                |              |
| young people to respond to   |                        |   |            |                |              |
| bullying behaviour   |                        |   |            |                |              |
| Work with the local community and                                  |                        | Local screening of EMBRACE KIDS, a  | March 2023 | healthAbility  | Youth        |
| schools to promote the inclusion of                                |                        | compelling film that explores topics of body  |            |                |              |
| LGBTIQA+ young people, young                                       |                        | image, bullying, gender identity and more.  |            |                |              |
| people with a disability and young                                 |                        |   |            |                |              |
| people who identify as First Nation                                |                        |   |            |                |              |
| Priority 4: Equipped and Employed                                  |                        |   |            |                |              |
| Focus Area 4.1 Employment and Edu                                  | cation Pathways        |   |            |                |              |
| Provide opportunities for young                                    |                        | Explore opportunities with Nillumbik HR Unit to   | Early 2023 | HR             | Youth        |
| people to gain volunteering, work                                  |                        | create opportunities for young people to gain   |            |                |              |
| experience, internships and  |                        | work experience, internships, volunteering and  |            |                |              |
| employment through Council and<br>other local industries           |                        | employment through Council.   |            |                |              |

| Objectives                        | Strategic<br>Alignment | Actions   | Timeline | Responsibility | Partner/s       |
|-----------------------------------|------------------------|---|----------|----------------|-----------------|
| Partner with schools and          |                        | Deliver a series of industry tours of Nillumbik | Ongoing  | Youth          | BNLLEN          |
| organisations to provide career   |                        | Shire Council to promote pathways to            |          | Rec & Leisure  |                 |
| pathway advice and access to      |                        | employment for local government.                |          |                |                 |
| information about employment      |                        | Advocacy to local businesses and provide        | Ongoing  | Eco Dev        | Youth           |
| opportunities.                    |                        | support to employ young people.                 |          |                |                 |
|                                   |                        | Work collaboratively with economic              | Ongoing  | Youth          | Eco Dev         |
|                                   |                        | development to communicate current job          |          |                |                 |
|                                   |                        | vacancies within local businesses for young     |          |                |                 |
|                                   |                        | people through monthly local job posts.         |          |                |                 |
| Provide a range of vocational     |                        | Deliver the Daily Grind youth employment        | One per  | Living &       | Youth           |
| learning opportunities to connect |                        | program to support meaningful skill             | Semester | Learning       |                 |
| young people to meaningful        |                        | development and work experience into            |          |                |                 |
| pathways to employment.           |                        | hospitality.                                    |          |                |                 |
|                                   |                        | Deliver youth focused one day Barista short     | School   | Living &       | Youth           |
|                                   |                        | courses to support skill development and        | holidays | Learning       |                 |
|                                   |                        | pathways to local employment for 15-18 year     | _        |                |                 |
|                                   |                        | olds.   |          |                |                 |
|                                   |                        | Short courses and qualifications offered at     | Ongoing  | Living &       | Youth           |
|                                   |                        | Living & Learning Nillumbik support pathways    |          | Learning       |                 |
|                                   |                        | to local employment opportunities.              |          |                |                 |
| Focus Area 4.2 Job Ready          |                        |   |          | •              |                 |
| Partner with our stakeholders to  |                        | Deliver Job Readiness sessions to young         | Ongoing  | Youth          |                 |
| deliver a range of events and     |                        | people through youth programs.                  |          |                |                 |
| programs that aim to enhance      |                        | Partner with BNLLEN to deliver the annual       | October  | BNLLEN         | Youth           |
| young people's job readiness,     |                        | Real Industry Job Interviews program with local | 2022     |                | Eco <b>Dev</b>  |
| employability and life skills.    |                        | high schools.                                   |          |                |                 |
| Connect young people to available |                        | Promote Jobs Advocate Victoria Program and      | Ongoing  | Youth          | Banyule Council |
| services that provide individual  |                        | other services that provide individual support  |          |                | Jobs Advocates  |
| support with training and         |                        | around training and employment to young         |          |                | Victoria        |
| employment.                       |                        | people in Nillumbik.                            |          |                |                 |

| Objectives  | Strategic<br>Alignment | Actions  | Timeline          | Responsibility                     | Partner/s                          |
|---|------------------------|--|-------------------|------------------------------------|------------------------------------|
| Ensure young people in Nillumbik have access to information and   |                        | Deliver a Life Skills series to young people in<br>Nillumbik.  | Ongoing           | Youth                              | Economic<br>Development            |
| recourses to support them to feel financially well  |                        | Deliver a workshop to young creatives on<br>establishing themselves as a creative<br>professional.   | Мау               | Youth                              | Arts & culture                     |
| Provide paid opportunities for<br>young people at Council in areas<br>such as consultation, music, arts,<br>photography/videography and<br>delivery of events/programs. |                        | Work in partnership with Nillumbik's HR Unit to<br>explore establishing a Youth Casual Pool to<br>encourage casual employment opportunities for<br>young people at a range of Council run<br>programs, events and initiatives. |                   | Youth                              | HR                                 |
|   |                        | Prioritise opportunities for youth employment for youth programs and events.   | Ongoing           | Youth                              |                                    |
| Priority 5: Welcomed and Connected<br>Focus Area 5.1 Arts, Culture and Eve  |                        |  |                   |                                    |                                    |
| Work with young people to plan<br>and deliver youth focused arts and<br>culture based programs and  |                        | Deliver a min of six live music and youth events per year through Nillumbeats Freeza program.  | Ongoing           | Youth                              | Nillumbeats<br>Freeza<br>committee |
| events.   |                        | Deliver a calendar of events for the month long<br>Youth Fest in September.  | September<br>2023 | Youth                              | Nillumbeats<br>Freeza<br>committee |
| Deliver a range of arts and culture   |                        |  |                   |                                    |                                    |
| programs with a focus on art,<br>dance, music and theatre.  |                        | Run a fashion and/or arts exhibition as part of the Freeza program.  | Year 2            | Nillumbeats<br>Freeza<br>committee | Youth                              |
|   |                        | Deliver Creative Minds exhibition showcasing<br>artworks created by Nillumbik's VCE Art and<br>Studio Arts students of 2022.   | October<br>2023   | Arts & Culture                     | Youth                              |

| Objectives   | Strategic<br>Alignment   | Actions   | Timeline              | Responsibility                | Partner/s                              |
|--|--------------------------|---|-----------------------|-------------------------------|--|
|  |                          | Deliver a Youth category and prize for the<br>Nillumbik Prize for Contemporary Writing 2024<br>program (opens August 2023)  | Aug - Dec<br>2023     | Arts & Culture                | Youth                                  |
|  |                          | Work in partnership with Living & Learning<br>Nillumbik to support opportunities for young<br>people to engage and participate in creative<br>community programs and events | Ongoing               | Living &<br>Learning          | Youth                                  |
| Focus Area 5.2 Access and Inclusion  | 1                        |   |                       |                               |  |
| Ensure all young people have<br>access to inclusive services that<br>respond to their individual needs   | Council Plan 2021-<br>25 | Continue to support young people with<br>disability to access mainstream activities and<br>reduce barriers to community participation.                                      | Ongoing               | Access and inclusion          | Youth                                  |
|  |                          | Deliver an activity or initiative to recognise and<br>celebrate International Day of People with a<br>Disability  | 3 December<br>2023    | Youth                         | Access and<br>Inclusion                |
|  |                          | Continuing to work with Edendale to support<br>inclusion of people with disability in<br>volunteering roles and as visitors.  | Ongoing               | Access and<br>Inclusion       | Edendale                               |
| Protect Aboriginal cultural heritage,<br>through building trust, education,<br>celebration and respect for all First                             | Council Plan 2021-<br>25 | Raising awareness through cause days including Reconciliation Week and NAIDOC.  | May 2023<br>July 2023 | Youth                         | Social Planning<br>& Equity<br>Schools |
| Nations people   |                          | Update Terms of Reference to include a dedicated seat on Youth Council for a First Nations young person   | Jan 2023              | Youth                         |  |
|  |                          | Provide active and meaningful opportunities for<br>young people to provide input and feedback<br>into the Nillumbik Reconciliation Action Plan.                             | Мау                   | Social Planning<br>and Equity | Youth                                  |
| Young people have access to<br>support programs to receive their<br>driving license, who may not<br>otherwise have access to driving<br>practice |                          | Deliver the L2P Program to support young people with obtaining a license.   | Ongoing               | Youth                         | DoT                                    |

| Objectives                           | Strategic<br>Alignment | Actions                                     | Timeline | Responsibility | Partner/s          |
|--------------------------------------|------------------------|---|----------|----------------|--------------------|
| Focus Area 5.3 Social Inclusion      | Anghinen               |   |          |                |                    |
| Provide a regular program of youth   |                        | Deliver engaging and dynamic school holiday | School   | Youth          | Living &           |
| activities through Nillumbik Youth   |                        | program each term in partnership with local | holidays |                | Learning           |
| that encourage young people to       |                        | community organisations and services.       |          |                | YPRL               |
| learn new skills, try new things and |                        |   |          |                | Leisure facilities |
| get to know new people               |                        |   |          |                |                    |
| Provide other opportunities for      | Municipal Public       | Provide advice and support to staff,        | Youth    |                | Youth              |
| social inclusion and connection      | Health and             | organisations and community groups on       |          |                |                    |
| through arts, wellbeing, nature and  | Wellbeing Plan         | involving young people in community events  |          |                |                    |
| leadership programs at Living and    | 2021-25                | and programs.                               |          |                |                    |
| Learning Centres, Neighbourhood      |                        |   |          |                |                    |
| Houses and other community           |                        |   |          |                |                    |
| spaces and with community            |                        |   |          |                |                    |
| groups.                              |                        |   |          |                |                    |

### Nillumbik Shire Council Recreation Trails Advisory Committee Terms of Reference

#### Name

**Recreational Trails Advisory Committee** 

#### Introduction:

The Recreation Trails Advisory Committee is a group consisting of members of the Nillumbik community, who will gather three times per year to disseminate and consider information in order to support council on the development of recreation trail strategies and plans.

#### **Policy Statement:**

The Advisory Committee Policy sets out explicit standards of behavior to help Advisory Committee Members perform their duties and functions a Advisory Committee Members to the requisite level. To record Council's Policy on the operation of Council Advisory Committees.

#### Aims:

The aim is to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and strengthen community participation in the development and review of new and existing recreation trails within the Shire of Nillumbik.

#### Objectives

- Create a forum for dissemination trail development information and feedback on key trail development proposals.
- Provide feedback and information to Council on works and other matters as they may arise along the trails, including the monitoring of trail usage and condition.
- Consider and provide recommendations to Council on Recreational Trail development proposals and funding applications relating to the Northern Regional Trails Strategy and Nillumbik Trails Action Plan.
- Consider and provide feedback on key Government initiatives relating to the trails in order to maximise community benefit, including the preparation of proposals and funding applications.



 Assist Council's engagement with the Nillumbik community with the development of recreation trail promotional material and events.

#### Membership

The Advisory Committee membership will consist of up to 13 members and will include representation from:

- Two representatives of the Nillumbik Shire Council (Councillors) one as Chair, one as alternate Chair.
- Twelve community representatives who live within the Shire, selected to reflect a range of interests, expertise and experience:
  - Two Friends of or Landcare representatives
  - o Two community horse riding representatives
  - o Two cycling representatives
  - Two walking group representatives
  - o Two general community representatives, one urban and one rural
  - One tourism representative
  - o One person with a disability or advocate on behalf of people with a disability
- When a community representative is absent from a meeting, they may nominate another person from the same interest group to attend the meeting in their place. From time to time, the User Group may invite other people from the community or government agencies to provide input into a particular topic or project.

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

#### Council Directorate

The Advisory Committee falls within Council's Operations and Infrastructure Directorate and will be managed by Council's Recreation and Leisure team.

#### Meeting Frequency

The Advisory Committee will be held three times per year, in March, July and November.

Subcommittees around specific projects may be convened as required and meet on a more frequent basis.

Broader community involvement will be advertised as required for on-ground activities.

#### Endorsed by Council

These Terms of Reference were endorsed by Council on 28 March 2023 (proposed).

#### **Next Review Due**

28 March 2025 (proposed).

Recreation Trails Advisory Committee Terms of Reference Page 2 of 8

#### Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

#### Conflicts of Interest as defined by sections 126-131 of the Local Government Act 2020

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

#### Working groups

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

#### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

#### Gender Equality, Diversity and Inclusiveness

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if are there any barriers which may hinder these groups from accessing these policies, programs or services.

#### Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

- Qualification skills and expertise in a specific area where necessary depending on the issue/project/topic.
- A strong understanding of the local community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

#### Selection Panel to make recommendation of members on Advisory Committees

- Senior member of Council (CEO or Director/Executive Manager or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider (if appropriate)
- Senior Manager of a local industry (if appropriate).

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

Recreation Trails Advisory Committee Terms of Reference Page 4 of 8

### CM.013/23 Recreational Trails Advisory Committee Terms of Reference Attachment 1. Recreational Trails Advisory Committee Terms of Reference

The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

#### Terms of Appointment

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

#### **Meeting Frequency**

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.
- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.
- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

#### **Role of Councillor**

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

#### Observers

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

#### **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

#### Role of Committee members

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

#### Accountability and Extent of Authority

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
- All Advisory Committee members participate in discussions at Advisory Committee meetings.
- All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

Recreation Trails Advisory Committee Terms of Reference Page 6 of 8

#### Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

#### **Evaluation and Review**

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

#### Support to participate in meetings

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

#### Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.

# CM.013/23 Recreational Trails Advisory Committee Terms of Reference Attachment 1. Recreational Trails Advisory Committee Terms of Reference

- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

#### Confidentiality

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the *Local Government Act 2020* as "confidential information".

#### Privacy

Councillors and committee members on advisory committees established by Council are subject to the requirements of the *Privacy and Data Protection Act 2014* and Council's Information Privacy Policy.

#### Breaches

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

~ end ~

### Nillumbik Shire Council Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference

#### Name

Living & Learning Nillumbik Neighbourhood Advisory Committee (Advisory Committee)

#### Introduction:

Living & Learning Nillumbik (L&LN) consists of a Registered Training Organisation (ToID 3989), a Registered Learn Local and three Neighbourhood Houses which are located in Eltham, Diamond Creek and Panton Hill. L&LN is responsible for the delivery of services that actively promote lifelong learning and improved social connectedness for our community and sits with the department for Community Services.

#### **Policy Statement:**

The L&LN Neighbourhood House Advisory Committee has been established to provide a mechanism by which community representatives from Eltham, Diamond Creek and Panton Hill can discuss and advice on Neighbourhood House offerings, opportunities and challenges.

#### Aims:

To support the three L&LN Neighbourhood Houses in being responsive to the needs of their local communities and providing a range of suitable and appropriate activities, programs and events to enhance social connectedness and lifelong learning opportunities for participants and volunteers.

#### Objectives

- Consult with and represent the voice and interests of Nillumbik residents regarding the Neighbourhood Houses.
- Provide a forum to discuss, facilitate and support local initiatives and collaborations (where possible) that aim to promote lifelong learning and social connection across Nillumbik.
- Act as Ambassadors for L&LN by actively promoting news, events, activities and issues relating to Neighbourhood House programs and events.



#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

- Provide input, feedback and advice to Neighbourhood Houses Victoria, the North Eastern Neighbourhood House Network and Council on community needs and community development opportunities.
- Consider and provide advice to Council on its policies, plans and services that impact neighbourhood house activities and Neighbourhood House Coordination Program (NHCP) funding obligations.
- Consider and provide advice on key Government initiatives, programs and reviews.
- Represent the views and needs of Neighbourhood house participants within Nillumbik.
- Assist Council to communicate, consult and engage more effectively with the broader Nillumbik community.
- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Contribute to a cycle of continually assessing and improving Nillumbik's Neighbourhood houses.
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council and/or L&LN.
- Support the L&LN team to review programs and implement continuous improvement strategies.

#### Membership

The Advisory Committee membership will consist of up to 14 members and will include representation from:

- Two representatives of the Nillumbik Shire Council (Councillors);
- Up to 12 residents representing the three Neighbourhood house communities of Eltham, Diamond Creek and Panton Hill (individual members);

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

#### Council Directorate

The Advisory Committee falls within Council's Community Services Directorate and will be managed by Council's Living & Learning Team.

#### **Meeting Frequency**

- Monthly meetings, which consist of:
  - Bi-monthly daytime meetings. These meetings have a strategic focus with all members present.
  - Bi-monthly House meetings are held on a day determined by the committee members representing the individual houses. These meetings have a community representation focus.

#### Endorsed by Council

These Terms of Reference were endorsed by Council on 24 May 2022.

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 2 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

#### **Next Review Due**

May 2023

#### Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

# Conflicts of Interest as defined by sections 126-131 of the *Local Government Act 2020*

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

#### Working groups

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

#### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

#### Gender Equality, Diversity and Inclusiveness

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 3 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if are there any barriers which may hinder these groups from accessing these policies, programs or services.

#### Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

- Qualification skills and expertise in a specific area where necessary depending on the issue/project/topic.
- A strong understanding of the local community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

#### Selection Panel to make recommendation of members on Advisory Committees

- Senior member of Council (CEO or Director/Executive Manager or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider (if appropriate)
- Senior Manager of a local industry (if appropriate).

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 4 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

#### Terms of Appointment

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

#### **Meeting Frequency**

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.
- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 5 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

• A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

#### Role of Councillor

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

#### Observers

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

#### **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

#### **Role of Committee members**

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

#### Accountability and Extent of Authority

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
- All Advisory Committee members participate in discussions at Advisory Committee meetings.

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 6 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

• All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

#### Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

#### **Evaluation and Review**

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

#### Support to participate in meetings

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

#### Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 7 of 8

#### Attachment 1. L&LN Neighbourhood House Advisory Committee Terms of Reference

- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.
- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

#### Confidentiality

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the *Local Government Act 2020* as "confidential information".

#### Privacy

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#### Breaches

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

Living & Learning Nillumbik Neighbourhood House Advisory Committee Terms of Reference Page 8 of 8

#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report

Attachment 2. Evaluation Process Flowchart

Festivals and Events Triennials 2023-26 Panel Assessment Flow chart

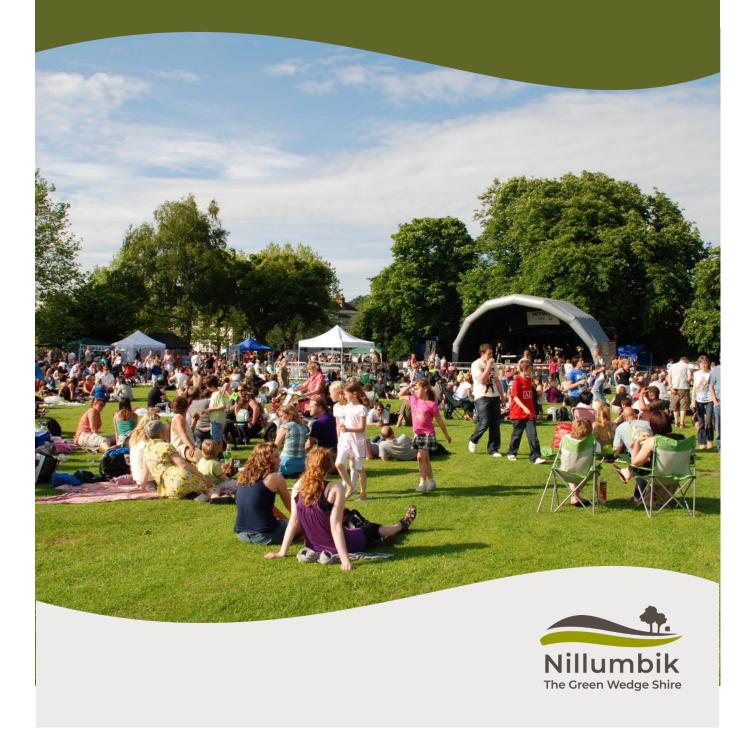


CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report

Attachment 2. Evaluation Process Flowchart

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# Nillumbik Festivals and Events Triennial Program 2023–2026 Guidelines



CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report

Attachment 4. Nillumbik Festivals and Events Program Guidelines

#### 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 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 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.

#### **Inclusion statement**

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are addressed and diversity is celebrated. We support the rights of all people regardless of age, gender, ability or background. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.





#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report

Attachment 4. Nillumbik Festivals and Events Program Guidelines

### What is the Festivals and Events Triennial Program?

Each year, our community benefits from a diverse range of festivals and events that take place across Nillumbik.

In 2020 a triennial festivals and events program was established to provide support for existing festivals historically funded by Council.

This program is being opened up to support regular festivals and events, and allow for new festivals and events to be developed or grow.

Through this program applicants can access funding between a minimum of \$10,000 and a maximum of \$65,000 per annum over three years.

### **Objectives of the Festivals and Events Triennial Program**

This program aims to reflect and promote objectives from both the <u>Council Plan 2021-25</u> and our <u>Health</u> and <u>Wellbeing Plan 2021-25</u>.

The Council Plan is structured around the four themes of:

**Community and Connection** (Nillumbik Shire Council - Council Plan 2021-25, Pg. 13) Objective - 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

**Place and Space** (Nillumbik Shire Council - Council Plan 2021-25, Pg. 17) Objective - 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

**Sustainable and Resilient** (Nillumbik Shire Council - Council Plan 2021-25, Pg. 23) Objective - To manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future

**Responsible and Accountable** (Nillumbik Shire Council - Council Plan 2021-25, Pg. 27) Objective - To facilitate the best possible outcomes for our community by demonstrating strong leadership and working actively to achieve the community's objectives

Our Health and Wellbeing priorities for the next four years are:

- Social inclusion and connection
- Community and climate resilience
- · Gender equality and prevention of family violence
- Physical activity
- Food
- Reducing harm from alcohol, other drugs and gambling

Each application will be considered on its own merits. As we aim to fund activities that will have the greatest positive impact in Nillumbik, applicants are encouraged to demonstrate how their proposed activities will align with these plans.



#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report Attachment 4. Nillumbik Festivals and Events Program Guidelines

#### **Definitions**

| Not-for-profit              | An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect   |
|-----------------------------|--|
| Incorporated<br>Association | <ul> <li>A legal identity that can:</li> <li>Enter into and enforce contracts, including the ability to hold, acquire and deal with property</li> <li>Sue or be sued</li> <li>Continue regardless of changes to membership</li> </ul>  |
| Auspice                     | To take responsibility for managing funds on behalf of another   |
| Grant                       | <ul> <li>The provision of financial assistance which is:</li> <li>Public money to be paid to a recipient other than Council</li> <li>Intended to assist the recipient achieve its goals</li> <li>Intended to promote one or more of Council's policy objectives/strategies</li> <li>Provided subject to terms and conditions as specified in an agreement</li> </ul> |
| Charity                     | <ul> <li>Not-for-profit</li> <li>Have only charitable purposes that are for the public benefit</li> <li>Not be an individual, a political party or a government agency</li> </ul>  |

#### Applications will be considered for:

Council will only consider applications for established and new festivals and events that will be held in the Nillumbik Shire municipal boundary, excepting where townships overlap municipal boundaries and a proven benefit to the Nillumbik community can be demonstrated.

Applicants must:

- Be incorporated community groups, commercial or an eligible service organisation.
- Be compatible with the objectives of the Festivals and Events Triennial Program
- Have an Australian Business Number (ABN) or provide a Statement by a Supplier form from the Australian Tax Office (ATO)
- Not be in debt or in dispute with Council
- Submit only one application per festival or event per funding round

If your group is not incorporated, you can still apply for a grant if you have an auspicing body.



Attachment 4. Nillumbik Festivals and Events Program Guidelines

## Applications will not be considered for:

- Festivals and events that are not taking place within the Nillumbik Shire municipal boundary, excepting where townships overlap municipal boundaries and a proven benefit to the Nillumbik community can be demonstrated
- Festivals and events that have not acquitted previous grants within 8 weeks after the festival or event, or at other times, as reasonably requested by Nillumbik Shire Council
- Festivals and events that have a primary purpose to raise funds and the majority of profits generated are distributed to third party organisations, agencies or charities without direct benefits to the Nillumbik community
- Applications for retrospective (after the festival or event) funding or in-kind support
- Festivals or events which:
  - Have a sole political or religious purpose that could be perceived as divisive within the community
  - Are discriminatory, sexist or disrespectful
  - Seek to promote or launch organisations or services
  - Are the responsibility of other agencies (e.g. charities, government bodies)
  - Do not support responsible serving of alcohol
  - Do not implement environmentally sustainable practices
- Maintenance on community and Council-owned buildings
- Capital expenditure (the purchase of land, buildings, vehicles or building or engineering)
- Recreational excursions camps, holidays, tours
- Debts
- Competitions, gifts and prizes
- Ongoing operational costs (core business) such as:
  - Salaries (except for contract work)
  - Rent
  - Annual general meetings/meetings
  - Insurance
  - Utility costs



Attachment 4. Nillumbik Festivals and Events Program Guidelines

## **Eligibility**

This program is designed to support not for profit festivals and events that meet the following criteria:

- Ongoing festivals and events
- Major, large scale festivals and events
- Demonstrate significant economic and/or community benefit to the Nillumbik community
- Able to demonstrate that the festival or event extends Council's contribution further e.g. branding, marketing and promotion of the Shire that could not otherwise be done with Council resources alone.-
- Include access to festival or event location/s to Nillumbik residents at no cost. Festivals receiving under \$50,000 may request gold coin donations. Exceptions can be considered where there is strong justification for ticketing and demonstrated benefit to Nillumbik community

Applications must include:

- A complete event budget highlighting elements to be funded by Council
- · An event plan detailing the program of activities
- A marketing and promotion plan which includes acknowledgement of Nillumbik Shire Council support
- Two quotations from suitably qualified suppliers for any expenditure items over \$10,000 to be funded.
- A detailed business plan for the term of the agreement
- Financial statements from previous 1-2 year/s
- Assurances from the President/Director/Treasurer around the financial viability of the group seeking the grant
- Evidence of processes in place to monitor government directives i.e. COVID-19 safe plans
- Your event budget should include all income and expenditure related to the festival or event for which you are requesting support. If previous events have been held of a similar nature you should provide the final accounts for the most recent event that the organisation has delivered.

Applicants must also commit to completing and adhering to an application process for an events permit for events on Council land each year independent of the grant application process, see the Events Policy regarding requirements.

Applicants will be required to submit an acquittal of all funds within eight weeks of their event date each year.

| Date                        | Activity                                     |
|-----------------------------|--|
| 4 October 2022              | Applications open                            |
| 4 October – 6 December 2022 | Community workshops and information sessions |
| 11 December 2022            | Applications close                           |
| December 2022               | Applications assessed by panel               |
| January 2023                | Recommendations to Council                   |
| February 2023               | Grant recipients announced                   |

## Application timeline 2023-2026



#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report Attachment 4. Nillumbik Festivals and Events Program Guidelines

#### Assessment

Funding applications will be ranked from the highest to lowest score based on the assessment criteria outlined and those that obtain the highest scores will be awarded the funds until the total funding pool is exhausted. This assessment will be conducted by a select panel including Nillumbik Shire Council staff and community members.

| Assessment Criteria   | What you should include in your application   | Criteria<br>weighting |
|---|---|-----------------------|
| <b>25%</b> Description of the festival/event and how it aligns with the objectives of the funding | <ul> <li>a. Provide a clear description of the festival/event</li> <li>b. Include an explanation of how the festival/event aligns with each of the funding objectives</li> <li>c. Include details about the impacts of the festival/event</li> </ul>                        | 5%<br>10%<br>10%      |
|   | over the period of funding  | 1070                  |
| <b>25%</b> Level of community need for the festival/event   | a. Provide a clear description of why the festival/event is<br>important, and to which community needs, issues<br>and/or opportunities it responds  | 10%                   |
|   | b. Include evidence that supports the application, such as<br>demographic data, letters of support, feedback from<br>consultation or previous activities  | 5%                    |
|   | <b>c.</b> Provide information regarding the history of the festival/event or organising committee   | 10%                   |
| <b>25%</b> Who will benefit from the festival/event   | <ul> <li>Provide a description of the groups and/or individuals in<br/>the community that are being targeted and will benefit<br/>(e.g. socially isolated, vulnerable, older residents,<br/>culturally diverse, gender diversity, LGBTQI,<br/>Indigenous people)</li> </ul> | 10%                   |
|   | b. Provide information on what Nillumbik businesses,<br>creative or cultural industries, community groups or<br>volunteers will benefit through their partHicipation. How<br>will you show recognition of this contribution?  | 10%                   |
|   | <b>c.</b> Detail how many attendees are anticipated, the audience percentage from within Nillumbik, and the audience percentage from outside of Nillumbik, providing evidence where possible  | 5%                    |
| <b>25%</b> How the<br>festival/event will be<br>managed over the funding<br>period                | <b>a.</b> Provide an overview of the group or organisation's capacity to deliver the festival/event   | 5%                    |
|   | <b>b.</b> Applicant's organisational structure and how it supports their capacity   | 5%                    |
|   | c. Level of experience in delivering large scale festivals/events   | 5%                    |
|   | <ul> <li>d. Other groups or organisations that will be partnered<br/>with for the festival/event delivery, including evidence<br/>that confirms commitment</li> </ul>   | 5%                    |
|   | <ul> <li>e. The proposed ongoing benefits of the festival/event<br/>between years</li> </ul>  | 5%                    |



Attachment 4. Nillumbik Festivals and Events Program Guidelines

| Environmental Impact                      | a. How the festival event organiser will make their event   | Required |
|---|---|----------|
|   | more sustainable (venue choice, energy efficiency,<br>water management, product purchasing, waste<br>management, active transport)  |          |
|   | <ul> <li>How the event will help to eliminate the use of single<br/>use plastics (including balloons, plastic straws, plastic<br/>bags, bottled water, coffee cups, plastic containers and<br/>cutlery)</li> </ul>  |          |
|   | c. Consider whether the event may result in<br>environmental impacts such as noise pollution, air<br>pollution, water pollution, tree or habitat damage etc.<br>and identify how such impacts will be managed   |          |
| Recognition of Traditional<br>Land Owners | How will the event organiser provide meaningful<br>acknowledgement, engagement and participation with<br>Wurundjeri Woi-wurrung people or traditional land owners   | Required |
| Project Management                        | Provide a project plan listing the key outcomes, milestones<br>and timeframes required to deliver your festival/event<br>Provide details on how you will measure and demonstrate<br>success   | Required |
| Budget                                    | The budget is reflective of the scope of the festival/event,<br>and includes all expenditure and income contributions, any<br>financial and/or in-kind assistance from the applicant<br>group/organisation, and predicted income from the<br>festival/event<br>Expenditure items over \$10,000 require two quotations | Required |
|   | from suitable suppliers<br>Financial statements from 1-2 years prior where available  |          |

**Note:** this is a competitive program therefore no application can be guaranteed funding. Consider this when determining the amount of funding you are applying for and ensure that it is realistic, justifiable and supported with the appropriate documentation.



#### Attachment 4. Nillumbik Festivals and Events Program Guidelines

## **Grant agreement and conditions**

Successful applicants will be required to enter into a funding agreement with Nillumbik Shire Council.

The funding agreement will include the following:

#### Recognition of Nillumbik Shire Council

- Nillumbik Shire Council signage at all festivals and events related to the project (or mutually agreed with festival/event organisers)
- Recognition of Nillumbik Shire Council in all advertising, promotional and social media
- Funded groups to recognise the Nillumbik Shire Council as a funding source on all project and publicity materials
- All printed material including invitations, flyers, posters and programs must include the Nillumbik Shire logo
- An opportunity for a Nillumbik Shire Council representative to speak at festivals and events
- Inclusion of Nillumbik Shire Council messages in the festival or event program at no charge
- Drafts of any marketing material to be approved by Council prior to publication
- Agreement to implement survey tools for evaluation processes
- Any charitable festival or event to ensure recognition of Nillumbik Shire Council at any presentation of funds raised to third parties
- Evidence of the impact/success of the festival or event including survey data, photos and media exposure in the acquittal.

#### **Grant Agreement and Acquittal**

- Funded groups will need to complete the grant agreement and acquittal report as provided
- The grant agreement must be signed by the event organiser prior to any payment being made
- Payments will be in the form of a schedule where a sum of no greater that 85% of the successful grant will be paid prior to the event with balance paid on receipt of a completed acquittal report
- Acquittal reports must be received within eight weeks of the completion of the festival/event, if not received the applicant will be ineligible for any future Council grants
- It is the responsibility of all applicants to supply the relevant requested taxation and insurance documentation
- Funds provided through this grant program are to be spent as outlined in both the application and grant agreement
- Activities arising from the grant must take place within the Shire of Nillumbik and benefit Nillumbik Shire Council residents and visitors
- Funded groups must seek advice from Council officers before making significant changes or variations to the implementation of the grant or proposed budget
- Variations will be considered on: Proposed variation, justification of variation and key stakeholder engagement
- Council officers may request meetings with the applicant to check progress during the period of the grant, or undertake an independent audit of financial records of the applicant
- Nillumbik Shire Council is not responsible for meeting any shortfall should the festival or event run
   over budget
- Any grant funds not expended on the festival or event must be returned to Nillumbik Shire Council.



#### Attachment 4. Nillumbik Festivals and Events Program Guidelines

#### **Event Approvals and Permits**

- The festival or event will require an event permit to operate on Council property independent of the grant process. Please reference attached Event Policy.
- Grant recipients must ensure that all activities related to their festival or event have appropriate approvals or permits from relevant agencies or regulators
- All festivals and events funded must have a minimum of \$20 million public liability insurance which relates to their festival or event
- Recipients must participate in a debrief process after the festival or event and report on its delivery, identified improvements and key outcomes.

#### Privacy

The collection and handling of personal information is in accordance with Council's Privacy Policy which is available on Council's website and available for inspection at, or collection from Council's Customer Service Centre.

### How to apply

Please read these guidelines thoroughly and confirm your eligibility before applying.

For more information about Council's grant processes see our Community Grants Policy.

Applications are to be lodged online at nillumbik.smartygrants.com.au.

Respond to the criteria and provide any required documentation applicable.

The online application system will allow you to save, edit and print out applications before you choose to submit them. Supporting material can also be attached to your online application.

Applications must be submitted by the due date. Late or incomplete applications will be not considered.

**Note:** By submitting an application you are not guaranteed funding. Applications may also only be offered a portion of the amount requested.

## **Further information**

Events and Festival organisers are encouraged to read the <u>Guidelines for Community Events</u> which provide a comprehensive overview of the requirements to run events and festivals in the Shire.

Included within this document is a range of templates and useful information to assist in preparing to run an event. The Festivals and Events Officer is also available to assist with additional support as required: <u>Events@nillumbik.vic.gov.au</u> or 03 9433 3276.



#### Nillumbik Shire Council

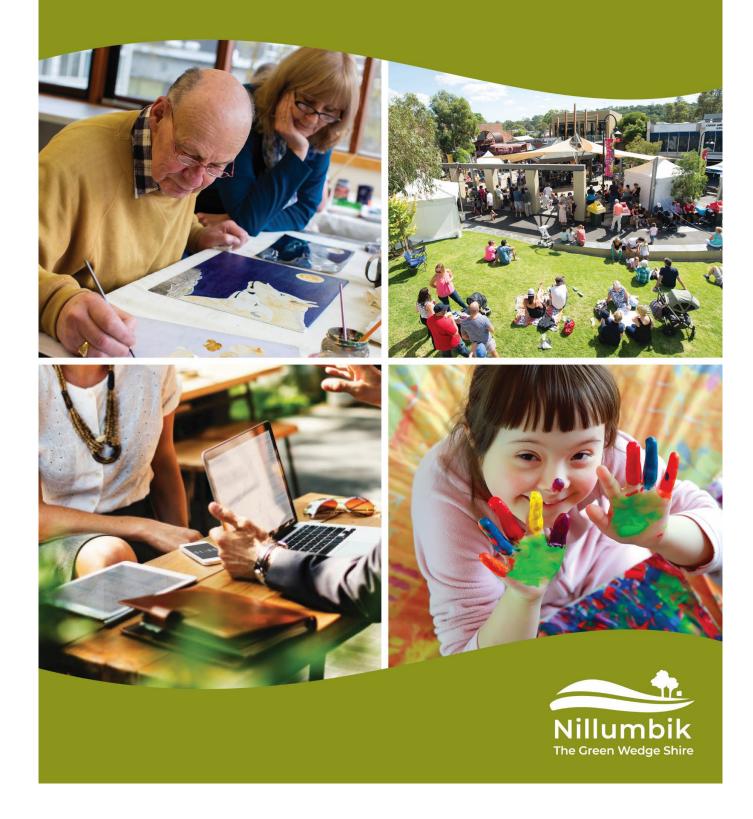
Civic Drive (PO Box 476) Greensborough Victoria 3088 9433 3111 | nillumbik@nillumbik.vic.gov.au



Attachment 4. Nillumbik Festivals and Events Program Guidelines

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Version 1 February 2022

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If you require the Community Grants Policy in an alternative format, email <u>grants@nillumbik.vic.gov.au</u> or phone 9433 3111. Please refer to the 'accessibility' section on page 11 for additional information.

Attachment 5. Community Grants Policy

### 1. Introduction

The Community Grants Policy provides an overarching framework for the various grants programs provided by Nillumbik Shire Council to assist Nillumbik based community groups, organisations, and individuals whose grant activities address specific community needs and Council's strategic objectives. This policy seeks to explain Council's grant processes by providing a consistent and transparent approach across all of Council's grant programs.

#### Context

Each year, Council delivers a number of grant programs to facilitate and support community groups, organisations and individuals to apply for assistance to deliver projects and initiatives addressing various community needs. These include: community projects, events, arts projects, environmental initiatives, community development and inclusion initiatives, and other activities.

The Community Grants Policy confirms Council's commitment to providing funding avenues and support to community groups, organisations and individuals and ensures an equitable, open, transparent and accountable decision making process.

#### Scope

The Community Grants Policy applies to all funding and support programs administered by Council to community groups, organisations and individuals, providing a common standard of grants administration, whilst recognising each individual grants program will have its own aim, requirements, funding levels, and criteria depending on the specific purpose of each grants program.

Attachment 5. Community Grants Policy

## 2. Principles

Grant funded initiatives provide Council with the opportunity to support community groups, organisations, and individuals to deliver initiatives that meet local needs, and reflect and promote objectives from both the <u>Council Plan 2021-25</u> and the <u>Health and Wellbeing Plan 2021-25</u>.

The Council Plan 2021-25 is Council's commitment to delivering on the community's aspirations outlined in our community vision over the next four years. The Council Plan 2021-25 is structured around four key themes, all of which are aligned to the <u>Community Vision – Nillumbik 2040</u>, which are:

- Community and Connection
- Place and Space
- Sustainable and Resilient
- Responsible and Accountable.

The Nillumbik Health and Wellbeing Plan 2021-2025 outlines our commitment to address health and wellbeing priorities and reduce inequalities over the next four years. The Health and Wellbeing priorities for the next four years are:

- Social inclusion and connection
- Community and climate resilience
- Gender equality and prevention of family violence
- Physical activity
- Food
- Reducing harm from alcohol, other drugs and gambling.

Every application will be considered on its own merits, but as we aim to fund the activities that will have the greatest positive impact in Nillumbik, applicants are encouraged to demonstrate how their proposed activities will align with these plans.

Council recognises that community groups, organisations and our residents are best suited to identify and meet community needs, and structures the grants programs to facilitate this process.

3. Eligibility

To be eligible for Council's community grants, applicants must meet the following criteria at the minimum:

- Applicants are required to be either based within Nillumbik or provide services, projects, events or programs within the boundaries of the municipality.
- Not-for-profit incorporated organisations, community groups, clubs, artists and other eligible applicants, that live, work, study, volunteer or play in Nillumbik, may be eligible to apply to Council's grant programs dependant on each grant program's eligibility criteria.
- If an applicant is not an eligible organisation as defined above but meets all other eligibility criteria, they may be auspiced by an eligible organisation to apply on their behalf. For example, if an unincorporated community group is auspiced by a not-for-profit incorporated organisation, they may be able to apply dependent on each grant program's eligibility criteria.

New groups, proposing to establish themselves within the boundaries of the Nillumbik, are also eligible to apply.

Additional criteria may be required for each individual grant program.

Relevant guidelines will be established and published on Council's website for each grant program which further define the eligibility and assessment criteria under which Council funding will be provided.

Council reserves the right to determine an application ineligible if any organisation or project is found to be non-compliant with a previous grant, has an outstanding debt, or commitment, or is the subject of any legal action, dispute or otherwise, which may damage Council's reputation.

## 4. Insurance

Public Liability Insurance is an eligibility requirement of most, if not all, Council grant programs and applicants must demonstrate insurance that is both appropriate to the grant activity proposed and a policy must be obtained to the minimum value of \$10 million as part of the application process. This insurance must be in the name of the applicant, group or organisation.

Where a grant applicant is being covered by an auspicing agency's public liability insurance cover, this will be reviewed on a case-by-case basis to ensure the cover is sufficient.

If hiring a Council reserve or facility and applicants do not carry their own public liability insurance, they may be eligible to apply for community liability insurance through Council via our <u>website</u> or by contacting the Risk and Safety team via <u>nillumbik@nillumbik.vic.gov.au</u> or 03 9433 3111.

Attachment 5. Community Grants Policy

## 5. Application process

Council offers a range of grants across a number of programs and a list of Council grants currently accepting applications is available on our website at <u>nillumbik.vic.gov.au/Grants</u>.

Grant opportunities will be widely promoted across Nillumbik using a variety of promotional avenues to inform the community of the grant program and enable everyone who is eligible to apply for a grant, if they choose to do so.

Each grant program will have its own set of guidelines. These guidelines will be provided in a consistent format across Council and will outline to the community the specific purpose, process and conditions of the grant program. The guidelines also include the relevant contact details for further information and applicant support.

Applicants are strongly encouraged to read and follow the grant guidelines and address all relevant criteria outlined in the grant application. It is highly recommended, and in some cases mandatory, that applicants discuss their projects with relevant Council staff prior to submitting a grant application. A number of <u>grant</u> <u>writing resources</u> are available online to support applicants.

The amount of detail required in the application from the applicant will be proportional to the grant amount. Applicants may be required to include quotations as part of the application process. Details of these requirements will be outlined in the respective guidelines for each grant program.

Council use the <u>SmartyGrants</u> online grants administration system to ensure a consistent, efficient and user-friendly customer experience. Registration provides applicants with secure access to their forms allowing them to work on them over time rather than having to complete them all at once. It only takes a moment to <u>register</u> <u>online</u> and applicants can start a submission immediately after registering.

Applications must be submitted online at <u>nillumbik.smartygrants.com.au</u>. Applicants can contact the grant program lead officer if they need support submitting an online application.

Additional support on the use of this system will be provided at Grant Information sessions or upon request. For more help using SmartyGrants download the <u>Help</u> <u>Guide for Applicants</u> or the <u>Frequently Asked Questions</u>.

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report Attachment 5. Community Grants Policy

Supporting Information

Upon application, the following supporting information will be required at a minimum depending on the level of funding available for each individual grant program as outlined in the table below:

| Grant funding value              | Supporting requirements   |
|----------------------------------|---|
| Under \$5,000<br>(excl. GST)     | <ul> <li>ABN details or completed Statement by Supplier form</li> <li>A Public Liability Insurance Certificate</li> <li>Banking details</li> <li>Letter of support from Auspice organisation (if applicable)</li> </ul>   |
| \$5,000 or above<br>(excl. GST)  | <ul> <li>ABN details or completed Statement by Supplier form</li> <li>A Public Liability Insurance Certificate</li> <li>Banking details</li> <li>Letter of support from Auspice organisation (if applicable)</li> <li>Quotes for requested expenditure items</li> </ul>   |
| \$10,000 or above<br>(excl. GST) | <ul> <li>ABN details or completed Statement by Supplier form</li> <li>A Public Liability Insurance Certificate</li> <li>Banking details</li> <li>Letter of support from Auspice organisation (if applicable)</li> <li>Quotes for requested expenditure items</li> <li>Two quotes for any expenditure items valued over \$10,000</li> <li>1-2 prior year financial statements</li> <li>Assurances from the President/Director/Treasurer around the financial viability of the community group seeking the grant</li> </ul> |

## 6. Assessment process

Applications for Council grants will be assessed against each individual grant criteria as outlined in the grant program guidelines.

In addition to the grant program criteria outlined in the respective guidelines, to support an equitable and transparent distribution of funds, Council may also consider the following assessment criteria and factors, in determining whether to support grant applications:

- Number of grant applications received and funds sought
- Amount of grant funding available within the grants program budget
- Degree of alignment of the project with the Council Plan, Health and Wellbeing Plan, or other strategic documents
- Distribution and spread of funded activities across the municipality
- Degree of involvement of other stakeholders
- Evidence of adherence to accessibility and inclusion principles, targeting and supporting all people regardless of age, gender, race, ability or socio economic status
- Potential to develop, maintain, or increase project initiatives and sustainability in the community, following Council support.

Council will establish appropriate grant assessment panels for each grant program to assess the applications received, based on how well they meet the required grant program criteria.

To ensure an accountable and transparent assessment process:

- Applications for grant programs offering funding lower than \$5,000 will be assessed internally by Council officers with coordinator/manager oversight.
- Applications for grants programs offering funding equal to and above \$5,000 will be vetted internally against eligibility criteria before being assessed by an assessment panel of community representatives or experts drawn from existing advisory committees and/or stakeholder groups.

Where appropriate, advice or information given to one applicant will be made available to all other applicants.

All applicants will be informed of their application outcomes, and the successful applications may be announced publicly. Unsuccessful applicants will be offered the opportunity to discuss the application process.

All successful applicants will receive the approved funding from Council subject to terms and conditions, which are outlined in the relevant guidelines for each grant program.

Attachment 5. Community Grants Policy

## 7. Conflict of interest

A conflict of interest occurs when there is a conflict between a person's private interests and their public obligations.

To ensure probity and fairness, all Councillors, Council officers and community members involved in grant assessment processes are required to declare their interests prior to assessing any applications.

In the event of a conflict of interest, the relevant person must decline to participate in any discussion about the application and have this declaration noted as per Council's conflict of interest process. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and managed appropriately.

## 8. Funding Conditions

Successful applicants must agree to the following funding conditions:

- Keep Council informed of any changes to the proposed funded activity, which would require an approved variation
- Submit an acquittal to Council after completion of the funded activity
- Return the full or remaining amount of the grant to Council if the funded activity is no longer viable and/or cancelled, or obtain a variation from the grant program lead officer
- Return the remaining amount of the grant to Council if the funded activity is less than budgeted, or obtain a variation from the grant program lead officer
- Liaise with Council's Communications team, regarding their promotional material and use of the appropriate Nillumbik Shire Council logo.
- Adhere to all current Victorian Coronavirus restrictions during the delivery of the activity
- Obtain all relevant project and event related permits, approvals, and licenses from the relevant authorities prior to commencement

Other funding conditions may be required at the discretion of individual grant programs.

Grant recipients are also required to acknowledge the support provided by the Nillumbik Shire Council in the following ways:

- Inclusion in their organisation's promotional material such as, but not limited to media releases, brochures, flyers, advertising, newsletters and digital media
- At events and activities by way of signage, public announcements, opportunity for speech and or presentation and participation at the event
- Inclusion in any relevant publications e.g. annual report

Further details are provided to successful grant recipients when funding is awarded.

## 9. Acquittal Requirements

It is generally a condition of accepting a grant that successful applicants submit an online acquittal within two months of completion of each funded project.

This information enables Council to evaluate the achievements of funded activities, monitor the effectiveness of the grant program and ensure that we are meeting the needs of grant recipients and the community.

Recipients who have an outstanding funding acquittal for a grant, and do not have an approved variation in place, may be ineligible for funding in future grant rounds until the outstanding acquittal is completed.

In general, acquittal reports may request (but are not limited to):

- A summary of the activity undertaken
- How the project achieved its objectives
- An evaluation including attendance figures, community impacts and outcomes
- Participant feedback received
- What challenges were encountered and how they were overcome
- Were there any unanticipated benefits
- Any future plans related or as a result
- Financial documentation showing actual expenditure
- Supporting documentation, including publicity and promotional materials, items produced with Council's logo, reviews, photos, recordings, DVDs, manuscripts, etcetera
- Applicant's feedback on the grant program.

Attachment 5. Community Grants Policy

### 10. Accessibility

Not everyone may have access to online facilities nor be confident submitting an application via SmartyGrants. Council Officers are able to assist applicants with specific needs to submit their application using the SmartyGrants portal.

In addition:

Council can be contacted through the <u>National Relay Service</u> (NRS). The NRS is available as a phone solution for people who are deaf or have a hearing or speech impairment. All calls are confidential. Users must be registered via <u>www.relayservice.gov.au</u> to make and receive calls:

TTY users phone 133 677, then ask for Council on 9433 3111.

Speak and Listen (speech-to-speech) users phone 1300 555 727, then ask for Council on 9433 3111.

A Hearing loop is located at the Civic Drive Customer Service Counter, Civic Centre, Civic Drive Greensborough

Communication boards are available at our Customer Service Counter at the Civic Centre, Civic Drive, Greensborough.

For further information regarding this policy, contact Nillumbik Shire Council via <u>Grants@nillumbik.vic.gov.au</u> or call 9433 3111.

Attachment 5. Community Grants Policy

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## **Nillumbik Shire Council - Events Policy**

#### Version 1.0

#### Status: Active

| Approval date         | 27/09/2022     |
|-----------------------|----------------|
| Effective date        | 27/09/2022     |
| Date of last revision | September 2022 |
| Date of next review*  | September 2024 |

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#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report Attachment 6. Nillumbik Shire Council Events Policy

### 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 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 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.

#### Access, equity and inclusion statement

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are reduced and diversity is celebrated. We support the rights of all people regardless of age, gender, ability or background. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.

#### CM.016/23 Triennial Events and Festivals Program 2023-2026 - Expression of Interest Assessment Report Attachment 6. Nillumbik Shire Council Events Policy

Purpose

The Events Policy outlines Nillumbik Shire Council's approach in supporting event organisers to provide quality events for the community.

This policy defines an event and clarifies when an event permit is required.

#### Context

Council has an important role in supporting event organisers to deliver events that are conducted safely and that events balance the needs of the organisers and the community.

Public spaces in the Shire of Nillumbik are used by the broader community for various activities. Each year, Council approves many permits for events.

Events in Nillumbik range from small community activities to high profile festivals. Events range from simple to complex activities. Events can be an activity, or range of activities. Events can be by invitation, ticketed or open to the public. These events can support sports and recreation, health and wellbeing, arts and culture, sustainable living and economic development. All events require organisation and planning.

#### Scope

This Policy applies to events organised by individuals, community groups, not-forprofit organisations, businesses or Council held wholly or partly on Council owned or managed land and roadways including abutting roads.

This policy does not apply to:

- Seasonal sports booked on sporting grounds or facilities
- Regular recreational and sporting activities not on sporting grounds, such as regular running activities on shared paths
- Events and activities requiring lease or license arrangements, such as monthly farmers' markets
- Recurring activities with other agreements in place
- Events and activities conducted at managed venues, such as Edendale Farm
- Leased community facilities that are conducting activities within the terms of agreement

Event Policy Nillumbik Shire Council

**Nillumbik Shire Council Events Policy** Attachment 6.

#### When an Event permit is required

Events that meet one or more of the following criteria require an event permit:

- 50 attendees or more

AND one or more of the following:

- Ticketing for participants (free or paid)
- Amplified sound, excluding personal audio devices
- Food or beverages, for sale or donation
- A ceremony, such as a wedding or funeral
- Exclusive use of a section or whole of public space -
- Erection of large structures (greater than 3x3m), such as marquees or stages
- Vehicle access to site, or changes to parking arrangements
- Required permissions from other agencies, such as a liquor licence
- Access to restricted water or electricity.

Events that do not meet one or more of the above criteria do not require an event permit. Events not requiring an event permit could require other permits, it is therefore responsibility of the event organiser to ensure they have been granted appropriate permissions before their event.

We recommend you still provide notification to Council when planning an event that does not require an event permit. Notifications can be sent via email to events@nillumbik.vic.gov.au or phone 03 9433 3276.

#### Accessibility and contact information

Please contact us if you require information in an alternative format. Council officers are also available to discuss any other access requirements or support you may need to submit your application.

Call Nillumbik Shire Council on 9433 3111 or email events@nillumbik.vic.gov.au .

Council can also be contacted through the National Relay Service (NRS). The NRS is available as a phone solution for people who are deaf or have a hearing or speech impairment. All calls are confidential. Users must be registered via www.relayservice.gov.au to make and receive call:

TTY users phone 133 677, then ask for Council on 9433 3111. Speak and Listen (speech-to-speech) users phone 1300 555 727, then ask for Council on 9433 3111.

A Hearing loop is located at the Civic Drive Customer Service Centre.

Event Policy Nillumbik Shire Council

Nillumbik Audit and Risk Committee minutes Monday 27 February 2023 Via Zoom



Held Monday 27 February 2023 at 4.00pm, Via Zoom

#### 1 Pre-meeting In Camera

No members raised matters they wished to discuss in camera.

#### 2 Present

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

Councillors:

Mayor Cr Ben Ramcharan, Deputy Mayor Cr Geoff Paine

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Financial Officer), Blaga Naumoski (Director Governance and Communications), Jeremy Livingston (Executive Manager Business Transformation and Performance), Melika Sukunda (Finance Manager), Craig Commane (Risk and Safety Lead)

Other invitees:

Graham Noriskin (Pitcher Partners), Richard Wilson (Pitcher Partners), Nick Walker (HLB Mann Judd)

- 3 The Chair welcomed attendees and acknowledged the traditional owners and custodians of the lands on which attendees were meeting.
- 4 Apologies

Nil

5 The Chair congratulated Mayor Cr Ben Ramcharan and Deputy Mayor Cr Geoff Paine on their appointments and welcomed Cr Paine to the Committee.

#### 6 Disclosure of any conflicts of interests

Nil

#### 7 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

Nillumbik Audit Committee minutes 27 February 2023

1 of 5

#### 8 Confirmed the minutes of the meeting held 14 November 2022

#### Decision

The minutes of the Audit and Risk Committee meeting held on 14 November 2022 were confirmed as a true record.

#### 9 CEO Update

The CEO update was presented to the Committee.

#### Decision

The CEO update was received and noted.

#### 10 Table of actions arising

The table of actions arising was presented to the Committee.

#### Decision

The table of actions arising was received and noted.

#### 11 Draft 2022/2023 VAGO Audit Strategy

The draft 2022/2023 VAGO Audit Strategy was presented to the Committee.

#### Decision

The draft 2022/2023 VAGO Audit Strategy was received and accepted.

#### 12 Budgeting and Forecasting Internal Audit Report

The Budgeting and Forecasting Internal Audit Report was presented to the Committee.

#### Decision

The Budgeting and Forecasting Internal Audit Report was received and endorsed.

#### 13 Internal Audit Status Report

The internal audit status report was presented to the Committee.

#### Decision

The internal audit status report was received and noted.

#### 14 Internal Audit Plan

The internal audit plan was presented to the Committee.

#### Decision

The internal audit plan was reviewed and approved, noting the below:

- Scope of upcoming Permit Enforcement internal audit to be enhanced to include Council's compliance processes where someone has failed to seek a permit prior to undertaking any action.
- The Committee suggest that each audit include a question considering any cyber security impacts.
- The Committee request that a briefing be provided at an upcoming meeting outlining the Edendale operations, with consideration of risks potentially arising.

#### 15 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.

#### 16 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.

#### 17 Risk and Safety report

The Risk and Safety report was presented to the Committee.

#### Decision

The Risk and Safety report was received and noted.

#### 18 Draft Budget 2023-2024

The Draft Budget 2023-2024 was presented to the Committee.

#### Decision

The Draft Budget 2023-2024 was received and noted.

#### **19 Finance Policy Renewal**

The following policies were presented to the Committee:

Asset Lifecycle Policy

Sundry Debtor Policy

Cash Handling and Receipting Policy

**Minor Assets Policy** 

#### Decision

The above mentioned policies were received and noted.

## 20 December Quarter Financial Report Summary and December Quarter Financial Report

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

#### Decision

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

The Committee requested that a briefing on Council's projections of unrestricted cash over forward years.

#### 21 Rates in Arrears report

The rates in arrears report was presented Committee.

#### Decision

The Rates in arrears report was received and noted.

#### 22 Councillor Expenses report

The Councillor Expenses report was presented to the Committee.

#### Decision

The Councillor Expenses report was received and noted.

The Committee request that future reports make a distinction between reimbursed amounts and expenses directly incurred and paid on behalf of Councillors.

It was noted there may be some reconsideration of the policy relating to ward meetings.

#### 23 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

#### Decision

The Audit Committee work plan was received and noted.

#### 24 Other Business

The Chair suggested that an out of session confirmation of minutes be undertaken to allow for confirmed minutes to be presented at the following Council Meeting.

#### 25 Next meeting

The next Audit and Risk Committee meeting is scheduled to be held on 5 June 2023, 4pm, to be held via zoom and at Council Offices, Civic Drive Greensborough.

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## Nillumbik Shire Council Panton Hill Bushland Reserves System (PHBRS) User Group Advisory Committee Terms of Reference

#### Name

Panton Hill Bushland Reserve System (PHBRS) User Group Advisory Committee (**Advisory Committee**)

#### Introduction:

The Panton Hill Bushland Reserve System (PHBRS) constitutes seven individual reserves spanning 140 hectares of bushland in the Watsons Creek catchment near the townships of Panton Hill and Smiths Gully.

Council adopted the Panton Hill Bushland Reserve System Management Plan and created the User Group in 2011.

#### Policy Statement:

The Panton Hill Bushland Reserve System (PHBRS) User Group Advisory Committee is a broad-interest advisory group facilitating community engagement including volunteer activities to protect the values of the PHBRS and to help manage user impacts.

#### Aims:

The aim of the PHBRS User Group is to encourage an understanding, appreciation, enjoyment and care within the community and the user groups of the significant natural features, biodiversity, social, educational, recreational, and historical values of the Panton Hill Bushland Reserves.

#### Objectives

- Represent the views and needs of the various PHBRS user groups.
- Facilitate the wider Nillumbik community's enjoyment and experience of the PHBRS.
- Assist in planning community initiatives and activities that promote and protect the natural features, biodiversity, social, educational, recreational, and historical values of the PHBRS.
- Assist in the implementation of initiatives and activities which protect and enhance these values.
- Engage the community in the implementation of these activities.



Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

- Provide relevant advice and feedback to Council in relation to works and other matters as they may arise within the reserves.
- Assist in the development of appropriate policy that supports and facilitates these endeavours.
- Strengthen partnerships with residents, community groups and services about issues and actions surrounding the reserves.

#### Membership

The Advisory Committee membership will consist of up to 10 members and will include representation from:

- One representative of the Nillumbik Shire Council (Councillor/s)
- Up to nine community representatives will be selected to represent a broad spectrum of reserves users including:
  - o bushwalking
  - environmental interests
  - horse riding
  - o mountain biking
  - the indigenous community
  - $\circ$  the artistic community
  - the general community.

When a community representative is absent from a meeting, they may nominate another person from the same interest group to attend the meeting in their place. From time to time, the User Group may invite other people from the community or government agencies to provide input into a particular topic or project.

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

#### Council Directorate

The Advisory Committee falls within Council's Operations and Infrastructure Directorate and will be managed by Council's Environmental Works team.

#### Meeting Frequency

The Advisory Committee will be held three times per year in February, June and October.

Subcommittees around specific projects may be convened as required and meet on a more frequent basis.

Broader community involvement will be advertised as required for on-ground activities.

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Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

#### Endorsed by Council

These Terms of Reference were endorsed by Council on 23 August 2022

#### Next Review Due

August 2024

#### Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

#### Conflicts of Interest as defined by sections 126-131 of the Local Government Act 2020

Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the *Local Government Act 2020* and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

#### Working groups

Working groups will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. Membership of the working groups will be open to Advisory Committee members and non-members. A working group member will be nominated to provide feedback at the Advisory Committee meetings.

#### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

#### Gender Equality, Diversity and Inclusiveness

The *Gender Equality Act 2020* commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

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Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if are there any barriers which may hinder these groups from accessing these policies, programs or services.

#### Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

- Qualification skills and expertise in a specific area where necessary depending on the issue/project/topic.
- A strong understanding of the local community and its social, environmental and economic influences.
- Good knowledge and understanding of the local issues that are relevant to the subject matter.
- Endorsement by their own organisation. Individuals should provide two character referees as part of their application, unless they are a returning member.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in the interest area that relates to the purpose of the Advisory Committee.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

#### Selection Panel to make recommendation of members on Advisory Committees

- Senior member of Council (CEO or Director/Executive Manager or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider (if appropriate)
- Senior Manager of a local industry (if appropriate).

PHBRS User Group Advisory Committee Terms of Reference

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#### CM.018/23 Panton Hill Bushland Reserve System User Group Advisory Committee 2023-25 -Endorsement of additional member Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the *Local Government Act 2020* whereby they will have to remove themselves from the decision making process at Council.

The following are examples of selection criteria relevant to the Committee's purpose that might be used in an expression of interest document.

An individual applicant may be selected on the basis of the following criteria:

- Qualifications, skills and experience the person can bring to the Committee.
- Current knowledge of issues relevant to the aims and objectives listed in the Terms of Reference.
- Living, working or engaging in activities in Nillumbik Shire.
- Willingness to commit to a two-year term.
- Ability to represent a diversity of views and interests of the community.

Representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services to Nillumbik residents who work within the service industry covered by the Advisory Committee.
- The nature of the service the organisation provides to Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

#### Terms of Appointment

- Appointments will be for a two year term.
- Council will appoint a Councillor to chair the meetings.
- Members completing a two year term may re-apply for a further two year term.
- The operations of the Committee will be reviewed annually by Council.
- Members are free to resign in writing from an Advisory Committee at any time. At which time, Council may initially approach one of the unsuccessful applicants or undertake a new expression of interest.

#### Meeting Frequency

- The Advisory Committee will meet for the frequency listed above.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.

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Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

- A member's term of appointment may cease if the member fails to attend three consecutive meetings without prior apology.
- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

#### Role of Councillor

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

#### Observers

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

#### Executive Support

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

#### Role of Committee members

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.
- Take an active role in communicating the views of residents and organisations to Council.
- Provide feedback to Council via the Council staff member assigned to convene the Committee.
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.
- Respond to requests for input into and/or feedback on Council activities, policies and reports.
- Seek approval from Council prior to making public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council.

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### CM.018/23 Panton Hill Bushland Reserve System User Group Advisory Committee 2023-25 -Endorsement of additional member Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

### Accountability and Extent of Authority

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.
- All Advisory Committee members participate in discussions at Advisory Committee meetings.
- All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

### Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

### Evaluation and Review

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

### Support to participate in meetings

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

### Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

• Briefing members on the expectations and requirements of membership of the Advisory Committee.

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### CM.018/23 Panton Hill Bushland Reserve System User Group Advisory Committee 2023-25 -Endorsement of additional member

Attachment 1. Terms of Reference PHBRS User Group Advisory Committee 2022

- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.
- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

### Confidentiality

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the *Local Government Act 2020* as "confidential information".

### Privacy

Councillors and committee members on advisory committees established by Council are subject to the requirements of the *Privacy and Data Protection Act 2014* and Council's Information Privacy Policy.

### Breaches

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Policy.

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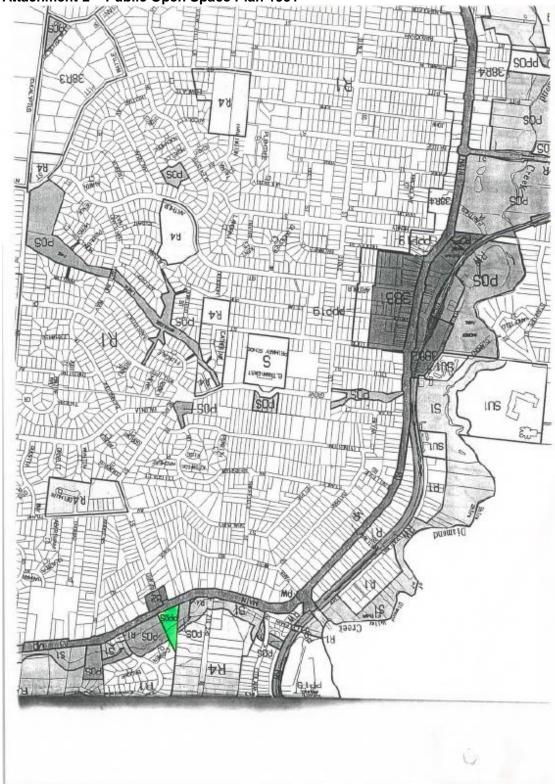
CM.019/23Residential Building at 1225 Main Road, ElthamAttachment 1.Aerial Plan of 1225 Main Road Eltham



CM.019/23 Residential Building at 1225 Main Road, Eltham Attachment 1. Aerial Plan of 1225 Main Road Eltham

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Attachments - 254



Attachment 2 – Public Open Space Plan 1991

CM.019/23 Residential Building at 1225 Main Road, Eltham Attachment 2. Public Open Space Plan - 1225 Main Road Eltham

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Attachments - 256

| MEETING<br>DETAILS: | Title:            | Environment & Sustainability Advisory Committee (ESAC)  |
|---------------------|-------------------|---|
|                     | Date:             | Wednesday 15 February 2023  |
|                     | Location:         | Council Chambers  |
| PRESENT:            | Councillors:      | Cr Geoff Paine, Cr Ben Ramcharan  |
|                     | Council<br>Staff: | Lisa Pittle, Kirsten Reedy, Michael Ioannides   |
|                     | Other:            | Malcolm Cock, Doug Evans, Kahn Franke, John Huf,<br>Vasundhara Kandpal, Anne-Marie King, Lynlee Tozer, Sue<br>Rosenhain, Lynlee Tozer, Andrew McMahon |
| APOLOGIES:          |                   | Fieke Van Der Kamp, Kate McCracken, Alan Thatcher   |

The Meeting commenced at 7pm

|   | MATTERS CONSIDERED   | DISCLOSURES AND COMMENTS |
|---|--|--------------------------|
| 1 | Update on the status of the Northern Region Trails Strategy                          | No disclosures were made |
| 2 | Single use plastic ban update  | No disclosures were made |
| 3 | Urban canopy working group update  | No disclosures were made |
| 4 | Biodiversity Strategy review update  | No disclosures were made |
| 5 | ESAC suggestions on environmental and sustainability education / outreach priorities | No disclosures were made |
| 5 | Other business   | No disclosures were made |

### The Meeting concluded at 9.26pm

| RECORD        | Officer Name:  | Lisa Pittle         |
|---------------|----------------|---------------------|
| COMPLETED BY: | Officer Title: | Manager Environment |



| MEETING<br>DETAILS: | Title:            | Panton Hill Bushland Reserve System User Group – Advisory<br>Committee |  |
|---------------------|-------------------|--|--|
|                     | Date:             | Thursday 16 February 2023  |  |
|                     | Location:         | Panton Hill Living and Learning Centre                                 |  |
| PRESENT:            | Councillors:      | Cr Ben Ramcharan   |  |
|                     | Council<br>Staff: | Brad Tadday, Rowena Cairns, Michael Ioannides                          |  |
|                     | Other:            | Lydia Heap, Janice Crosswhite, Bob West, Lee Hartman                   |  |
| APOLOGIES:          |                   | Cathy Giles, Blake Hunton, Lisa Pittle, Susy Penrose, Mark Hood        |  |

The Meeting commenced at 7:00pm

| MAT | TERS CONSIDERED   | DISCLOSURES AND COMMENTS |
|-----|---|--------------------------|
| 5   | Minutes of previous meeting   | No disclosures were made |
| 6   | Outstanding Action Items  | No disclosures were made |
| 7   | Welcome to new Advisory Committee   | No disclosures were made |
| 8   | Recreational Trail Audit and Levels of Service  | No disclosures were made |
| 9   | <ul> <li>Works update and planned works:</li> <li>Annual reserve management program</li> <li>Threatened orchid management</li> <li>Threatened fauna management,</li> <li>Bushfire Mitigation Works Program,</li> <li>Capital Works Program.</li> </ul>                    | No disclosures were made |
| 10  | Community Engagement:<br>• Environmental Volunteers<br>• Friends of Bunjil Reserve<br>• Panton Hill Primary School<br>• PH Living and Learning Centre<br>• On the Hill Festival<br>• Paradoxa Artist Collective events<br>• Smith's Gully MTB Group<br>• Gawa trail event | No disclosures were made |



# CM.023/23Informal Meetings of Councillors Records - 28 March 2023Attachment 1.Informal Meeting of Councillors Records - 28 March 2023

| MATTE | RS CONSIDERED  | DISCLOSURES AND COMMENTS |
|-------|--|--------------------------|
| 11    | <ul> <li>Interpretation Design Plan Implementation:</li> <li>Wurundjeri Art Project</li> <li>Paradoxa Art Project – interpretive signage.</li> </ul> | No disclosures were made |
| 12    | Other Business   | No disclosures were made |

### The Meeting concluded at 8:57pm

| RECORD        | Officer Name:  | Brad Tadday                 |
|---------------|----------------|-----------------------------|
| COMPLETED BY: | Officer Title: | Environmental Works Officer |

Informal Meeting of Councillors Record

| MEETING    |                   | Meeting with Clean Energy Nillumbik team - Climate Action                                |  |
|------------|-------------------|--|--|
| DETAILS:   | Title:            | Plan and Clean Energy Nillumbik  |  |
|            | Date:             | Friday 17 February 2023  |  |
|            | Location:         | Manna Gum 1 Civic Centre   |  |
| PRESENT:   | Councillors:      | Cr Ben Ramcharan, Cr Frances Eyre, Cr Geoff Paine,<br>Cr Natalie Duffy                   |  |
|            | Council<br>Staff: | Lisa Pittle, Ian Culbard, Kirsten Reedy, Jon Miller                                      |  |
|            | Other:            | Representatives from Clean Energy Nillumbik: John Brena<br>Natalie Bucknell, Roger Brown |  |
| APOLOGIES: |                   | N/A  |  |

### The Meeting commenced at 2.30pm

| MATTE |  | DISCLOSURES AND COMMENTS |
|-------|--|--------------------------|
| 1     | Clean Energy Nillumbik alignment with Council's Climate<br>Action Plan | No disclosures were made |
| 2     | Clean Energy Nillumbik's delivery of Practically Green events          | No disclosures were made |
| 3     | Clean Energy Nillumbik's proposals for future community events         | No disclosures were made |

### The Meeting concluded at 3.40pm

| RECORD<br>COMPLETED BY: | Officer Name: Officer Title: | Lisa Pittle, Manager Environment |
|-------------------------|------------------------------|----------------------------------|
|-------------------------|------------------------------|----------------------------------|



| The Meeting commenced at 7.00pm |  |   |
|---------------------------------|--|---|
| MEETING<br>DETAILS:             | Title:   | Arts and Cultural Advisory Committee  |
| DETAILS.                        | Date:  | Monday 20 February 2023   |
|                                 | Location:  | Council Chamber Civic Centre  |
| PRESENT:                        | Councillors:   | Cr Geoff Paine, Cr Peter Perkins  |
|                                 | Council<br>Staff:Nichole Johnson (Manager Community Partnerships), Mad<br>McClelland (Coordinator Arts & Cultural Development), Sar<br>Hammond (Community Arts and Cultural Engagement Offic<br> |   |
|                                 |  |   |
| APOLOGIES:                      |  | No Councillor apologies<br>Cassie May, Liezl Shnookal, Alli Spoor, Mel Paine, Chris Cook,<br>Corrienne Nichols, Hana Zreikat, |

#### The Meeting commenced at 7.00pm

| MAT | TERS CONSIDERED                                       | DISCLOSURES AND COMMENTS |
|-----|---|--------------------------|
| 1   | Creative Infrastructure Framework Update              | No disclosures were made |
| 2   | Policy Reviews  | No disclosures were made |
| 3   | ArtsACTION Program Update                             | No disclosures were made |
| 4   | Eltham Library Community Gallery Program Update       | No disclosures were made |
| 5   | Curator and Collections Management Update             | No disclosures were made |
| 6   | Arts Development Update                               | No disclosures were made |
| 7   | Public Programs and Grants Update                     | No disclosures were made |
| 8   | Terms of Reference and Arts Advisory EOI for new term | No disclosures were made |

### The Meeting concluded at 9.10pm

| RECORD<br>COMPLETED BY:         Officer Name:<br>Officer Title:         Madeleine McClelland<br>Coordinator, Arts and Cultural Development |
|--|
|--|



| MEETING<br>DETAILS: | Title:            | L&LN Neighbourhood House Advisory Committee  |  |
|---------------------|-------------------|--|--|
|                     | Date:             | Monday 20 February 2023  |  |
|                     | Location:         | Peppercorn Room; L&LN Diamond Creek Neighbourhood House  |  |
| PRESENT:            | Councillors:      | Cr Frances Eyre  |  |
|                     | Council<br>Staff: | Corrienne Nicholls, Cobie Vermeulen, Natalie Bucknell, Kellie<br>Grocock, Vanessa Veldman, Erin Elderhurst               |  |
|                     | Other:            | Committee Members - Deborah Donehue, Sarah Doherty, Bambi<br>McLean, Sabi Bueler, Frank Filardo<br>Observer: Lynne Ellis |  |
| APOLOGIES:          |                   | Cr Richard Stockman  |  |

The Meeting commenced at 1pm

| MATTERS CONSIDERED |  | DISCLOSURES AND COMMENTS |  |
|--------------------|--|--------------------------|--|
| 1                  | This was the first meeting of the newly endorsed<br>L&LN Neighbourhood House Advisory Committee.<br>No matters were considered as the meeting only<br>focused on introductions and an induction. | None                     |  |

### The Meeting concluded at 2:55pm

| RECORD<br>COMPLETED BY: | Officer Name:  | Cobie Vermeulen        |
|-------------------------|----------------|------------------------|
|                         | Officer Title: | Executive Officer L&LN |



|  | Title:    | Councillor Briefing  |
|--|-----------|--|
| MEETING<br>DETAILS: Date: Tuesday 21 February 2023   |           | Tuesday 21 February 2023   |
|  | Location: | Virtual meeting  |
| Council       Cr Geoff Paine, Cr Ben Ramcharan and C         Carl Cowie, Vince Lombardi, Corrienne N         Blaga Naumoski, Katia Croce, Nichole Jo |           | Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan,<br>Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman  |
|  |           | Carl Cowie, Vince Lombardi, Corrienne Nichols, Jeremy Livingston,<br>Blaga Naumoski, Katia Croce, Nichole Johnson, Katie Camilleri,<br>Nicola Clutton, Anna Maio, Alex Marshall, Melika Sukunda, Natalie<br>Town, Madeleine McClelland |
|  | Other:    |  |
| APOLOGIES:   |           |  |

### The Meeting commenced at 5.08pm

| MATT | ERS CONSIDERED   | DISCLOSURES AND<br>COMMENTS |
|------|--|-----------------------------|
| 1    | Youth Strategy 2022-2026 Implementation Plan<br>Year 1 Review and Year 2 Plan                  | No disclosures were made    |
| 2    | Triennial Events and Festivals Program 2023-2026 -<br>Expression of Interest Assessment Report | No disclosures were made    |
| 3    | National General Assembly of Local Government 2023 - Calls for Motions                         | No disclosures were made    |
| 4    | Consideration of Motions for the MAV State Council<br>Meeting - 19 May 2023                    | No disclosures were made    |
| 5    | 2023-2024 Draft Operating Budget   | No disclosures were made    |
| 6.   | St Vincent Care  | No disclosoures were made   |

### The Meeting concluded at 6.55pm

| RECORD<br>COMPLETED BY: | Officer Name:<br>Officer Title: | Katia Croce Acting Director Governance and Communications |
|-------------------------|---------------------------------|---|
|-------------------------|---------------------------------|---|



|                     | Title:                | Inclusion and Access Advisory Committee  |  |
|---------------------|-----------------------|--|--|
| MEETING<br>DETAILS: | Date:                 | Friday 24 February 2023  |  |
|                     | Location:             | Eltham Central Pavilion, 18 Panther Place Eltham   |  |
|                     | Councillors:          | Cr Perkins, Cr Duffy   |  |
| DESCENT             | Council<br>Staff:     | Angela Lampard, Narelle Hart, Angela Clare, Madeleine McClelland, Saleh Hadi, Steve Blight |  |
| PRESENT:            | Externals             | Helen Fearn-Wannan   |  |
|                     | Committee<br>Members: | Rhonda Bain, Diana Warrell, Aaron Williams, Shannon Morgan                                 |  |
| APOLOGIES:          |                       | Aisling McCabe, Neville Coutts, Inbar Niv, David O'Connor, Agata<br>Jarbin                 |  |

The Meeting commenced at 10:00am

| MATTE | RS CONSIDERED   | DISCLOSURES AND COMMENTS |  |
|-------|---|--------------------------|--|
| 1     | Member updates  | No disclosures were made |  |
| 2     | Proposed Changing Places facility and the Universal Design Project at Alistair Knox | No disclosures were made |  |
| 3     | Universal Access Principles   | No disclosures were made |  |
| 4     | Arts Component for Alistair Knox Project  | No disclosures were made |  |
| 5     | Next Meeting details  | No disclosures were made |  |

### The Meeting concluded at 12pm

| RECORD        | Officer Name:  | Angela Clare                  |
|---------------|----------------|-------------------------------|
| COMPLETED BY: | Officer Title: | Disability Inclusion Officer. |



| Title:         Council Meeting Pre-Meet           Date:         Tuesday 28 February 2023 |  | Council Meeting Pre-Meet |
|--|--|--------------------------|
|  |  | Tuesday 28 February 2023 |
|  | Location:  | Council Chamber          |
|  | Councillors:         Cr Frances Eyre, Cr Natalie Duffy, Cr Geoff Paine, Cr P<br>Cr Ben Ramcharan, Cr Richard Stockman and Cr Karer<br>(5.16pm)           PRESENT:         Council<br>Staff:         Carl Cowie, Blaga Naumoski, Vince Lombardi, Corrienn<br>Rosa Zouzoulas, Jeremy Livingston, Nichole Johnson, F<br>Ahern, April Wilson, Mike Dean, Rebecca Burton, Katia |                          |
| PRESENT:   |  |                          |
|  | Other:   |                          |
| APOLOGIES:   |  |                          |

### The Meeting commenced at 5.08pm

| MATTE |                          | DISCLOSURES AND<br>COMMENTS |
|-------|--------------------------|-----------------------------|
| 1     | Council Meeting Pre-Meet | No disclosures were made    |
|       |                          |                             |

### The Meeting concluded at 5.52pm

| RECORD        | Officer Name:  | Katia Croce     |
|---------------|----------------|-----------------|
| COMPLETED BY: | Officer Title: | Governance Lead |



|                     | Title:            | Positive Ageing Advisory Committee   |  |
|---------------------|-------------------|--|--|
| MEETING<br>DETAILS: | Date:             | Friday 3 March 2023  |  |
|                     | Location:         | Council Chamber, Civic Centre, and Zoom  |  |
| PRESENT:            | Councillors:      | Cr Frances Eyre, Cr Natalie Duffy  |  |
|                     | Council<br>Staff: | Leanne Horvath, Narelle Hart, Jade Zigenbine,<br>Stephanie Vassilios, Julie-Anne Grech           |  |
|                     | Other:            | Tianjian Shen, Anne Fitzpatrick, Janice Crosswhite,<br>Sabi Buehler, Sandra Verdam, Joy Ferguson |  |
| APOLOGIES:          |                   | Nil  |  |

The Meeting commenced at 11.00am

|    | MATTERS CONSIDERED  | DISCLOSURES AND COMMENTS |
|----|---|--------------------------|
| 1. | Welcome/ introductions                                      | No disclosures made      |
| 2. | New Staff in Community Services                             | No disclosures made      |
| 3. | PAAC Advisory Committee – Expressions of<br>Interest update | No disclosures made      |
| 4. | Grants update   | No disclosures made      |
| 5. | Communications update                                       | No disclosures made      |
| 6. | Roundtable  | No disclosures made      |

### The Meeting concluded at 2.00pm

|  | Leanne Horvath<br>Coordinator, Community Support Services |
|--|---|
|--|---|



### The Meeting commenced at 5.07pm

|                     | Title:            | Councillor Briefing  |
|---------------------|-------------------|--|
| MEETING<br>DETAILS: | Date:             | Tuesday 7 February 2023  |
|                     | Location:         | Virtual  |
| PRESENT:            | Councillors:      | Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan,<br>Cr Peter Perkins and Cr Richard Stockman   |
|                     | Council<br>Staff: | Carl Cowie, Rosa Zouzoulas, Vince Lombardi, Blaga Naumoski,<br>Corrienne Nichols, Jeremy Livingston, Leigh Northwood, Rebecca<br>Burton, Nichole Johnson, Katie Camilleri, Nicola Clutton and<br>Natalie Town. |
|                     | Other:            |  |
| APOLOGIES:          |                   | Cr Frances Eyre  |

| MATTERS CONSIDERED |   | DISCLOSURES AND<br>COMMENTS   |
|--------------------|---|---|
| 1                  | Recreation Trails Advisory Committee Terms of Reference review  | No disclosures were made  |
| 2                  | Endorsement of Youth Council Advisory Committee members 2023-2025                                     | No disclosures were made  |
| 3                  | Draft Neighbourhood Character Strategy Proposed Changes to inform Second Draft and Phase 3 Engagement | No disclosures were made  |
| 4                  | CEO Update with Councillors   | Cr Karen Egan arrived at the<br>commencement of this item<br>at 5.56pm and left at 6.30pm<br>No disclosures were made |

### The Meeting concluded at 6.40pm

| - |  | Blaga Naumoski<br>Director Governance and Communications |
|---|--|--|
|---|--|--|

