

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 10 December 2024 commencing at 7pm.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 5 December 2024

Distribution: Public

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Nillumbik Shire Council

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Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 27 August 2024 commencing at 7:00pm.

Minutes

Carl Cowie
Chief Executive Officer

Friday 30 August 2024

Distribution: Public

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PO Box 476, Greensborough 3088
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Council Meeting Minutes

27 August 2024

Nillumbik Shire Council

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Nillumbik Shire Council

Minutes of the Meeting of Nillumbik Shire Council held Tuesday 27 August 2024.

The meeting commenced at 7.00pm.

Councillors present:

Cr Ben Ramcharan	Sugarloaf Ward (Mayor)
Cr Karen Egan	Bunjil Ward (Deputy Mayor)
Cr Natalie Duffy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Geoff Paine	Wingrove Ward

Officers in attendance:

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Tracey Varley	Manager Communications and Engagement
Emma Christensen	Governance Coordinator

1. Welcome

2. Acknowledgement

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

3. Good Governance Pledge

The Good Governance Pledge was read by Cr Karen Egan.

4. Prayer

A prayer was read by Alex Zavadil from Southern Cross Community Church in Eltham.

Alex Zavadil who is the Pastor of Southern Cross Community Church in Eltham, which meets in the Council Seniors Hall each Sunday morning.

The Church has been around for 26 years, providing a place for people from all walks of life to explore spiritual connection with God in an inclusive and accepting environment. Southern Cross's mantra: love God and love others.

Southern Cross Church offers free community dinners once a month, runs two shop fronts in Montmorency which provide children's clothing and other support services, and hosts public lectures throughout the year on important topics like environmental issues, mental health, gambling reform, and social justice topics.

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5. Apologies\Leave of Absence

Apologies for this meeting had been received from Cr Frances Eyre and Cr Richard Stockman.

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Karen Egan

That Council notes the apologies from Cr Frances Eyre and Cr Richard Stockman.

CARRIED UNANIMOUSLY

6. Declarations of conflict of interest

Cr Karen Egan declared a material conflict of interest in item CM.093/24 Bouchiers Road Special Charge Scheme, Kangaroo Ground - Declaration .

Carl Cowie Chief Executive Officer declared a material conflict of interest in item CM.097/24 CEO Employment Matters.

7. Presentations

Condolence - John Brennan

We are deeply saddened to hear of the recent passing of Nillumbik resident John Brennan.

John was Principal of Eltham College from 1987 to 1999, and College Life Member.

He was instrumental in the establishment of Clean Energy Nillumbik in 2017, serving for six years as Chairperson and Committee member, dedicating endless hours to governance, operations and events.

John was President for many years and a Committee Member of the Wadambuk St Andrews Community Centre Committee of Management. As a member of the St Andrews Community Centre Steering Committee he was also instrumental in the rebuild of Wadumbuk.

He was a Member of Council's Environment and Sustainability Advisory Committee from 2019 to 2022 and a volunteer bus driver with the Community Transport Service.

John was an energetic and enthusiastic contributor to the Nillumbik community, and was passionate about inspiring and helping communities to take steps to achieve zero emissions targets.

Following the 2009 bushfires, John and wife Sarah re-built their home with a focus on sustainability. Their home has been showcased several times as an open house at the Nillumbik 'Sustainable House Day'.

John will be remembered for his tireless contributions in his personal, professional and community life, his commitment, leadership, mentoring and generosity.

On behalf of Nillumbik Shire Council, we pass on our condolences to John's family and friends.

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Nillumbik Community Awards 2024

The Shire's 'community champions' were celebrated at the Nillumbik Community Awards on Thursday 22 August 2024.

The awards, held at the Eltham Community and Reception Centre, were presented to individuals and groups across seven categories for their contributions and achievements in the Nillumbik community.

The winners of each category for 2024 were:

Volunteer of the Year: Warwick Leeson OAM

Community Group of the Year: The Lions Club of Eltham

Community Group – High Commendation: Rotary Club of Eltham

Nillumbik Young Citizen of the Year: Bethany Woodman

Nillumbik Young Citizen – High Commendation: Mikayla Mountney

Contribution of the Year – Arts Culture and Heritage: Pat Reynolds

Contribution of the Year – Diversity and Inclusion: Phil Petersen

Contribution of the Year – Environment & Sustainability: Boomerang Bags

Contribution of the Year – Reconciliation: Research Junior Football Club

Over 30 nominations across the seven award categories were received. The quantity and quality of the nominees reflects the strength of Nillumbik's sense of community.

Attended by 160 people, this event showcased past achievements and ongoing efforts. It is so great to see so many community members show support and encouragement to all the nominees and strengthen connection with others.

Congratulations to all our deserving award recipients.

Presentation to the Mayor and Deputy Mayor

Carl Cowie Chief Executive Officer presented the Deputy Mayor Karen Egan and Mayor Ben Ramcharan with a token of appreciation for their contributions as Deputy Mayor and Mayor for the 2023/2024 term. Photos were taken.

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8. Confirmation of Minutes

COM.001/24 Confirmation of Minutes Council Meeting held Tuesday 30 July 2024

Summary

Confirmation of the Minutes of the Council Meeting held on Tuesday 30 July 2024.

Council Resolution

MOVED: Cr Geoff Paine
SECONDED: Cr Natalie Duffy

That Council confirms the Minutes of the Council Meeting held on Tuesday 30 July 2024
(Attachment 1).

CARRIED UNANIMOUSLY

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9. Petitions

Nil

10. Questions from the gallery

Angela Zane has submitted the following question:

Question 1

How does the current kindergarten allocation process adhere to Victorian State Government mandated policies, such as the Kindergarten Central Registration and Enrolment best practice and the Victorian Early Years Learning and Development Framework?

Response 1

The State Government acknowledges Local Government as a key provider and major owner of kindergarten facilities and funds local governments to manage central enrolment schemes to support equitable access for all eligible children within a municipality. Council allocates preschool places according to the guidelines set by the Department of Education being that the Department of Education's priority of access criteria must be used prior to applying local criteria.

Krystal Navez on behalf of Eltham South Preschool has submitted the following question:

Question 1

What specific steps are being taken to ensure transparency and consistency in the kindergarten enrolment process, in line with the Public Transparency Policy and the Nillumbik Customer First Strategy?

Response 1

Council's Priority of Access was developed in consultation with community, kindergarten services and the Department of Education. Where changes have been made to this due to changes in government policy, these have been made in consultation with residents and preschool services.

The Priority of Access (POA) is a public document available on Council's website and is referred to throughout the registration and allocation of places. Knowledge and understanding of the POA is required by families when submitting an application for a place at one of the Shire's standalone preschools.

A specialised software program is used to intake registration data and allocate places automatically based on the priority of access criteria. This software system is used by 33 other local government areas who manage central registrations.

Elisa Polimeni-Das has submitted the following questions:

Question 1

In the kinder allocation process, can council come in line with most other local government areas in the vicinity and prioritise Nillumbik residents who have a connection to the kinder (i.e. past or current siblings) as well as proximity to the kinder (a 2km radius for example) ahead of the current priority 2 which is just 'Nillumbik residents' in order to help build stronger communities within the kindergarten as well as allowing families to walk rather than having to drive to kinder?

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Response 1

Other than Priority 1 which the Department of Education set, all local governments have varying priorities of access. Nillumbik Shire Councils Priority of Access aligns with that of Banyule and Whittlesea Preschool allocation guidelines.

Council is undertaking benchmarking against other Central Registration Scheme Priority of Access guidelines to determine the variations and will consider these alongside the principle set by the Department of Education that all eligible children are entitled to equitable access to kindergarten places.

Question 2

In the kinder allocation process, can council prioritise older children (those turning 4 early in the year) applying for places over those who do not turn 3 until after the preschool year has begun?

Response 2

As per Department of Education Kindergarten Funding Guide, children who turn 3 years prior to 30 April are eligible to enrol in a funded three year old program in that year.

Children who turn 4 years prior to 30 April in the year of attendance are eligible to apply and attend the four year old kindergarten program.

All central registration schemes and preschools are required to align with these guidelines to receive kindergarten funding.

David Pincheira, Director - Reflection Outreach NFP has submitted the following questions:

Question 1

Background Information

Reflection Outreach's mission is to restore dignity to the homeless and disadvantaged by providing housing. We aim to enact our belief that housing is a fundamental human right.

Regarding the specific site location of unused land at 739 Main Rd Eltham, this land is behind the Eltham Living and Learning Centre and the Eltham Play House Occasional Care. This land is identified as highly suitable for Social Housing. Will you support the follow-up of a proposal to use this land for our proposed eco cabins that would have minimal environmental impact and support the Living and Learning Centre's mission for inclusion?

Response 1

Nillumbik Shire Council as a Planning Authority under the Planning and Environment Act (1987) has obligations to align its future planning for housing with the directions set out in Plan Melbourne 2017-2050 (currently under redevelopment as Plan for Victoria – a submission to such being presented to Council for its consideration of endorsement at tonight's Council Meeting).

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Council has been recently reviewing its Housing Strategy, with community consultation to inform it undertaken throughout April/May this year. In addition, the State government released its 'Big Ideas' to inform a future Plan for Victoria, and draft housing targets for each local government area in Victoria. Nillumbik Shire will be able to consider and update its draft Housing Strategy to identify how it will accommodate future housing including to determine future opportunities for social housing within the Shire. Therefore at this stage, it is premature to confirm the future status of the site at 739 Main Road Eltham.

Question 2

Will you support Reflection Outreach in preliminary discussions with other departments within the Nillumbik Council, such as the Nillumbik Youth team, Officers, Frank Vassilacos the new Director of Planning Environment and Strategy as well as the Living and Learning Centre team, regarding how we can work together in a spirit of collaboration and community to support the Nillumbik Council's plan for future housing?

Response 2

Council acknowledge the verbal submission made to the April Planning and Consultation Committee meeting from Reflection Outreach with regard to specific council owned assets including parkland and the need for what was identified at that time as crisis accommodation.

This verbal submission along with all written and verbal submissions made to the draft Housing Strategy will be used to inform updates to the draft Housing Strategy before the next round of engagement (subject to the release of final housing targets by the State government).

Officers are happy to meet with the Reflection Outreach team to further understand the organisations purpose given the range of matters identified through verbal submission and these questions e.g. social housing and eco cabins.

Andy Barras has submitted the following questions:

Question 1

In 2022, flooding destroyed the pedestrian bridge at Bridge St, Eltham. Since then, repairs have been made to the southern bridge near Pitt St, but no action seems to have been taken on the northern side, forcing either a long detour or crossing on the Bridge St footpath, which is not an ideal path for young families like mine.

What progress or decisions have been made regarding replacing this important pedestrian link?

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Question 2

Is the council still committed to replacing this bridge?

Combined Response

With regard to the bridge replacement on the northern side investigations have been undertaken to the replace the bridge. In compliance with current Melbourne Water Regulations and proximity to the road, the replacement bridge would be required to be built to the one hundred year flood level, applicable safety and accessibility standards. These requirements result in a significantly higher bridge structure and impact the overall cost of replacement (approximately \$2 million). Discussions have occurred to source alternate funding streams with no successful outcome to date. Council will continue to investigate solutions for pedestrian access.

Meena Gill on behalf of Nillumbik 4 Palestine has submitted the following questions:

Question 1

The Nillumbik for Palestine petition was received by Council on June 25th, 2024. Nillumbik for Palestine was advised that Governance would issue a report to Councillors on our petition on August 20 2024. It has now been two months since receipt of the petition. We, as concerned community members have been trying to engage with Council on this for the entirety of this year and have written countless letters to Councillors. We have received hardly any responses from Councillors and don't feel heard. The genocide in Gaza continues with the death toll as referenced by the Lancet journal as being at more than 186,000 people. Does Council recognise the sovereignty of the state of Palestine?

Response 1

We want to assure you that the Council acknowledges the significance of this matter and is appropriately considering the matter. As previously mentioned, the petition is still under review, we are not yet in a position to comment on whether the requests will be adopted as resolutions. It is important to recognise that this process involves several steps, including detailed analysis and briefing of Councillors, which can take time.

At this stage it would be up to the new council to bring a motion should they choose to do so.

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11. Reports of Advisory Committees

AC.007/24 Advisory Committee Report - 27 August 2024

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

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

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

1. Recreation Trails Advisory Committee meeting held 20 March 2024;
2. Health and Wellbeing Advisory Committee meeting held 16 July 2024; and
3. Recreation Trails Advisory Committee meeting held 17 July 2024.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

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

CARRIED UNANIMOUSLY

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11. Reports of Advisory Committees
AC.007/24 Advisory Committee Report - 27 August 2024

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12. Officers' reports

CM.080/24 Reconciliation Action Plan

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

The purpose of this report is to present the draft Reconciliation Action Plan (RAP) (**Attachment 1**) for conditional endorsement before submission to Reconciliation Australia for feedback and approval.

The RAP outlines the shared approach Council will take to progress reconciliation and work alongside First Nations people in all Council services.

The RAP has been updated taking into consideration feedback from Traditional Owners, the RAP Working Group and consultation findings.

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Geoff Paine

That Council:

1. Endorses in principle the Draft Reconciliation Action Plan (**Attachment 1**), acknowledging that feedback from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation is imminent.
2. Authorises the Director Communities to make minor changes to the Draft Reconciliation Action Plan and the Draft Statement of Commitment once feedback is received from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.
3. Authorises the Director Communities to submit and seek feedback on the Reconciliation Action Plan from Reconciliation Australia.
4. Authorises the Director Communities to make changes that may be necessary and are inconsequential in nature to the Reconciliation Action Plan based on feedback from Reconciliation Australia.
5. Notes that the Reconciliation Action Plan will be presented to Council for endorsement if significant changes are required based on feedback from Reconciliation Australia.

CARRIED UNANIMOUSLY

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CM.080/24 Reconciliation Action Plan

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CM.081/24 Communication Strategy 2022-25 Annual Action Plan Update

Distribution: Public

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

Author: Tracey Varley, Manager Communications and Engagement

Summary

The Communications Strategy 2022-2025 (**Attachment 1**) was adopted by Council on 26 July 2022 as a priority action of the Council Plan 2021-2025.

Its aim is to enhance the connection between Nillumbik's residents and the information they seek regarding Council programs, services and decisions.

The Strategy outlines an Action Plan with 36 priority actions of which 26 actions were included in the Year 2 Action Plan (including 15 ongoing actions carried forward from the Year 1 action Plan).

The purpose of this report is to present to Council an annual report on the Year 2 Action Plan (**Attachment 2**) of the Strategy and present the Year 3 Action Plan for endorsement (**Attachment 3**).

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

That Council:

1. Notes the Communications Strategy 2022-2025 Year 2 Action Plan Report; and
2. Endorses the Communications Strategy 2022-2025 Year 3 Action Plan.

CARRIED UNANIMOUSLY

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CM.081/24 Communication Strategy 2022-25 Annual Action Plan Update

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CM.082/24 Review of Council's Advisory Committee policy and Terms of Reference template

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

This report seeks to adopt a revised Advisory Committee Policy (Policy) (**Attachment 1**) and Terms of Reference template (ToR) (**Attachment 2**) following a review by Council Officers.

On 26 October 2021 Council endorsed a new Advisory Committee Policy and standardised Terms of Reference template.

The process in reviewing these documents considered the experience of Advisory Committees using the current endorsed Policy and ToR template and considered changes to related legislation, the operational use of the policy and improvements to Council operating procedures.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Geoff Paine

That Council adopts the Advisory Committee Policy (**Attachment 1**) and Terms of Reference template (**Attachment 2**).

CARRIED UNANIMOUSLY

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CM.082/24 Review of Council's Advisory Committee policy and Terms of Reference template

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12. Officers' reports

CM.083/24 Naming proposal for Civic Drive Precinct (Park)

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

At its Council Meeting on 30 April 2024, Council endorsed the commencement of the public consultation process on the proposed naming of Civic Drive Precinct (Park) at 1 Civic Circuit, 44 and 44B Civic Drive, Greensborough to 'Kirrip Park', including naming the:

- a) Building 'Kirrip Pavilion';
- b) Outdoor Performance Area 'Kirrip Outdoor Performance Space';
- c) Playground 'Kirrip Playspace'; and
- d) Exercise / Flat Open Space Area 'Kirrip Recreation Space'

as shown in **Attachment 1**.

Community consultation occurred on the above naming proposals between 3 May 2024 to 2 June 2024.

Council received 208 submissions and one submission from the local School with feedback from 32 children. All submissions are included in **Attachment 2 (redacted)** and **Attachment 3 (unredacted)**.

Overall 63.75% of submissions were supportive of the name proposal, 35.83% objected to the name and .42% were neutral. Two submitters in support of the name spoke on behalf of their submission at the Planning and Consultation Committee Meeting held on 16 July 2024.

Following evaluation of all responses received, it is recommended that the entire Civic Drive Precinct (Park) be named 'Kirrip Park' including naming of the areas within the Park as outlined above.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Karen Egan

That Council:

- 1. Notes that the majority of the 240 submissions received and considered in response to Council's public notice on the following naming proposals as required under Section 7 of the Naming Rules for Places in Victoria – 2022 (Naming Rules), and Council's Community Engagement Policy supported:
 - a) The entire Civic Drive Precinct (Park) at 1 Civic Circuit, 44 and 44B Civic Drive, Greensborough to be named 'Kirrip Park';
 - b) The Building within the Civic Drive Precinct (Park) area to be named 'Kirrip Pavilion';

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CM.083/24 Naming proposal for Civic Drive Precinct (Park)

- c) The Outdoor Performance Area within the Civic Drive Precinct (Park) area to be named 'Kirrip Outdoor Performance Space';
 - d) The Playground within the Civic Drive Precinct (Park) area to be named 'Kirrip Playspace'; and
 - e) The Exercise / Flat Open Space Area within the Civic Drive Precinct (Park) to be named 'Kirrip Recreation Space'
- as shown in **Attachment 1**.
- 2. Considers the submissions in **Attachment 2** and notes that all submitters were provided with the opportunity to be heard by the Planning and Consultation Committee on 16 July 2024.
- 3. Resolves to submit the name 'Kirrip Park' for the Civic Drive Precinct (Park) to the Registrar of Geographic Names Victoria for consideration and inclusion in VICNAMES register, including naming of areas within 'Kirrip Park' as follows:
 - a) Building 'Kirrip Pavilion';
 - b) Outdoor Performance Area 'Kirrip Outdoor Performance Space';
 - c) Playground 'Kirrip Playspace'; and
 - d) Exercise / Flat Open Space Area 'Kirrip Recreation Space'
- 4. Advises all submitters and all relevant parties of the outcome on the naming proposal for Civic Drive Precinct (Park) and other areas in the Park.
- 5. Resolves the confidential un-redacted copy of the written submissions to the naming proposal (**Attachment 3**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.084/24 Proposed Road Deviation - Part of Simpson Road and Ridge Road,
Christmas Hills

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

At the Council meeting on 30 April 2024, Council considered Melbourne Water Corporations (MWC) request to complete a road deviation for part of Simpsons Road and Ridge Road in Christmas Hills so that the titles are consistent with the location of Simpson Road and Ridge Road as constructed, refer to **Attachment 1** and **Attachment 2**.

Council resolved at this meeting to give public notice and seek submissions on the proposed Road Deviation pursuant to section 207A and 223 of the *Local Government Act 1989* (1989 Act).

As Council received no written submissions in response to the public notice and no person requested to be heard at the Planning and Consultation Committee Meeting on 16 July 2024, Council can now resolve to proceed with the Road Deviation pursuant to section 207A of the 1989 Act and transfer of the Unused Road to MWC under section 116 of the *Local Government Act 2020* (Land Transfer).

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Natalie Duffy

That Council, having followed the statutory procedures under clause 2 of Schedule 10, sections 207A and 223 of the *Local Government Act 1989* (**1989 Act**) and having received no submissions and no request to be heard at the Planning and Consultation Committee Meeting on 16 July 2024:

1. resolves to deviate part of Simpson Road and Ridge Road, Christmas Hills (**Road**) which comprises the following:
 - a) discontinuing that part of the Road shown as Lot 5 and cross-hatched on the plan contained in **Attachment 3** to this report, being those parts of the government road that are not used as a road on Crown land (**Unused Road**); and
 - b) deviating the Road to the location shown as Lot 4 and hatched on the plan contained in **Attachment 3** to this report, being part of the land contained in certificates of title volume 8222 folio 900, volume 8480 folio 275 and volume 8480 folio 278 (**Constructed Road**), which is registered in the name of Melbourne Water Corporation (**MWC**),

(together the **Road Deviation**)
2. subject to Council first resolving to proceed with the Road Deviation, resolves to complete the transfer of the Unused Road to MWC under section 116 of the *Local Government Act 2020* (**Land Transfer**);

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**CM.084/24 Proposed Road Deviation - Part of Simpson Road and Ridge Road,
Christmas Hills**

3. notes that the Road Deviation and Land Transfer is subject to MWC making the land comprising the Constructed Road available for the purpose of the Road Deviation;
4. directs that a notice be published in the Victoria Government Gazette under clause 2(3) of the *1989 Act*; and
5. authorises the Chief Executive Officer to sign any documents necessary to give effect to the Road Deviation and Land Transfer.

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.085/24 Nillumbik Urban Tree Canopy Strategy 2024-2040 - adoption of strategy

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Leigh Northwood, Manager Strategic Planning and Environment

Summary

This report presents the Nillumbik Urban Tree Canopy Strategy 2024-2040 (**Attachment 1**) to Council for consideration for adoption.

We are very fortunate that the extent of canopy in our suburbs and townships is generally high, noting Nillumbik's urban canopy cover is the second highest in all of Melbourne - and we want to maintain this.

The Urban Tree Canopy Strategy (the Strategy) affects Nillumbik's urban areas only, that is land located inside the Urban Growth Boundary (UGB).

The Strategy provides context on the importance of urban canopy, the wide-range of challenges and considerations that need to be taken into account and provides a fifteen-year framework for strategic action that will help us achieve our vision.

The Strategy includes three goals and three focus areas for action, with associated targets, and an overarching urban tree canopy indicator.

The Strategy identifies the importance that we all do what we can to protect - and enhance - the extent, health and resilience of canopy across Nillumbik's urban areas, and that local government has an important and varied role to play in helping to achieve this – on our own land and on privately owned land by our residents and businesses.

The Strategy will be supported by a separate annual Implementation Plan that will specify key actions that will be undertaken each year to help deliver on the goals and targets of the Urban Tree Canopy Strategy.

The Year 1 (2024/25) Implementation Plan is provided in **Attachment 2**, noting significant budget allocation will be required to realise the targets and objectives within the Strategy, and Year 1 implementation will focus on business case development for this integral future funding (among other matters). Reporting updates on implementation will be received by Council on an annual basis.

The Strategy incorporates updates arising from the public exhibition period that was held from 28 March to 28 April 2024, and from verbal submissions heard at the Planning and Consultation Committee (PCC) meeting held on 11 June 2024.

Supporting information regarding community feedback on the draft Strategy, and how this has been considered, is provided in **Attachments 3 and 4**.

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.085/24 Nillumbik Urban Tree Canopy Strategy 2024-2040 - adoption of strategy

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Peter Perkins

That Council:

1. Adopts the Nillumbik Urban Tree Canopy Strategy 2024-2040 (**Attachment 1**).
2. Endorses the Urban Tree Canopy Year 1 Implementation Plan (2024/25) (**Attachment 2**).
3. Notes that the Urban Tree Canopy Strategy, subject to graphic design, and its Implementation Plan(s) will be made available on Council's website.
4. Receives an annual update on the implementation of the Urban Tree Canopy Strategy and the proposed actions for the following year.
5. Notes that a summary will be provided to the community on Council's website and in Council's Annual Report.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.086/24 Plan for Victoria Submission

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Leigh Northwood, Manager Strategic Planning and Environment

Summary

This report presents a submission to the State Governments draft Plan for Victoria 'Big Ideas' and draft housing targets for Councils consideration of adoption.

On 16 June 2024, the Victorian Government announced draft housing targets for each local government area in Victoria. When finalised, these targets will form part of the forthcoming Plan for Victoria, which when released (programmed for late 2024) will provide the overarching strategic planning vision for Victoria and Melbourne (replacing Plan Melbourne 2017-2050). A key objective of that Plan will be to support the State in realising the Government's ambitions for an additional 2.2 million+ homes by 2051, including 800,000 in the next 10 years to address the current housing shortage.

The targets are currently in draft form, and all Victorian Councils were notified that submissions opened for a draft Plan for Victoria (and housing targets) on 4 July 2024, with a deadline of 30 August for submissions. The current draft housing target identifies an additional 12,000 dwellings in Nillumbik by 2051 (a 53% increase). Annualised, this more than doubles recent development trends and exceeds the growth anticipated by Council's draft Housing Strategy, and Victoria In Futures 2023 projections (the State's own population projections).

This figure is considered by Council to be a significant and potentially unachievable target, noting the existing significant constraints of the Shire's Green Wedge. Therefore, a considerable portion of this growth will need to be accommodated within the Shire's existing Major Activity Centres (MACs) of Eltham and Diamond Creek.

Based on the State Government's forecasts and objectives for population growth and demand in both Melbourne and regional Victoria, every municipality across Victoria is obligated to plan for projected population growth and provide a suitable supply of dwellings. Notably Nillumbik's residential areas are significantly affected by various planning, environmental, and other constraints (e.g. bushfire and flooding). Therefore, Nillumbik Shire will need to actively consider how best to accommodate housing in the most appropriate locations, balancing the competing needs of environmental preservation, topography, access, and the availability of infrastructure and community services.

The submission (at **Attachment 2**) includes an overall response to the draft Plan for Victoria and an addendum specifically addressing the draft housing targets. The housing targets addendum is a technical capacity analysis that includes market feasibility commentary and recommendations, supported by Ethos Consultants, who were engaged to assess and provide technical recommendations on the feasibility of the housing targets. Document highlights (showing version changes, as requested by Councillors at the August briefing) are included to demonstrate changes made in response to Councillor feedback.

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.086/24 Plan for Victoria Submission

Consistent with State policy in regard to provision of housing in close proximity of public transport, amenity and services, Nillumbik's Major Activity Centres (MAC's) (Eltham and Diamond Creek) and immediate surrounds are evidently positioned to accommodate future population growth and diversity of housing. The addendum/report will serve as the foundation for further analysis and recommendations to Council in the New Year, contingent on the release of the finalised housing targets by the state government.

Upon adoption the submission will be submitted to the Department of Transport and Planning to meet the identified 30th August deadline for submission.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Geoff Paine

That Council:

1. Endorses the Plan for Victoria Submission (**Attachment 2**), noting Council have not formed a view on the recommendations contained within the Ethos report (addendum) as yet, as that will be the subject of future consideration of Council once the final housing targets are known.
2. Presents the Plan for Victoria Submission to the State Government via the Engage website prior to 30 August 2024 deadline (with change highlights removed).
3. Notes that options will be put to Council in 2025 subject to release of the final housing targets by the state government, regarding the strategic direction of key strategies including the draft Housing Strategy and Planning Scheme Amendments C143nill and C144nill (which relate to the Eltham and Diamond Creek Structure Plans).

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.087/24 Council Plan Quarterly Performance Report 2023-2024 - Quarter 4

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Craig King, Manager Customer Experience and Business Performance

Summary

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

These reporting updates are received by Council on a quarterly basis to 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 fourth and final update on delivery progress and performance of the 2023-2024 Annual Action Plan actions, which align to delivery of the third year of the Council Plan 2021-2025.

Of the 37 actions in the 2023-2024 Annual Action Plan, 10 actions have been completed, 24 are 'on track' for completion and three actions are experiencing minor issues (**Attachment 1**).

Of the 56 strategic indicators in the Council Plan 2021-2025, 22 have improved on last year's result, 11 have decreased compared to last year, and 23 indicators recorded minimal change from 2022-2023 (**Attachment 2**).

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 37 actions identified in the Annual Action Plan 2023-2024 will also be published in the Annual Report 2023-2024.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Geoff Paine

That Council receives and notes the Council Plan Quarterly Performance Report for the fourth quarter of 2023-2024.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.087/24 Council Plan Quarterly Performance Report 2023-2024 - Quarter 4

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Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.088/24 Nillumbik Integrated Transport Strategy 2024 - Final Endorsement

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Ayman William, Coordinator Transport and Development

Summary

The report presents the final Nillumbik Integrated Transport Strategy (ITS) in **Attachment 1** for Council's consideration and adoption.

The final draft ITS provides a framework to guide Council in advocating and undertaking transport actions in a cohesive and holistic manner via the implementation of an Integrated Transport Strategy Action Plan.

Transport networks that are safe, accessible, connected, comfortable, and inclusive are very important to our community and access to improved public transport is a key priority.

Advocating to influence State and Federal governments to fund important priority projects around planning for and providing improved transport infrastructure and services is a key component of the ITS.

The final Strategy is the result of extensive community consultation and engagement to ensure that it reflects the feedback and views expressed by the community. It also builds on the Integrated Transport Strategy Issues and Options Paper, which was consulted with the community in April/May 2024 and feedback from the Planning and Consultation Committee (PCC) meeting on the 16 July 2024. A summary of the community consultation is shown in **Attachment 2**.

The key themes raised through community consultation include:

- a. Road Safety
- b. Pedestrian crossings
- c. Missing active travel links
- d. Lack of bus networks
- e. Footpath amenity concerns

These key themes have informed the development of a Nillumbik Integrated Transport Strategy Action Plan (the Action Plan) with ongoing, short, medium and long term actions. The Action Plan can be found in Section 7 to the final draft ITS.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

That Council:

1. Adopts the Nillumbik Integrated Transport Strategy 2024 and the associated Action Plan (**Attachment 1**).
2. Notes that the Integrated Transport Strategy, subject to graphic design, will be made available on Council's website.

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.088/24 Nillumbik Integrated Transport Strategy 2024 - Final Endorsement

3. Receives an annual update on the implementation of the Integrated Transport Strategy Action Plan.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.089/24 Wattle Glen Public Realm Framework - For adoption

Distribution: Public

Manager: Frank Vassilacos, Director Planning, Environment and Strategy

Author: Leigh Northwood, Manager Strategic Planning and Environment

Summary

The purpose of this report is to present the Wattle Glen Public Realm Framework (the Framework, **Attachment 1**), as exhibited, for Council's consideration for adoption. An adopted Framework will enable Council's continued collaboration with the Department of Transport and Planning (DTP), in an established partnership to secure funding support for delivery. Funding support is required to advance key initiatives of the Framework that are located on state government land/assets and which are aimed at improving the township's most basic public realm conditions i.e., fundamentally disconnected, unsafe and severely lacking infrastructure for non-motorised forms of travel (pedestrians, cyclists, horse-riders).

It will be imperative in endorsing the Framework that Council continue to work with DTP in partnership, but also to advocate to, on these key initiatives into the future, to ensure the community's aspirations to preserve and enhance the township's much loved 'rural feel' and sense of place are advanced.

Acknowledging the feedback from the community regarding the level of detail contained in the Framework, adoption of the Framework is essential to enable Council to pursue ongoing collaboration and commitment from the Department of Transport and Planning (DTP) to build upon and progress the objectives of the Framework and public realm upgrades.

On adoption of the Framework by Council, an implementation plan will be developed by late 2024 utilising internal resourcing and existing budget. The implementation plan will outline the stages, timeline and project budgets required, including undertaking advocacy to guide state government funding of key improvements to state infrastructure, and opportunities for future community engagement on developing designs that will be vital to ensure community aspirations are embedded into proposed upgrades.

Subject to an adopted Framework, Officers will explore opportunities to utilise existing and on-going Council programs to work with the community to investigate, prioritise and implement public realm improvements of an operational and maintenance nature that are outside the scope and implementation timeframe of the adopted Framework, but which are aligned to it and are important to the community in the short term.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Peter Perkins

That Council:

1. Adopts the Wattle Glen Public Realm Framework (**Attachment 1**), for publishing as adopted at the Council Meeting 27 August 2024.

Council Meeting Minutes

27 August 2024

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CM.089/24 Wattle Glen Public Realm Framework - For adoption

2. Notes that in endorsing the Wattle Glen Public Realm Framework, any development of Department of Transport and Planning (DTP) assets as related to the Wattle Glen Public Realm Framework will require Council to advocate to DTP to ensure the Wattle Glen community's aspirations to maintain and enhance their township's much loved 'rural feel' and sense of place are advanced.
3. Notes that Officers will subsequently prepare an implementation plan for the adopted Wattle Glen Public Realm Framework.
4. Notes that Officers will explore opportunities to utilise existing and on-going Council operational programs to engage with the Wattle Glen community and investigate, prioritise and implement public realm improvements of an operational and maintenance nature to Wattle Glen, that are outside the scope and implementation timeframe of the adopted Wattle Glen Public Realm Framework, but which are aligned to it and are important to the community in the short term.

CARRIED

For: Crs Natalie Duffy, Karen Egan, Peter Perkins and Geoff Paine

Against: Cr Ben Ramcharan

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.090/24 Endorsement of recommended Nominees for 2024-2026 Arts and Cultural Advisory Committee

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

The Arts and Cultural Advisory Committee provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of Arts and Culture. Community representation is sought from all segments of the arts, culture and creative industries. There are up to 16 places on the committee, and one of these places is a dedicated First Nations position, and two of these positions are Councillors who act as Chair and Deputy Chair.

Recruitment of nine members of the Arts and Cultural Advisory Committee for a two year term from 2024-2026 opened on 30 May and closed on 20 June 2024. A total of seven applications were received, assessed and reviewed against the selection criteria by an internal assessment panel.

This report provides Council with a full copy of the assessment outcomes against the seven applications, including Officer Assessment Outcome report (**Attachment 1**) to support the recommendations. A total of seven applicants are being recommended for the Arts and Cultural Advisory Committee.

Recommendation

That Council:

1. Endorses the seven applicants listed in the Assessment Outcome (**Attachment 1**) onto the Nillumbik Arts and Cultural Advisory Committee:
 - (a) Applicant 1 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (b) Applicant 2 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (c) Applicant 3 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (d) Applicant 4 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (e) Applicant 5 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (f) Applicant 6 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (g) Applicant 7 _____ for their role as a Arts and Cultural Advisory Committee Member

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.090/24 Endorsement of recommended Nominees for 2024-2026 Arts and Cultural Advisory Committee

-
2. Acknowledges and thanks all community members who submitted applications to the Arts and Cultural Advisory Committee.
 3. Resolves that the Assessment Outcome (**Attachments 1**) are to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the Local Government Act 2020.
 4. Resolves that the successful Applicants be named.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

That Council:

1. Endorses the seven applicants listed in the Assessment Outcome (**Attachment 1**) onto the Nillumbik Arts and Cultural Advisory Committee:
 - (a) Applicant 1 Jennifer Johnson for their role as a Arts and Cultural Advisory Committee Member
 - (b) Applicant 2 Melissa Paine for their role as a Arts and Cultural Advisory Committee Member
 - (c) Applicant 3 Olivia Morris for their role as a Arts and Cultural Advisory Committee Member
 - (d) Applicant 4 Ni Li for their role as a Arts and Cultural Advisory Committee Member
 - (e) Applicant 5 Amalia (Emmy) Mavroidis for their role as a Arts and Cultural Advisory Committee Member
 - (f) Applicant 6 Svetlana Matovski for their role as a Arts and Cultural Advisory Committee Member
 - (g) Applicant 7 Leanne Ipsen for their role as a Arts and Cultural Advisory Committee Member
2. Acknowledges and thanks all community members who submitted applications to the Arts and Cultural Advisory Committee.
3. Resolves that the Assessment Outcome (**Attachments 1**) are to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the Local Government Act 2020.
4. Resolves that the successful Applicants be named.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.091/24 Planning and Consultation Committee Cancellation and Notice of Extraordinary Council Meeting.

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

At the Extraordinary Council Meeting held on 29 November 2023, Council resolved a meeting schedule for Delegated Committee(s) and Council meeting schedule for the 2024 calendar year.

This reports seeks to formally resolve to cancel the Planning and Consultation Committee Meeting (PCC Meeting) scheduled for 10 September 2024 and to announce that an Extraordinary Council Meeting will be held on 10 September 2024 commencing at 5.30pm.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Geoff Paine

That Council:

1. Resolves to cancel the Planning and Consultation Committee Meeting on 10 September 2024.
2. Requests that the Chief Executive Officer gives notice of an Extraordinary Meeting being scheduled for 10 September 2024 to consider the following matters;
 - a) Presentation of the Annual Report 2023-24;
 - b) 30 June 2024 Annual Financial Report and Performance Statements;
 - c) Audit & Risk Committee August meeting Minutes; and
 - d) Quarterly Risk & Safety Report.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

**CM.091/24 Planning and Consultation Committee Cancellation and Notice of
Extraordinary Council Meeting.**

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Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.092/24 Mills Road, Hurstbridge - Proposed Special Charge Scheme

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

Council received a petition on 16 February 2023 from property owners on Mills Road, Hurstbridge requesting the road to be sealed. An initial questionnaire was sent to property owners on 11 April 2023, to gauge interest on sealing the road via a Special Charge Scheme. The results of the initial questionnaire confirmed sufficient support to proceed further with investigation into a Special Charge Scheme to seal Mills Road.

On 30 April 2024, a formal questionnaire and cost apportionment were sent to property owners to determine their support for sealing Mills Road. The level of support for the Special Charge Scheme was 20 percent (three out of 15 property owners).

The level of support is below the 60 percent threshold in Council's policy for a Special Charge Scheme. Therefore, it is recommended that Council abandon the Scheme for Mills Road, Hurstbridge and place further investigation for sealing of Mills Road on a three year moratorium.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Natalie Duffy

That Council:

1. Abandons further investigations into the Special Charge Scheme for Mills Road, Hurstbridge.
2. Places any further investigations into a Special Charge Scheme for Mills Road on a three year moratorium, commencing 27 August, 2024.
3. Notes that Officers will advise affected property owners of Council's resolution.

CARRIED UNANIMOUSLY

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CM.092/24 Mills Road, Hurstbridge - Proposed Special Charge Scheme

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Council Meeting Minutes

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12. Officers' reports

Cr Karen Egan declared a material conflict of interest in the following item and temporarily left the meeting prior to the item being heard at 8:40pm.

CM.093/24 Bouchiers Road Special Charge Scheme, Kangaroo Ground - Declaration

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

Council resolved on 25 June 2024 its Intention to Declare a Special Charge for the sealing of Bouchiers Road, Kangaroo Ground.

Council's notice of its Intention to Declare was publicly advertised in the *Herald Sun* and on Council's website on 4 July 2024. A letter and notice of the Intention to Declare was sent to all property owners with a liability under the scheme, the closing date for submissions was 2 August 2024.

The public noticed stated that Council would make a decision on the Bouchiers Road Special Charge Scheme at Ordinary Council Meeting on 27 August 2024.

On 13 August 2024 the Planning and Consultation Committee considered six submissions.

As part of the submissions received, information was provided by one of the property owners that may result in changes the cost apportionment for each property. The nature of the information has not previously been encountered.

In light of the new information provided, it is recommended that Council defer its decision on the declaration of the Bouchiers Road Special Charge Scheme to enable the consideration of this information and the impact to the scheme.

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Peter Perkins

That Council:

1. Notes six submissions were received for the scheme and considered at the Planning and Consultation Committee on 13 August 2024.
2. Defers any decision in relation to the Bouchiers Road Special Charge Scheme to a future Council Meeting.
3. Requests Council officers to notify the submitters, objectors and abutting property owners of Council's decision.

CARRIED

Cr Karen Egan returned to the meeting at the conclusion of this item at 8:50pm.

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CM.093/24	Bourchiers Road Special Charge Scheme, Kangaroo Ground - Declaration	

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Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.094/24 2122-062 Diamond Hills Preschool Redevelopment - Variation Report

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Steven Blight, Manager Capital and Infrastructure

Summary

On 28 September 2022, Council approved the awarding of contract 2122-062 Diamond Hills Preschool Redevelopment Project at 9-11 Diamond Hills Drive, Greensborough to Modus Projects Pty Ltd.

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

Recent additional costs incurred as contract variations on this project exceeded the current approved budget. Reflective of the original Council resolution in 2022 any variations incurred above the budget are required to be presented back to Council.

The variations are reflective of the original scope of works and have not contributed to any additional works.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Geoff Paine

That Council authorises the Chief Executive Officer to approve an increase in the allocated project budget by \$154,000 exclusive of GST for the additional contract variations for contract 2122-062 Diamond Hills Preschool Redevelopment.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.094/24 2122-062 Diamond Hills Preschool Redevelopment - Variation Report

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Council Meeting Minutes

27 August 2024

12. Officers' reports

CM.095/24 Council Expenses Policy 2024

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Melika Sukunda, Manager Finance, Assets and Procurement

Summary

This report presents the Council Expenses Policy for Council's endorsement.

The policy has been reviewed to ensure compliance with the Local Government Act 2020, including the review of eligible reimbursements and resources available during the course of performing the duties of a councillor or delegated committee member.

The Council Expenses Policy (Local Government Act 2020, section 41) outlines the procedures and policy for reimbursement of out-of-pocket expenses of councillors and members of delegated committees. The policy also establishes support and resources to be made available during the Council term.

This policy replaces and updates the Councillor Expenses Policy 2020.

The Council Expenses Policy was presented to the Audit and Risk Committee in August 2020.

Recommendation

That Council endorses the Council Expenses Policy (**Attachment 1**).

Motion

MOVED: Cr Natalie Duffy

SECONDED: Cr Peter Perkins

That Council defers consideration of the Council Expenses Policy (**Attachment 1**) to a future Council meeting.

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

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Peter Perkins

That Council defers consideration of the Council Expenses Policy (**Attachment 1**) to a future Council meeting.

CARRIED UNANIMOUSLY

Council Meeting Minutes

27 August 2024

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CM.095/24 Council Expenses Policy 2024

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12. Officers' reports

CM.096/24 Informal Meetings of Councillors Records - 27 August 2024

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

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

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 30 July 2024.

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

1. Councillor Briefing held 9 July 2024;
2. Health and Wellbeing Advisory Committee meeting held 16 July 2024;
3. Recreation Trails Advisory Committee meeting held 17 July 2024;
4. Council Briefing held 23 July 2024;
5. CEO Employment Matters Advisory Committee meeting held 29 July 2024;
6. Council Meeting Pre-Meet 30 July 2024;
7. Positive Ageing Advisory Committee meeting held 2 August 2024;
8. Councillor Briefing held 6 August 2024;
9. Living & Learning Nillumbik Advisory Committee meeting held 12 August 2024; and
10. Planning and Consultation Committee Pre-Meet held 13 August 2024.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Natalie Duffy

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

CARRIED UNANIMOUSLY

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CM.096/24 Informal Meetings of Councillors Records - 27 August 2024

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Council Meeting Minutes

27 August 2024

13. Notices of Motion

14. Delegates' Reports

15. Supplementary and urgent business

Nil

16. Confidential reports

Carl Cowie Chief Executive declared a material conflict of interest in the following item and left the meeting prior to the item being heard at 9:02pm.

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.097/24 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 (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).

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Karen Egan

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 9:03pm.

17. Close of Meeting

The meeting closed at 9.09pm.

Confirmed:

Cr John Dumaresq, Mayor

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Extraordinary Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 10 September 2024 commencing at 5:31pm.

Minutes

Carl Cowie
Chief Executive Officer

Friday 13 September 2024

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
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Extraordinary Council Meeting Minutes

10 September 2024

Nillumbik Shire Council

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Extraordinary Council Meeting Minutes

10 September 2024

Nillumbik Shire Council

Minutes of the Extraordinary Meeting of Nillumbik Shire Council held Tuesday 10 September 2024. The meeting commenced at 5:31pm.

Councillors present:

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

Officers in attendance:

Carl Cowie	Chief Executive Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Vince Lombardi	Chief Operating Officer
Corrienne Nichols	Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Katia Croce	Manager Governance and Property
Megan Medhurst	Acting Manager Communications and Engagement
Daniel Tarquinio	Manager Information Technology
James Hartigan	Business Performance Analyst

1. Welcome

2. Acknowledgement of Country

The reconciliation statement was read by the Mayor, Cr Ben Ramcharan.

3. Good Governance Pledge

The Good Governance Pledge was read by Cr Frances Eyre.

4. Apologies/Leave of Absence

Nil

5. Declarations of conflicts of interest

Nil

Extraordinary Council Meeting Minutes

10 September 2024

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10 September 2024

6. Officers' reports

CM.098/24 Presentation of the Annual Report 2023-2024

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Craig King, Manager Customer Experience and Business Performance

Summary

This report presents Council's Annual Report 2023-2024 for noting (**Attachment 1**).

The report has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

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

Appropriately, the Annual Report 2023-2024 also reports on progress and delivery of the key strategies and actions for the third year of the Council Plan 2021-2025.

The Annual Report as presented does not currently include the Financial and Performance Statements. These statements are being reported separately for 'in principal' approval at this Council Meeting (see CM.099/24). Once noted by Council, the Annual Report will be graphically designed, will incorporate the financial and performance statements, and will be made available on Council's website.

Council Resolution

MOVED: Cr Geoff Paine

SECONDED: Cr Frances Eyre

That Council:

1. Notes Council's Annual Report 2023-2024 (**Attachment 1**).
2. Notes that the Financial and Performance Statements will be included to the Annual Report following Council approval.
3. Notes that the Annual Report has been prepared in accordance with section 98 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.
4. Notes this item satisfies the requirements of section 100(2)(a) of the Act which requires that during an election year, the Mayor must present the annual report at a Council meeting open to the public no later than the day before election day.
5. In finalising the Annual Report, authorises the Director Culture & Performance to make any further minor changes that may be necessary and are inconsequential in nature.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.098/24 Presentation of the Annual Report 2023-2024

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Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.099/24 Annual Financial Report and Performance Statement 2023-2024

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Melika Sukunda, Manager Finance, Assets and Procurement

Summary

Council is required to produce an Annual Financial Report, containing audited financial statements and an audited Performance Statement pursuant to the requirements and process outlined in the *Local Government Act 2020* (the Act) and the *Local Government (Planning and Reporting) Regulations 2020*.

The draft 2023-2024 financial statements and the draft 2023-2024 performance statement have been reviewed by Council's external auditors on behalf of the Victorian Auditor General.

For the 2023-2024 financial year, Council has reported an operating deficit of \$8.298 million on an accrual basis.

This report recommends that Council approves in principle the 2023-2024 financial statements and performance statement and appoints the Mayor, Deputy Mayor and Chief Executive Officer to sign the 2023-2024 financial statements and the 2023-2024 performance statement.

Council has produced a performance statement in accordance with the Local Government Performance Reporting Framework. This provides results on a range of prescribed indicators of service performance, financial performance and sustainable capacity.

The draft statements have been presented to Council's Audit and Risk Committee which has recommended that Council give in principle approval for the statements pursuant to section 99 of the Act, prior to formal presentation to the Victorian Auditor General.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Karen Egan

That Council:

1. Approves 'in principle' the 2023-2024 Annual Financial Report (**Attachment 1**) and 2023-2024 Performance Statement (**Attachment 2**).
2. Authorises the Mayor, Deputy Mayor and the Chief Executive Officer to sign the 2023-2024 Annual Financial Report and the 2023-2024 Performance Statement in their final form after any changes recommended, or agreed to, by the auditor have been made.
3. Supports the allocation of the cash surplus for the year ended 30 June 2024 against the prior year cash deficits.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.099/24 Annual Financial Report and Performance Statement 2023-2024

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Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.100/24 Audit and Risk Committee Meeting August 2024

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Melika Sukunda, Manager Finance, Assets and Procurement

Summary

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

As resolved at the 25 June 2024 Ordinary Council Meeting, the minutes of an Audit and Risk Committee meeting are to be reported and presented to a subsequent Council Meeting.

The Audit and Risk Committee met on 26 August 2024. The Minutes for the meeting are shown in **Attachment 1**.

Council Resolution

MOVED: Cr Karen Egan

SECONDED: Cr Frances Eyre

1. **That** Council notes the Minutes of the Audit and Risk Committee meeting held on 26 August 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.100/24 Audit and Risk Committee Meeting August 2024

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Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.101/24 Quarterly Risk and Safety Report - June 2024

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Craig Commene, Risk and Safety Lead

Summary

This report provides a summary of Council's Risk and Safety Report for the financial year ending June 2024.

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

Risk and Safety reporting to Council is tabled each quarter following consideration by Council's Audit and Risk Committee, which in this quarter occurred on 26 August 2024.

The full confidential Risk and Safety Report for June 2024 is attached to this report (**Attachment 1**) and provides detailed information for Council's consideration.

Council Resolution

MOVED: Cr Natalie Duffy

SECONDED: Cr Karen Egan

That Council:

1. Notes the summary of the confidential Risk and Safety Report (**Attachment 1**) for the year ending June 2024.
2. Resolves that the Risk and Safety Report (**Attachment 1**) remains confidential in accordance with section 3(1)(a) and (f) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 September 2024

6. Officers' reports

CM.101/24 Quarterly Risk and Safety Report - June 2024

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Extraordinary Council Meeting Minutes

10 September 2024

7. Close of Meeting

The meeting closed at 6:00pm.

Confirmed: _____
 Cr _____, Mayor

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Extraordinary Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough
on Monday 25 November 2024 commencing at 7pm.

Minutes

Carl Cowie
Chief Executive Officer

Friday 29 November 2024

Distribution: Public

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



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Extraordinary Council Meeting Minutes

25 November 2024

Nillumbik Shire Council

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Extraordinary Council Meeting Minutes

25 November 2024

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Extraordinary Council Meeting Minutes

25 November 2024

Nillumbik Shire Council

**Minutes of the Extraordinary Meeting of Nillumbik Shire Council held Monday
25 November 2024. The meeting commenced at 6.59pm.**

Councillors present:

Cr Grant Brooker	Blue Lake Ward
Cr Naomi Joiner	Bunjil Ward
Cr Kelly Joy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Kim Cope	Sugarloaf Ward
Cr Kate McKay	Swipers Gully Ward
Cr John Dumaresq	Wingrove Ward

Officers in attendance:

Carl Cowie	Chief Executive Officer
Vince Lombardi	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Emma Christensen	Governance Coordinator
Tracey Varley	Manager Communications and Engagement
Melanie Burns	Electoral Project Officer
Juliana Dimovski	Senior Governance Officer

In accordance with Council's Governance Rule – Election of the Mayor and Deputy Mayor, the Chief Executive Officer will be the first temporary Chairperson of the meeting at which the election of the Mayor is to be conducted but will have no voting rights.

The first temporary Chairperson will chair proceedings until the election of the second temporary Chairperson.

1. Welcome

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

Extraordinary Council Meeting Minutes

25 November 2024

2. Welcome to Country

In the absence of a Wurundjeri Elder an Acknowledgement of Country was read by the Chief Executive Officer, Carl Cowie.

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 colonial 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.

3. Apologies

Nil.

4. Declarations of conflicts of interest

Nil.

Extraordinary Council Meeting Minutes

25 November 2024

5. Appointment of a Second Temporary Chairperson

Council's Governance Rule – Election of the Mayor and Deputy Mayor states that the Chief Executive Officer, as first temporary Chairperson must invite nominations for a second temporary Chairperson.

The second temporary Chairperson will be responsible for chairing the Mayoral term.

Cr Naomi Joiner nominated Cr Grant Brooker for the role of second temporary Chairperson.

Following the nomination process, the Chief Executive Officer called for a motion to appoint a second temporary Chairperson.

Officer Recommendation

That Cr _____ be nominated as second temporary Chairperson.

Motion

MOVED: Cr Naomi Joiner

SECONDED: Cr Kate McKay

That Cr Grant Brooker be nominated as second temporary Chairperson.

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

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kate McKay

That Cr Grant Brooker be nominated as second temporary Chairperson.

CARRIED UNANIMOUSLY

The first temporary chairperson, Chief Executive Officer Carl Cowie declared Cr Grant Brooker elected for the role of second temporary Chairperson.

The second temporary Chairperson Cr Grant Brooker assumed the Chair.

Extraordinary Council Meeting Minutes

25 November 2024

6. Mayoral Term

In accordance with Section 26(3) of the *Local Government Act 2020* (the Act) a Council must before the election of the Mayor, determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

Nillumbik has traditionally elected a Mayor for a 1 year term.

Officer Recommendation

That Council resolves to elect the Mayor for a term of _____ year/s.

Motion

MOVED: Cr Naomi Joiner

SECONDED: Cr Kelly Joy

That Council resolves to elect the Mayor for a term of **one** year.

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

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kelly Joy

That Council resolves to elect the Mayor for a term of one year.

CARRIED UNANIMOUSLY

The second temporary Chairperson Cr Grant Brooker vacated the Chair and the Chief Executive Officer, Carl Cowie assumed the Chair for the Election of the Mayor.

Extraordinary Council Meeting Minutes

25 November 2024

7. Election of Mayor

The *Local Government Act 2020* (the Act) requires the Councillors to elect a Councillor to be the Mayor of the Council. Any Councillor is eligible for election to the Office of Mayor. The election of the Mayor must be chaired by the Chief Executive Officer and conducted in accordance with section 25 of the Act and Council's Governance Rules.

The Mayor must be elected by an absolute majority vote.

The Mayor is responsible for leading the Council and has a number of roles which are both legislative and functional. The legislative requirements are outlined in Division 3 of the Act. The Act states that Council must elect a Mayor at a meeting that is open to the public no later than one month after the date of a general election.

The Mayoral position is responsible for leading the Council. The Mayor has responsibilities towards, and is accountable to, all Councillors and the Mayor's leadership style should reflect this.

Section 18 of the Act outlines the role and specific powers of the Mayor to:

- chair Council meetings;
- be the principal spokesperson for the Council;
- lead engagement with the municipal community on the development of the Council Plan;
- report to the municipal community, at least once each year, on the implementation of the Council Plan;
- promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct;
- assist Councillors to understand their role;
- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer;
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- perform civic and ceremonial duties on behalf of the Council.

In addition to the role outlined above, specific powers of the Mayor (section 19 of the Act) include:

- to appoint a Councillor to be the chair of a delegated committee;
- to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
- to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.

The Mayor's role, however, extends well beyond officiating at Council Meetings or other municipal proceedings. Additional important roles are providing leadership, promoting positive relationships, and modelling good governance.

The Mayoral term commences from this meeting and becomes vacant at the time and on the day of the election of the next Mayor.

Extraordinary Council Meeting Minutes

25 November 2024

The Chief Executive Officer called for nominations for the Office of Mayor, nominations must be seconded.

Nomination

Cr Kate McKay nominated Cr John Dumaresq for the Office of Mayor.

Cr Grant Brooker seconded the nomination of Cr John Dumaresq.

Cr John Dumaresq accepted the nomination for the Office of Mayor.

A vote was undertaken by show of hands and was carried unanimously.

The Chief Executive Officer Carl Cowie declared Cr John Dumaresq duly elected as the Mayor of Nillumbik Shire Council for the 2024/2025 Council year.

The elected Mayor, Cr John Dumaresq assumed the Chair.

8. Election of Deputy Mayor

The *Local Government Act 2020* (the Act) outlines that Council may establish an office of Deputy Mayor (s20A) and if an office of Deputy Mayor is established, the legislative requirements of the Deputy Mayor are provided in Sections 21 and 27 of the Act.

The Act states the Deputy Mayor must undertake the role of the Mayor if:

- the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- the office of Mayor is vacant.

Should Council not elect a Deputy Mayor, it must appoint an Acting Mayor in the above circumstances.

The term of a Deputy Mayor is identical to the term of the Mayor as resolved by Council.

On 7 March 2022, in accordance with section 23A of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* (Vic), the Tribunal made the Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022.

The Determination applies to all Mayors, Deputy Mayors and Councillors in all Victorian Councils.

In accordance with the determination the Deputy Mayor is entitled to an additional allowance.

Extraordinary Council Meeting Minutes

25 November 2024

The Mayor called for nominations for the office of Deputy Mayor, nominations must be seconded.

Cr Peter Perkins nominated Cr Naomi Joiner for the Office of Deputy Mayor.

Cr Kelly Joy seconded the nomination of Cr Naomi Joiner.

Cr Naomi Joiner accepted the nomination for the Office of Deputy Mayor.

A vote was undertaken by show of hands and was carried unanimously.

The Mayor, Cr John Dumaresq declared Cr Naomi Joiner duly elected as the Deputy Mayor of Nillumbik Shire Council for the 2024/2024 Council year.

9. Appointment of Chairpersons to Delegated Committee

Planning and Consultation Committee (the Committee) has delegated powers from Council to determine any issue, take any action or do any act or thing as set out in the Instrument of Delegation (resolved by Council on 23 February 2021).

The Committee was effective 11 March 2021, with all seven Councillors being appointed to Committee.

The Instrument of Delegation for the Committee and the Terms of Reference were adopted by Council on 23 February 2021.

The scope of the Committee's responsibilities includes all matters within the following portfolio areas:

- **Planning**

- Planning applications
- Land-use planning policy
- Planning scheme and amendments

(excluding adoption or abandonment of amendments, which must be determined by Council)

- **Consultation**

- Section 223 process
- Community Engagement

Meetings are usually held on the second Tuesday of each month at 7pm.

Unless otherwise notified, meetings will be held at the Civic Centre, Civic Drive, Greensborough.

Extraordinary Council Meeting Minutes

25 November 2024

The Mayor called for a motion for the Chairperson of Planning Matters before the Planning and Consultation Committee.

Officer Recommendation

That Cr _____ to act as Chairperson for Planning Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

Motion

MOVED: Cr Kim Cope
SECONDED: Cr Naomi Joiner

That Cr **Peter Perkins** to act as Chairperson for Planning Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

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

Council Resolution

MOVED: Cr Kim Cope
SECONDED: Cr Naomi Joiner

That Cr Peter Perkins to act as Chairperson for Planning Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

CARRIED UNANIMOUSLY

Extraordinary Council Meeting Minutes

25 November 2024

The Mayor called for a motion for the Chairperson of the Consultation Matters before the Planning and Consultation Committee.

Officer Recommendation

That Cr _____ to act as Chairperson for Consultation Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

Motion

MOVED: Cr Kate McKay
SECONDED: Cr Naomi Joiner

That Cr **Grant Brooker** to act as Chairperson for Consultation Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

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

Council Resolution

MOVED: Cr Kate McKay
SECONDED: Cr Naomi Joiner

That Cr Grant Brooker to act as Chairperson for Consultation Matters before the Planning and Consultation Committee for the 2024/2025 Council year.

CARRIED UNANIMOUSLY

Extraordinary Council Meeting Minutes

25 November 2024

10. Delegated Committee and Council meeting schedule for 2024/2025

It is recommended the arrangements for the 2024/ 2025 meeting cycle be as follows:

- Meetings occur on Tuesday nights throughout the year unless otherwise notified.
- The Delegated Committee meeting will commence at 7.00pm, usually on the second Tuesday of the each month.
- Council meetings will commence at 7.00pm, usually on the fourth Tuesday of each month.
- Unless otherwise notified, meetings will be held at the Civic Centre, Civic Drive, Greensborough.
- At least one week of each school holidays has been left free of meetings.

Following consultation with Councillors, the 2024/2025 meeting schedule listed in the table below is recommended.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kelly Joy

That Council:

1. Adopts and advertises the Delegated Committee and Council Meeting schedule for the 2024/2025 Council year as listed below:

Delegated Committee	Council Meeting
	10 December 2024
11 February 2025	25 February 2025
11 March 2025	25 March 2025
8 April 2025	29 April 2025
13 May 2025	27 May 2025
10 June 2025	24 June 2025
8 July 2025	29 July 2025
12 August 2025	26 August 2025
9 September 2025	30 September 2025
14 October 2025	28 October 2025
11 November 2025	25 November 2025
	9 December 2025

2. Endorses that the 2026 Citizenship Ceremony is to be held on Wednesday 28 January 2026.

CARRIED UNANIMOUSLY

Extraordinary Council Meeting Minutes

25 November 2024

11. Address by the Mayor and Deputy Mayor

The Mayor, Cr John Dumaresq addressed the meeting as follows:

I'd just like to say a couple of words, as being the incoming mayor.

Ladies and gentlemen, my esteemed councillors, members of the community and community group leaders and Trace and Rose I'm honoured to stand before you as the newly elected mayor of Nillumbik, and thanks to the councillors for their trust and support in selecting me for that role.

Together, we'll strive to make Nillumbik one of the most liveable shires in the world, and we'll continue to focus on sustainability, connectivity, and community well-being. I look forward to working with this dedicated group of councillors, our many community groups, and our innovative businesses to enhance our green wedge and to foster a thriving local economy.

We don't operate in a vacuum, so I look forward to continuing the work of previous councils, and working with our CEO Carl Cowie and the dedicated team of officers that are around him. In recent years, they've made significant, improvements in capital works and infrastructure. Examples close by include the Diamond Valley Fitness Centre refurbishment, and the, great work on the Diamond Creek Trail, which was particularly useful during COVID-19.

Also, with COVID-19, the uplift in our digital transformation of council made it possible for council to keep operating through COVID-19. Nillumbik has been recognized as one of the great places to work one of the 50 best places to work in Australia and New Zealand, highlighting the culture and commitment of staff.

We look to continue the projects that advocate for renewable energy, sustainability initiatives, such as the solar farm, local climate action, and continuing our focus on excellent customer service to provide value and effective governance and leadership for the ratepayers.

We need to get to work on our housing strategy, our neighbourhood character study, and we need to be responding to the state government's proposed planning reforms. We have work to do on our biodiversity, work to do on our weed control, work to do on the maintenance of our roads and council facilities, and enabling seniors to age in place.

We have also had great support from our federal and state MPs, and we will continue to nurture these relationships. I look forward to preparing our council plan, and I'm asking all the community to join us as a council as we get to work.

Thank you very much.

I would like to ask Councillor Joiner, as Deputy Mayor, to say a few words.

Extraordinary Council Meeting Minutes

25 November 2024

The Deputy Mayor, Cr Naomi Joiner addressed the meeting as follows:

Thank you, Mayor Dumaresq I feel very fortunate and excited to be working alongside you this year. I look forward to what we can achieve for the Nillumbik community.

I'd like to express my gratitude to the other councillors for their support in electing me as Deputy Mayor for the upcoming year. It is a wonderful opportunity to represent the people of Nillumbik and make real our hopes and our wants for better years to come.

Over the next 10 months, we will focus on developing the new council plan. I hope that the ideas we, as the new councillors, have envisaged will be reflected in this important document, ultimately making Nillumbik a better place.

I am optimistic that we are able to better connect, better support, better educate, and live a better life here in Nillumbik through our collaborative efforts.

Thank you to Carl and the entire team at council for making us feel so welcome and supported over the past few weeks. I look forward to working with all of you.

12. Close of Meeting

The meeting closed at 7.19pm.

Confirmed:

Cr John Dumaresq, Mayor

Arts & Cultural Advisory Committee

Minutes



Date: Monday, 20 May 2024
Time: 7 – 9 pm
Venue: Council Chambers and Via Zoom. The meeting was recorded
Chair: Cr. Geoff Paine
Minute taker: Jacqueline Felstead, Arts Program Officer
Attendees: **Councillors:** Cr Geoff Paine (Chair)

Committee Members: Leanne Ipsen, Rebecca Davies, Alli Spoor, Chris Cook, Elsa Ch'ng*, Terrie Waddell, Mel Paine, Jean Verso, Chloe Mann, Simone Thomson*, Cassie May, Sandra Miller, Yu Fang Chi*.

Officers: Nichole Johnson (Manager Community Partnerships), Saleh Hadi (Coordinator Arts & Cultural Development), Emily Wubben (Curator & Collections Management Officer)*, Jacqueline Felstead (Exhibitions Support Officer), Ignacio Zamora (Arts Development Officer).

Apologies: Corrienne Nichols (Director Communities), Sarah Hammond (Arts Program Officer), Sammaneh Pourshafighi

Zoom attendee *

Order of business

1. Attendees

Attendance and apologies were confirmed.

2. Acknowledgement of Country

Acknowledgement of Country was conducted by the Chair.

3. Welcome and Introduction

Chair welcomed all in attendance.

4. Conflict of interest and Informal Meeting of Councillors

No conflicts of interest were recorded.

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

5. Minutes from previous meeting

The minutes of the meeting held on 19 February 2024 were confirmed as a true and accurate record of the meeting.

Moved: Leanne Ipsen. Seconded: Cassie May. Carried

6. Matters Arising

- Ayman Kaake and Nicholas Currie acquisition form to be distributed for signatures.

7. Updates

Creative Infrastructure Framework Update

Endorsed 30 April 2024

Current Steps:

- Implement changes requested by Councillors
- Publish on Council's website

Next steps:

Creating an effective plan for Action Items, utilising what we have and ensuring effective and accessible spaces.

Implementation Phase:

- Survey + feasibility with relevant Council's Departments
 - Technical (identifying key sites)
 - Accessibility
 - Structural
 - Social placement within urban fabric
 - Financial

Art Policies and Guidelines Review

Policies are scheduled for endorsement on 28 May 2024

Council level alignment:

Alignment with Council's adopted Arts and Culture Strategy 2022-2026, Equity and Inclusion Policy 2022-2025, Customer First Strategy 2023-2026, Gender Equity Action Plan 2022-2025, Health and Wellbeing Plan 2021-2025, Procurement Policy 2021-2025.

External changes:

- The National Cultural Policy – Revive 2023
- National Association of Visual Arts – NAVA code of Practice 2023
- National Standards for Australian Museums and Galleries - 2nd Edition 2023
- Gender Equity Act 2020.

Final stage:

Council Meeting 28 May 2024.

8. Officer Updates – Arts & Cultural Development

Curator and Collections Management

- **Local Remix Still Life** opened 3 May at Montsalvat and includes significant collection works alongside commissioned installations by Nusra Latif Qureshi, Kenny Pittock, Tricia 'Vandal' Van Der-Kuyp.
- **Public Programs** - seven free public programs are included in the Local Remix offering.
- **Publication** 44 page catalogue and filmed interviews with artists shared on social media.
- **Engaging Spaces Panel** event for Business Week in collaboration with Economic Development and Tourism will run on 29 May at Montsalvat. Moderated by Victor Griss speakers include Sophie Travers, Philp Samartzis and Nusra Latif Qureshi
- **Acquisition**
Proposed acquisition of Siri Hayes artwork Suspension 2023, a photogram made as part of her residency at Laughing Waters.

Supported by ACAC

ACTION: Formal acquisition recommendation forms to be circulated to ACAC members for approval.

Arts Development – Public Art

- **Heidelberg Heritage Signs:** signage renovation project.
Installation completed 1 May 2024
 - six new signs with upgraded materials, crisp accessible design, Acknowledgement of Country
 - Funded through Living Local Suburban Grants Program
 - Celebration lunch at ELCG and public walk through planned for June
 - Seeking grants to address signs in Research
- **Diamond Hills Pre-School Public Artwork:** Tim Reid installed sculpture on 14 March. Site specific and tells story of school. Official unveiling Friday 9th August with artist in attendance and acknowledgement of collaborators. 90% reclaimed

Page 3 of 5

materials. Images and text address play and education as well as legacy of cross-generational connections.

- **Audit & Maintenance Plan:** Public Art Conservation assessment and strategy has been completed which gives a base from which to prioritise conservation works and budget in short-long term. The report covers 26 artworks and they are structurally safe for the public.
- **Update of public art website page** will include activities on conservation of collection.
- **Changing places:** Collaboration with disability and inclusion. Changing places are larger than standard toilets, space for assistance and showers. Received 16 applications and shortlisted four who were paid for submissions. 2 May 2024 - panel selection decided on works by 'Ling and Meggs' – they have 30 years of experience. The installation is inspired by landscape and the feeling of gradually lifting your eyes to the sky. Abstract – capturing feeling and emotion to create a relaxed atmosphere. Due to be finished by end of August 2024.

Arts Programs Officer

Nillumbik Prize for Contemporary Writing. Anthology launched to over 135 attendees at Diamond Valley Library. Recital of works. Mayor and Youth Mayor in attendance. The NPCW24 was delivered in partnership with Writers Victoria and Yarra Plenty Regional Library.

Eltham Library Community Gallery & Socials (Exhibitions Officer)

- **Midsumma Program: 2025 Rainbow Exhibition**
LGBTIQA+ artists and curators are invited to apply for a solo or group exhibition at the Eltham Library Community Gallery. \$5000 project fee. Closes July 7
- **2025 Exhibition Proposals ELCG**
Artists and curators are invited to submit ideas for solo, two-person and curated exhibitions for the 2025 exhibition program. Information session Thursday 6 June online and Wednesday 26 June in person. Applications close 7 July.

ACTION: ACAC Assessors requested.

- **Joanne McFadyen** Exhibition and sold-out workshop ran 11 June 2024.

9. Member Updates

Chris Cook - Murwillumbah Art Trail

Leanne Ipsen - Face to Face exhibition At Bridges in Hurstbridge, Nillumbik U3A artists (29 local artists). Exhibition of works where an artist is selected and works made based on their style and portrait

- Thanks were extended to Leanne and Chris for their presentations.

10. ACAC Membership

- Expressions of interest for the 2024-2026 ACAC will be advertised from 30 May – 20 June 2024. Membership scheduled for endorsement at a Council meeting on the by 27 August 2024.
- Email will be sent out all regarding dates and timeframes of those whose 2022-2024 ACAC members that are finishing.

- Next meeting is last for those finishing in 2024. Will be kept updated with links to EOI.
- 16 in total including two Councillors.
- Can reapply – not limited in terms of reference.
- Aim is to ensure diverse group.

11. Other Business

- Nillumbik Art Museum (NAM) was raised as a discussion point. It was requested that NAM come to a future meeting to present to the ACAC.

12. 2024 Meetings

The next meeting is scheduled for **Monday, 19 August 2024.**

Close

The meeting closed at 8.50 pm.

Positive Ageing Advisory Committee

Minutes



Date: Friday 2 August 2024

Time: 10.30am – 1.30pm

Venue: Nillumbik Shire Council; Chamber and via Zoom

Chair: Cr Frances Eyre

Committee members: Tanya Cottrell, Sandra Verdam, Ann Hutchinson, Kate Puls, Tom Fisher, Chantal Blitenthall, Richard Kottek, Janice Crosswhite, Joy Ferguson and Sheila Cheary

Present: **Council:** Leanne Horvath (Coordinator Community Support Services), Natalie Town (Senior Communication Officer), Cassie Zurek (Social Planning and Policy Officer), Mitch Walker (Community Development Officer) and Julie-Anne Grech (Business and Program Support Officer)

Guest Speakers: Nil

Apologies: Deanna Finn, Mahshid Ghorbani, Yuqi Yan, Annie Lee, Narelle Hart and Heather Macmillan

Order of business

1. Welcome

Cr. Eyre welcomed all to PAAC. Apologies were noted.

2. Acknowledgement of Country

Acknowledgement of Country was read by Cr 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 on Friday 7 June 2024 are confirmed as a true and accurate record of the meeting.

Moved: Sandra Verdam

Seconded: Kate Puls

Carried Unanimous vote

5. Business Arising

Nil

6. Janice Crosswhite, PAAC Member, presentation on 80+ years free use of NSC's Leisure and Fitness Facilities

Janice presented to the Committee the idea of providing residents who are 80 and over free membership to all Council supported leisure facilities in the Shire. Supported by her case study detailing current leisure facility use, numbers and benefits of free usage, Janice urged the Committee to support the idea.

All PAAC members present agreed that PAAC recommends to Council to support free use of their leisure indoor facilities for 80+ aged users.

Recommendation: That PAAC advises the Council to support free use of their leisure indoor facilities for 80+ aged users

7. Natalie Town, Senior Communications Officer Nillumbik Shire Council, update on recent 'Council Communications' consultation.

The Senior Communications Officer provided an update on the recent Participate Nillumbik 'Council Communications' consultation. The aim of the survey being to seek out what information residents would like to hear from Council and the best means of distributing this information. The feedback from PAAC included the following:

- Most importantly, hard copies of any information needs to be distributed throughout the Shire, especially in the outer areas that aren't readily accessible i.e. information distributed to all General Stores, Post Offices and Churches
- Ensure that the website is current with information and programs; and that all feedback links are working
- Distribute information via email, to allow those in the 'tech know' to distribute throughout their networks
- Noticeboards throughout the Shire are important for the dissemination of information
- What is the process involved in having an event or group highlighted in Nillumbik Communications / Publications? One of the Committee members noticed that a group external to the Shire was included in the Nillumbik News while the same type of group within Shire has not been highlighted.
- Topics that the Committee would like to see more of are upcoming local events and programs, information sessions, anything free that older people can attend. Particularly interested in the environmental issues

Query regarding how to encourage older residents to sign up to E-News. The Committee recommended using technology classes to teach older people in the community how to use/access the internet, how to access websites, how to download information, how to upload information/register for online events and understanding Social media. Natalie to continue this conversation with Chantel (Eltham Library).

A printed copy of the survey was handed out to Committee members who would like the opportunity to 'have their say' with -E form to be submitted within a week.

8. Cassie Zurek, Social Planning and Policy Officer, Health and Wellbeing Plan update and looking forward

The Social Planning and Policy Officer guided the Committee through an overview of the 2021 – 2025 Health and Wellbeing Plan (HWP) reflecting on Year 3 actions.

Priority HWP areas for Positive Ageing were considered for Year 4 based on the 'Priority Areas' of:

1. Social inclusion and connection
2. Community and climate resilience
3. Gender equality and prevention of family violence
4. Physical activity
5. Food
6. Reducing harm

Any new/additional ideas from the Committee for Year 4 were noted by the Social Planning and Policy Officer with feedback on what has worked well and been favourably received also acknowledged and transcribed.

The Committee have been asked to continue to reflect on the current Health and Wellbeing Plan and provide feedback regarding priorities and direction for the upcoming Plan. The Social Planning and Policy Officer will return to the Positive Ageing Advisory Committee to continue this planning process. Any further thoughts, directions or ideas can be forwarded to the Social Planning and Policy Officer at the following email address: Cassie.Zurek@nillumbik.vic.gov.au

9. Mitch Walker, Community Development Officer, update on 'food security' work underway in Nillumbik.

With the rise of first time users of Food Pantries in Nillumbik (4 major ones and a few smaller ones throughout the Shire) questions have been raised about how we support food pantries and the people who use them.

The Community Development Officer has begun to map the current services, networks and suppliers in and around Nillumbik (Manningham, Banyule and Whittlesea) which has led to the confirmation that the issue is an intersectional problem and comes from greater need within all Communities.

How can we collaborate and function together better as a Team to support those in need in the Community? How can we gather information in a respectful way to better understand these needs? How can we build knowledge? Nillumbik, in partnership with Banyule and working with the emergency relief network, is applying for a 'Community Food Relief Program – Local Grant' which supports local food relief activities and food security initiatives. The Community Development Officer will be investigating what is missing in the Community and working towards addressing these issues. The expectation is that support will be directed at data gathering and continuing beneficial conversations both within and outside of the Shire leading towards tangible actions.

Any suggestions that were put forward by the Committee were noted by the Community Development Officer and Committee Members were encouraged to contact the Community Development to either continue the conversation or provide any ideas / suggestions moving forward. Mitch Walker can be contacted at Mitchell.Walker@nillumbik.vic.gov.au

10. Roundtable

Sandra – it has been beautiful to see groups and independent users having fun with the Tovertafel that has been recently installed at the Hurstbridge Hub. More demonstrations to come, please keep an eye out for the upcoming dates and share with your networks.

Richard – attended a presentation on supply and distribution of food for people in need which included the importance of safe storage of food. The group advised that Lite and Easy have a discount for those on a health care package (simple and easy).

Kate – really enjoyed Maggie Beer's Big Mission Series that recently screened on the ABC. OPAN held a webinar 'Food for thought: Your choice, your rights highlighting the importance of food for older Australians. Links, downloads and resources can be found at <https://opan.org.au/video/food-for-thought/>

Janice – the Panton Hill Tennis Club have had success with a State Government grant to add to local funding to have courts upgraded. Upgrades will include pickle ball as well as tennis. In October, to tie in with Seniors Week, the Club will be hosting a lunch at the clubhouse. The Club will be inviting the Panton Hill Living & Learning Centre, footy club and wider community as they are hoping to get younger people and families to use the facility and engage in social connection with those in their Community

Chantal – upcoming events at the Eltham Library during Seniors Month in October:

- Scam Awareness – Monday 7 October 11.00am to 12.00pm
- Understanding Type 2 Diabetes – Tuesday 8 October 11.00am to 12.00pm
- Eltham Orchestra – Saturday 12 October – 2.00pm to 3.00pm
- Embracing Local Wisdom – Wednesday 23 October 1.00pm to 2.00pm

All events are Bookable online at www.yprl.vic.gov.au (currently not available to book online at the moment but will be available soon).

Cr Eyre – provided a reminder that there is Walking Basketball at the Diamond Valley Sports and Fitness Centre and at the Eltham Leisure Centre. A Walking Soccer program has also just started at the Diamond Valley Sports and Fitness Centre.

11. Other Business

Cr Eyre thanked the Committee for all their hard work.

12. Next Meeting

When: Friday 6 December 2024

Time: 10.30am – 1.19pm

Where: To Be Advised and Hybrid on Zoom

Meeting closed 1.21pm

Action Summary Table			
Action	Who	Due	Completed?
Information/teaching sessions at the various Shire libraries to support (older) Nillumbik Shire Residents with the process of paying bills online.	Community Support Services, Customer Experience Team and Yarra Plenty Libraries	Timeline to be advised	Proposed information sessions supported by Customer Experience Team and Aged Care and Navigation Officer – 11 September 2024 at the Eltham Library and 13 September 2024 at the Hurstbridge Hub. Information is on Council website. Once printed information is available, to be distributed throughout the Shire as well as in the Mobile Library

Current and upcoming Council engagements:

Engagement	Details

Environment & Sustainability Advisory Committee (ESAC) Minutes



Date: Wednesday 21 August
Time: 6.00pm – 8.00pm
Venue: Council Chambers
Chair: Cr Ben Ramcharan
Minute taker: Laura Nix, Kirsten Reedy

Order of Business

1	<p>Welcome and Acknowledgement of Country</p> <p>Nillumbik Shire Council acknowledges 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.</p> <p>Present: Lily van Eeden, Lucinda Flynn, Anne-Marie King, Malcolm Cock, Vasundhara Kandpal, Sue Rosenhain, Katrina Naish, Elnaz Ettehad</p> <p>Cr Ben Ramcharan, Cr Geoff Paine, Laura Nix, Kirsten Reedy, Leigh Northwood, Hannah Burns, Warren Tomlinson</p> <p>Apologies: -</p> <p>Absent: Orianna Edmonds, Graeme Lang, Andrew McMahon</p>	Chair
2	<p>Conflict of interest</p> <p>Conflict of interest provisions are contained in section 80C of the <i>Local Government Act 1989</i>, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook. No conflicts declared.</p>	Chair
3	<p>Minutes of previous meeting</p> <p>Confirm that the minutes of the previous meeting were a true and accurate record of the meeting.</p> <p>Moved: Malcolm Cock Seconded: Katrina Naish</p>	Chair
4	<p>Outstanding Action Items</p>	Chair
5	<p>Waste and circular economy</p> <p>Induction information provided on waste and recycling services in Nillumbik and legislative and strategic context.</p> <p>Discussion around textile reuse and recycling options, transition to glass bins in line with state government targets by 2027, soft plastics, and focus on diverting food waste from landfill.</p>	H Burns
6	<p>Urban tree canopy strategy</p>	K Reedy

	Process and timing update – the draft strategy will be considered by Council for adoption at the upcoming August Council Meeting.	
7	<p>Biodiversity Strategy</p> <p>Overview of new strategy (was adopted on 30 July 2024). Available at: Nillumbik Biodiversity Strategy 2024-2034 - Nillumbik Shire Council</p> <p>Discussion on the draft Year 1 implementation plan. Committee member thoughts on the proposed actions, and an indication of aspects that the committee might be able to provide advice on during the year sought.</p> <p>Discussion points raised included:</p> <ul style="list-style-type: none"> - Biodiversity budget – how can Council decision making be informed to result in necessary (more) budget allocation for biodiversity action? - Concern that there is community disengagement with, and cynicism about, Council's consultation processes, especially when hard work in preparing responses and raising issues results in minimal change. - Interest in understanding how the implementation plan will be reported on. - The level of detail in the annual implementation plan, which is a list of proposed action to be delivered within current resources ('what' rather than 'how'), some are specific, some are general functions of council, and some are investigative. - The need for the community to appreciate nature. Committee ideas to be explored at a future meeting. <p>Action: ESAC members to review the list of actions in the implementation plan and suggest items that they would like to discuss further.</p>	W Tomlinson
8	<p>Committee member presentation – Vasundhara</p> <p>Discussion on food sustainability and the ecological impacts of agriculture, and how such matters can be considered globally and in Council strategies such as the Municipal Health and Wellbeing Plan and Biodiversity Strategy.</p> <p>Action: Vasu to distribute her one-page list of potential actions to ESAC members.</p>	V Kandpal
9	<p>Other business</p> <ul style="list-style-type: none"> • Member bios, working with children's checks • Rethink Nillumbik – program introduction – upcoming sustainability events • Spring Outdoors – upcoming environment/nature events • Year 3 Climate Action Implementation Plan was endorsed on 30 July. Will be a key agenda item at next meeting. Available at Climate action - Nillumbik Shire Council 	
	<p>Next meeting 19 February 2025 - due to upcoming local government elections on 26 October and associate caretaker period pre-election, counting of votes period (27 Oct – 15 Nov), and new councillor induction period (to early December)</p>	
	<p>Attachments in ESAC google drive</p> <p>Waste and recycling presentation slide-deck</p> <p>Draft Year 1 Biodiversity Strategy Implementation Plan</p>	

Table of Open Actions

Meeting date	Action	Owner/s	Status	Comment
21/08/24	ESAC members to review the list of actions in the draft year 1 implementation plan and suggest items that they would like to discuss further.	ESAC		
19/06/24	New ESAC members to email Laura their bios for the website (for examples refer to Environment and Sustainability Advisory Committee - Nillumbik Shire Council). Existing members can provide an update to their 22-24 bio - or keep as is.	ESAC	In progress	<i>Awaiting bios from some members</i>
19/06/24	Officer to register all ESAC members for Council's environment and sustainability e-news. Members can unsubscribe at any time.	Officers	Complete	<i>Complete</i>
19/06/24	Discuss the Climate Action Plan (CAP), Biodiversity Strategy and waste/circular economy at upcoming meeting.	Officers	Scheduled	<i>Biodiversity Strategy and Waste/Circular Economy August agenda items; CAP to be on agenda at next meeting.</i>
19/06/24	Hard copies of the Nillumbik Climate Action Plan to be made available to ESAC members who would like one, at next meeting.	Officers	Complete	<i>Made available at August meeting</i>
19/06/24	Officers to ascertain whether a meeting in first week of December is possible.	Officers	Complete	<i>Advice provided that December meeting unlikely</i>

Inclusion and Access Advisory Committee Minutes



Date: Friday 23 August 2024
Time: 10.00am – 12:00pm
Venue: Nillumbik Shire Council; Council Chambers
Chair: Angela Clare
Scribe: Julie-Anne Grech

Attendees:

Councillors:

Nil

Council Officers:

Narelle Hart (Manager Community Programs), Angela Clare (Disability Inclusion Officer), Ignacio Zamora (Arts Development Officer), Natalie Town (Senior Communications Officer), Chris Gipps (Recreation and Community Infrastructure Project Manager) and Julie-Anne Grech (Business and Program Support Officer)

Committee members:

Neville Coutts, Gina Lloyd-Thomas, Rhonda Bain, Helen Ryan (Araluen), Silvana Scibilia, Seane Cumming (Different Journeys), Aaron Williams (Brotherhood of St Lawrence), Nicole Coxford (Carers Collective)

Other:

Andrea Jovey, Aligned Leisure People and Compliance Officer



Apologies:

Cr Perkins, Angela Lampard, Diana Warrell, Melanie Keely, Sue King, Shannon Morgan (St. John of God), Carol Lee.

Order of business

1. Welcome by Chair, Angela Clare.

2. Acknowledgement of Country

Acknowledgement of Country was read by Angela Clare.

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

Nil

**4. The Minutes of the previous meeting held on 28 June 2024
were confirmed as a true and accurate record of the meeting.**

Proposed: Neville Coutts

Seconded: Helen Ryan

**5. Accessible Work Experience (AWE) Program at Eltham
Leisure Centre – Andrea Jovev, Aligned Leisure People and
Compliance Officer**

Disability Action Plan Priority Area reference: 5.2.5

Andrea provided the Committee with an outline of their new Work Experience Program. Whilst it has taken a little time to design a program that participants feel comfortable with, the program has been a great success for the first two participants and for the Aligned Leisure staff. The two students from St. John of God have been quite independent of their carers and every effort has been made to customise a program for each participants individual

needs. The program has led to one of the participants enquiring about extended pathways to learning, a great result.

6. Changing Places artwork update (grant funded) - Ignacio Zamora Arts Development Officer

Disability Action Plan Priority Area reference: 5.3.12

The Arts Development Officer led the Committee through the selection process for artists for the murals in the Changing Places facility at Alistair Knox Park. Following an expression of interest process, 16 portfolios were collected, from which 4 candidates were shortlisted. Each of these candidates submitted a concept proposal with a selection panel including members of the Inclusion and Access Advisory Committee and the Arts and Culture Advisory Committee choosing the concept proposal by Ling and MEGGS.

Committee members commented that it was difficult it was to choose the final candidate given the talent of applicants.

Ling and MEGGS have over 30 years combined experience in producing large scale murals and public artworks in Melbourne, throughout Australia and internationally. Their proposal focuses on the use of colour, texture and balance inspired by the beauty of Eltham's natural landscape and the colour palettes of Australian native flora and the movements / shapes found in the local geography / landscape.

Two workshops are being coordinated between artists at Araluen and Ling and MEGGS. The contribution from artists at Araluen will be integrated as part of Ling and MEGGS final artwork design for the interior of the Changing Places facility.

The Arts Team (in partnership with Disability Inclusion) are also exploring further opportunities for external artwork via this grant initiative. This is yet to be confirmed.

Despite some unavoidable delays on-site, Changing Places and the associated broader toilet facilities are anticipated for completion by the end of 2024.

7. Communications check-in - Natalie Town, Senior Communications Officer

Disability Action Plan Priority Area reference: 5.1.13 and 5.1.18

The Senior Communications Officer provided an update on the recent Participate Nillumbik 'Council Communications' consultation survey. The aim of the survey is to seek out what information residents want to hear from Council and the best means of distributing this information. The feedback from the Committee included the following:

- Look at including Easy English and making the website more accessible for the vision impaired
- Not everyone is connected to the internet or knows how to use it so written / hard copy is very important.
- Face to face connections including pop-ups in town squares and speaking to community groups
- A committee member queried if there might be potential for volunteers to go door to door. Some committee members responded that for many people, door knockers would be unwelcome and an invasion of privacy.
- The lack of local newspapers impacting flow of information. Natalie advised that The Manningham / Nillumbik bulletin, Warrandyte Diary and Hurstbridge Roundabout are all still available in local pick up points
- Greater use of noticeboards
- The digital section of the library could provide an area for dissemination of information for the e-news
- Data collected on how many 'hits' each site or newsletter receives will help to gain insight into what are areas of interest for residents

The committee member from Different Journeys asked if there was a regular 'What's on in Nillumbik' brochure that they could distribute at their regular local social events. Natalie advised that the information was being updated constantly in the events webpages on the Nillumbik website.

Committee members were advised to visit [Events calendar - Nillumbik Shire Council](#).

A printed copy of the survey was handed out to Committee members for completion.

Committee members who could not attend this meeting are welcome to contact the Senior Communications Officer, Natalie Town to provide feedback (contact details below). Natalie can also send a hard copy of the survey, upon request. Feedback is requested by Monday 9 September.

Natalie Town
Senior Communications Officer
Communications
Natalie.Town@nillumbik.vic.gov.au
9433 3105 | 0418 871 979

**8. Promotion of accessible features and spaces in Nillumbik –
Chris Gipps, Recreation and Community Infrastructure
Project Manager**

Disability Action Plan Priority Area reference: 5.1.22

The Recreation and Community Infrastructure Project Manager presented a Recreation and Leisure Department overview, highlighting their work with trails, playgrounds, open space, sports grounds, sports infrastructure, project planning and delivery.

Currently the team are reviewing the Council website re: recreation and leisure content and are seeking feedback about how information is presented.

The team are working in partnership with Angela Lampard to improve website content and to assess/improve accessible features at Diamond Creek Trail, Hurstbridge Dog Park / Fergusons Paddock, Diamond Creek Regional Play Space, Eltham North Adventure Playground and Alistair Knox Park and Playground.

Some of the valuable suggestions from the Committee included:

- Noting where sitting points / park benches are located along routes
- Listing the distance between points i.e. how far is it on the trail from Edendale to Eltham centre
- Listing available water taps
- Distance to toilets / facilities
- What BBQ areas / eating facilities / tables are available
- Greater signage for cyclists i.e. advising that trails are shared trails or more signage directing cyclists to give way to walkers
- The Hurstbridge Dog Park is not overly accessible
- Include information on each page about reportable incidents
- Include information about which areas are on/off leash for dogs including acceptable dog/owner behaviour
- Detail which times at each area are busy/less busy for those wanting a quieter play
- Diamond Creek Regional Play Space is very hard to find; needs better physical signage
- Detailing which areas have fencing / physical barriers
- Whether carparks are sealed or unsealed
- Snake safety in summer

Any further suggestions in addition to the above can be directed to the Recreation and Community Infrastructure Project Manager 0437 241 701 or email Chris.Gipps@nillumbik.vic.gov.au

9. International Day of People with Disability Grant applications to date – Angela Clare, Disability Inclusion Officer

Disability Action Plan Priority Area reference: 5.3.5

The closing date for applications has been extended by one week to 1 September 2024 due to lower than expected numbers of applications.

Angela advised that two applications had been received so far. One application was for workshops for people with disability to create Christmas decorations and giftwrap from recycled textiles (Christmas ReFelt) and one for a community Mental Health workshop and morning tea, exploring issues around the co-

occurrence of mental ill health with autism and intellectual disabilities.

Angela advised that in alignment with the Council Community Grant Policy, any grants under \$5000 per individual award are now required to be assessed by an internal Council panel. Successful applications will be promoted via the Disability Inclusion e-newsletter.

Should the grant pool not be expended, any unspent funds will be carried over and made available next year.

10. Other Business and reminder about the election period

The election period starts at midday on 17 September and ends at 6pm on 26 October. Advisory Committee meetings will not be held until after Council's Extraordinary Meeting which is likely to be held in the middle to end of November 2024.

11. Next Committee meeting:

Where: Nillumbik Shire Council (Council Chamber)

When: 13 December 2024

Time: 10:00am - 12:00pm.

Please reach out to Angela Lampard about any Agenda items you'd like to propose.

Meeting closed 12pm

**Economic Development Advisory Committee
(EDAC)**
Minutes



Date: Thursday 29 August 2024
Time: 4.30pm – 6.30pm
Venue: Eltham Community and Reception Centre
801 Main Road, Eltham
Chair: Cr Natalie Duffy
Minute taker: Tania Treasure
Present Cr Duffy, Carl Cowie, Orianna Edmonds, Katrina Naish, Wayne Kinrade,
Sarah Panneels, John Gawne, Luke Marshall, Malcolm Cock, Patricia
Weinberg, Hudson Brown, Nicole Staveley, Chanmali Tregambe &
Tania Treasure

Apologies Simon Mauger, Georgie Nathan

1 Welcome and Acknowledgement of Country

- Cr Duffy welcomed EDAC committee members for the 2024 -2026 term.
- 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
- Each member provided an introduction of their professional background and why they joined EDAC.

2 Conflict of interest

- No conflicts declared

3 Minutes of previous meeting

- Supported

4 Admin

- Members asked to sign the Advisory Committee Policy Declaration, electronic copy provided with agenda, hard copies provided at the meeting.
- Members to email Tania a short bio.

5 Introduction to being a member of EDAC

- Refer to attached presentation.

6 Introduction to key guiding Council strategies

- Refer to attached presentation.

7 Key matters that members would like EDAC to work on

- Broad discussion of ideas that included:
 - Set out a plan for what could be achieved and how
 - Circular economy
 - What are the common threads that connects the different towns
 - Businesses connection to the community i.e. festival and events
 - What is our economy and where are the opportunities
 - Intergenerational programs connected to skills and labour
 - Need to consider all of the municipality, more broader than the major townships
 - Businesses experience higher costs for electricity and payroll tax than other metropolitan areas
 - Promote visitation throughout the region
 - Transport is often a challenge to encourage visitors to travel throughout the region
 - Opportunities to promote the night time economy in our townships
 - Social enterprises how they are supporting our community
 - Explore how producers can work together to sell their products
 - Explore need to support businesses with succession planning
 - Encourage business practices that enhance sustainability
 - Harness the train line to promote townships
 - Next meeting to explore opportunities within the Economic Development Strategy objectives and what budget is available

8 Other business

Next Meeting

Date: Thursday 5 December

Time: 4.30 to 6.30 pm

Venue: Eltham Community and Reception Centre

Panton Hill Bushland Reserve System User Group - Advisory Committee



Minutes

Date: Thursday 5 September 2024
Time: 7.00 – 8.45pm
Venue: Panton Hill Living and Learning Centre
Chair: Cr Karen Egan
Minute Taker: Lydia Heap
Committee Members: Bob West, Lee Hartman, Cathy Giles, Lydia Heap
Other: Brad Tadday, Bridget Russell
Apologies: Janice Crosswhite, Mark Hood

Order of business

1. Welcome and introductions

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

Janice Crosswhite, Mark Hood

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

Confirmation of Minutes required for meeting held 20 June 2024. Moved Cathy, Accepted Lee

6. Completed Action Items

(3) Janice offered to send a sympathy card for Susy Penrose on behalf of the Advisory Committee members. Status unknown.

(8b). To find out what the licencing fee would be per name/sign and if it is a one off, or an annual etc. Clarification if it is actual licencing or if it is payment for someone to do the research. Bridget. Done by Brad. Clarified it is a one-off payment and is to help with the research on the names etc. Cost not yet determined, but would be an overall for the project, future names used in the project would also be a part of this. Would need a quote of the costings and what it covers and for how long it would last. Could get the signs ready and decided if we include the indigenous names or not.

(9g). Cathy / Karen to organise a date for woody weed working bee with St Andrews Pony Club. Peter Stuart, president of pony club. Have had one working bee on 3rd August, which included other projects too. Planning to schedule another working bee once the ground is wet. Mechanical methods are not much good compared to hand removal for the particular woody weeds. Peter to advise Brad of a date. Will probably be after caretaker period. Can arrange for contractors to help and to mulch remains. Or get the contractors to remove the bigger stuff beforehand. There is some funding from the Rivers to Ranges grant project.

(9j) Brad to get contractors to prune Kunzea on Bulwidj trail. Done twice. Once by Heath's team (Operations Centre) and once by Brad's (Environmental Works) contractor to increase visibility around corners. Trail much more usable and safe.

(9k) Brad to organize an onsite meeting to discuss Bulwidj gully crossing trail re-design. Brad and Mark met at the trail. Looking at possible realignments or solutions. From bike perspective better to go more to the boundary fence so allow the bikes to slow so they can see across the crossing to see oncoming users. From horse perspective, need the steps to be back. Same for walkers. Bikes come quite fast so end up bouncing and being out of control. Need to consider how to make bike riders take the correct path, simple signs directing cyclist v's walkers/horse riders. Would need to remove a couple of trees to make the diversion, so will need a permit for vegetation removal. Will confirm with users before creating the diversion.

7. Outstanding Action Items – N/A

8. Works update and planned works

- a. Threatened fauna monitoring and management – Orchids, Southern Toadlet, Brush-tailed Phascogale, Slender-tailed Dunnart.

Orchids. Planted orchids survived, are flowering and some naturally pollinated. Royal botanic gardens have been trying to catch the pollinators for one of their projects. Council has been asking for more information regarding how many of the native bees they intend to take.

Southern Toadlet. A lot of erosion happening in Chinaman's Gully, trying to get a grant to mitigate the erosion, caused by deer, also gully head erosion. Have fenced around the head cut and are getting some coir logs and jute matting to try to slow the water down and revegetate it. Did some planting with the Panton Hill Primary School, 2 classes planted about 300 plants which will help to slow the water and create toadlet habitat.

Phascogale Not much happening with phascogale

Slender tailed dunnart. Setting up artificial habitat, in Yanggi and Bunjil (Southern Spur trail), and another site in centre of the reserve. Yirrip reserve shows signs of dunnarts (nest). Will set up more tiles in Yirrip. Jacky lizards around the tiles in Bunjil. Will do one monitoring event later in the year. Are hard to capture on camera.

- b. Deer control program – Bunjil. Finding out if there is interest from the private property surrounding it. Also looking at viability of doing deer control within the reserve. Don't want to do a lot of damage by dragging them out, but could leave carcasses in the more remote parts. May use carcasses to attract and control foxes. Fences in Chinaman's Gully seem to be working.
- c. Kunzea thinning through Bulwidj Trail and gully crossing solution. See previous. Will need to be monitored and thinned approximately yearly.

9. Interpretation Design Plan Implementation Working Group Update

- a. Interpretive signage for Wurundjeri Food, Fibre and Medicine Garden at Bunjil Reserve. See above, need a quote for indigenous names. Need a quote for the design of the signs. Needs a quote for the manufacturing and installation of the signs. Main sign would probably be located near the "troll bridge" (gully crossing). Trail is becoming overgrown so some are not using it as a loop. May need some pruning and brush-cutting to make it clearer. Will need some way-finding signs for the Food Fibre Medicine Garden, Wurundjeri Seasons Seating Circle, and the Listening Post. Will have a directional sign at the "totem pole" sign at the junction of the main trail.
- b. Listening posts. Community Partnership / Place and Events team have been project managing. Paradoxa only want the seven seasons area at the seating circle at the food, fibre and medicine garden, not other aspects of the reserve. The listening post will probably be at the second seating circle (main trail, past Bunjil's nest and the first orchid fence) and will have more about general reserve information (as per Interpretation Design Plan) and stories as discussed last meeting regarding scripts. Have sourced Robert Marshall's historic material and may incorporate it too.

10. Community Engagement

- a. Friends of Bunjil Reserve – Wurundjeri Food, Fibre and Medicine Garden, weeding and reveg maintenance.
- b. Panton Hill Primary School – engagement in activities in the reserves including planting in Chinaman's Gully Southern Toadlet site and the Wurundjeri Food, Fibre and Medicine Garden,
- c. Wimbi Planting Event. Father's Day. Had reasonable turn out for Father's Day (4 families from Panton Hill Primary and individuals from Smiths Gully Landcare and PHBRS AC. Got most of the plants in. Would be a good site to do further work.

11. Other Business

Neighbouring property to Bulwidj has sold (910 Kangaroo Ground - St Andrews Road)

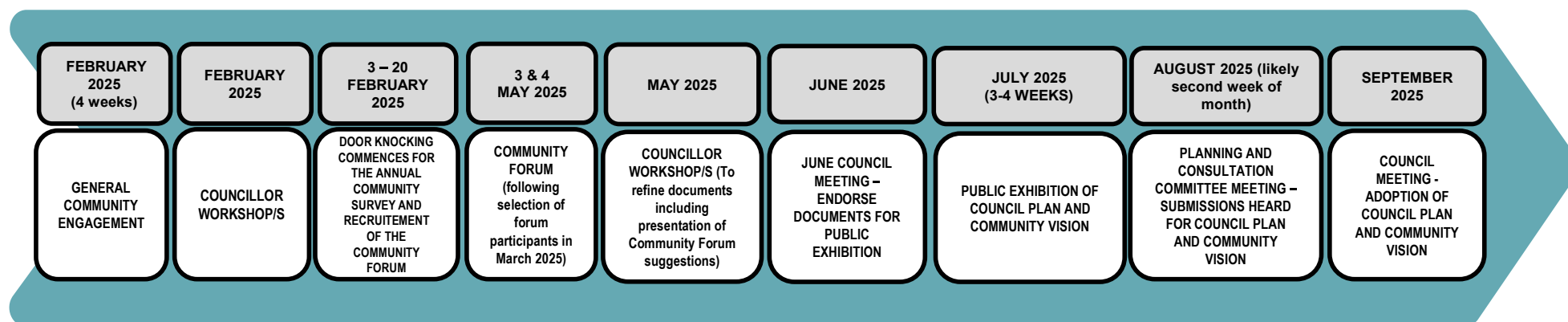
- 12. End of current Committee term December 2024** – Farewell. Brad distributed cards and vouchers to outgoing members. Membership of new committee will be advertised after the new Council is elected. Would be good to get another bike rider and people from the school.
- 13. Meeting finished 8:45pm**

Proposed three phases of community engagement



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Project Timeline



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Nillumbik Shire Council

Nillumbik Now and Beyond - Community Forum

Terms of Reference

Purpose:

The Community Forum is established to provide informed feedback on the development of key planning documents to the Nillumbik Shire Council.

The Community Forum's purpose is to represent a diverse cross-section of the community and to engage in informed, inclusive, and respectful deliberation to offer insights that reflect the collective interests and values of the broader community.

Scope:

The Community Forum will deliberate on the following key issues:

- Our Community Vision
- Sustainable Futures and Healthy Environments
- Inclusive Living and Participation
- Thriving Places and Vibrant Communities
- Connected, Safe and Active Spaces
- Health and Wellbeing
- Leadership in Governance

The scope of the Community Forum's work includes:

- Reviewing background information and relevant data
- Engaging with subject matter experts and stakeholders to gain diverse perspectives
- Deliberating on issues, potential solutions and community impacts
- Providing feedback to the Nillumbik Shire Councillor group and the community.

The Community Forum will not:

- Make final decisions or provide recommendations
- Engage in issues outside of the defined scope unless requested by Nillumbik Shire Council officers and Councillors.

Membership

The Community Forum membership will consist of up to 30 members, selected by a third-party through a random sampling process to ensure a representative cross-section of the community. Selection criteria include:

- Age
- Gender
- Geographic location
- Cultural background
- Other relevant factors to ensure diversity

All Advisory Committee positions are unpaid positions, however Community Forum participants will receive a gratuity for their time and meals will be provided for in-person sessions.

Panel members will be required to:

- Commit to attending all sessions
- Actively contribute to discussions in a respectful manner
- Uphold the principles of confidentiality where necessary.

Roles and responsibilities

- Community Forum Members: Actively engage in discussions, consider all viewpoints, and collaborate to formulate feedback
- Facilitator(s): Provide impartial facilitation to guide the deliberation process, ensure inclusive participation, and maintain a productive and respectful environment
- Subject Matter Experts (SMEs): Present information, answer questions, and provide technical knowledge to support the Panel's deliberations
- Council Officers: Provide relevant background information, logistical support, and compile a report to the Councillor group based on the Forum's feedback
- Councillor Group: Observe the Community Forum and provide draft Community Vision and Council Plan draft documents to Community Forum participants for review.

Community Forum Dates

The Community Forum will be held on the following dates:

- Saturday 3 May 2025*
- Sunday 4 May 2025*

* Dates to be confirmed

Privacy and Confidentiality

Nillumbik Shire Council is committed to protecting the privacy and confidentiality of all participants. Personal information collected during this forum will be used only for facilitating discussions, providing feedback, and improving community outcomes, in line with relevant privacy police and legislation.

All insights and reports shared publicly will be anonymous to protect participant privacy. Community Forum participants agree to keep discussions confidential and respect the privacy of others by not sharing any personal or sensitive information outside the forum.

Gender Equality, Diversity and Inclusiveness

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.

Community Forum participants will have regard to Nillumbik Shire Council's Access, Equity and Inclusion Policy and Inclusion Statement.

Endorsed by Council

These Terms of Reference were endorsed by Council on XX.

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Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)



In this Instrument '**officers**' means –

Renae Ahern
Briana Barnes
Emma Barrett
John Brennan
Megan Brittingham
Andrea de Boer
Melody Du
Alex Everill
Andrew Feeney
Aidan Francischelli
Eloise Gabriele
Richard Glawitsch
Kamal Hasanoff
Mark Huntersmith
Simon Ilsley
Achy Kalinga
Jennifer Kemp
Ben Kenyon
Sav Koletas
Louise Lunn
Stewart Mala
Anastasia Matete
Sarah Mayman
Karen McPherson
Raymond Micallef
Robert Mitchelmore
Daniel Nicolo
Tim Oldfield
Leigh Northwood
Nicholas Ouzas
Serge Perna
Barry Pilliner
Katrina Ross
Catriona Sexton
Sarah Shehata
Craig Smith
Marianne Sparks
Warren Tomlinson
Frank Vassilacos
Timothy Vickers
Emrys Williams

By this Instrument of Appointment and Authorisation Nillumbik Shire Council –

1. under section 147(4) of the *Planning and Environment Act 1987* – appoints the officers to be authorised officers for the purpose of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this Instrument.

It is declared that this Instrument –

- a) comes into force immediately upon its execution;
- b) remains in force until varied or revoked.

This instrument is authorised by a resolution of **Nillumbik Shire Council** on 10 December 2024.

THE COMMON SEAL of NILLUMBIK)

SHIRE COUNCIL was affixed hereto)

On the day of December 2024)

On the authority of the Council and)

signed by:)

.....

Councillor

.....

Chief Executive Officer



NEIGHBOURHOOD SAFER PLACES / BUSHFIRE PLACES OF LAST RESORT PLAN

Nillumbik Shire Council

Reviewed September 2024

Endorsed XX XX 2024

Introduction and Background

In its Interim Report, the 2009 Victorian Bushfires Royal Commission recommended that Neighbourhood Safer Places (NSP) be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire.¹ In October 2015, Emergency Management Victoria, under the direction of the Commissioner Emergency Management developed the Neighbourhood Safer Places - Bushfire Place of Last Resort Signage Manual. In this manual, the term 'Neighbourhood Safer Place - Place of Last Resort' was changed and is now referred to as a 'Bushfire Place of Last Resort' (BPLR) for the purpose of the manual. Neighbourhood Safer Places and Bushfire Place of Last Resort will be referred to as '**NSP-BPLR**' throughout this Plan.

In response to this recommendation, the Victorian Government has introduced the *Emergency Services Legislation Amendment Act 2009* (Vic) ('**ESLA Act**') which amends the *Country Fire Authority Act 1958* (Vic) ('**CFA Act**') and the *Emergency Management Act 1986* (Vic) ('**EM Act**'). The effect of these amendments will be to require the Country Fire Authority ('**CFA**') to certify NSP-BPLR against the CFA's Fire Rating Criteria, and Victoria's councils to identify, designate, establish and maintain suitable places as NSP-BPLR in their municipal districts.

NSP-BPLR are not community fire refuges or emergency relief centres. NSP-BPLR are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSP-BPLR are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to NSP-BPLR during bushfire events. Depending on the direction of a particular fire, it may not be a safer place to assemble than other places within the municipal district.

NSP-BPLR will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers. Where a potential NSP-BPLR which is used for an operational purpose at many times meets the CFA's criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP-BPLR.

This Plan is a neighbourhood safer places plan for the purposes of the legislation, and contains guidelines which have been developed by the Municipal Association of Victoria ('**MAV**') to assist the Council in:

- identifying;
- designating;
- establishing;
- maintaining; and
- decommissioning

places as NSP-BPLR within its municipal district.

This Plan also identifies other matters that should be taken into account in identifying, designating, establishing and maintaining NSP-BPLR within the municipality.

¹ Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

This Plan contains a step-by-step methodology for the Council to follow in identifying, designating, establishing, maintaining and decommissioning NSP-BPLR. The Council must consider each of the factors set out in this Plan. It should also consider other factors which are specific to the Council's circumstances, including the resources available to the Council.

Once this Plan has been adopted, Council must make it, and any documents incorporated into it, available at the Council's municipal offices for public inspection during normal office hours free of charge under section 50F(4)(b) of the CFA Act. It must also be published on Council's website under section 50F(4)(a) of the CFA Act.

Structure of this Plan

This Plan has been divided up into five distinct sections.

Section 1 contains a flow chart which summarises the process for councils to adopt in identifying, designating, establishing and maintaining NSP-BPLR within their municipal district.

Section 2 contains a more detailed summary of the steps summarised in the flow chart found in Section 1.

Section 3 contains a summary of the factors for Council to consider in assessing potential NSP-BPLR locations, prior to designation.

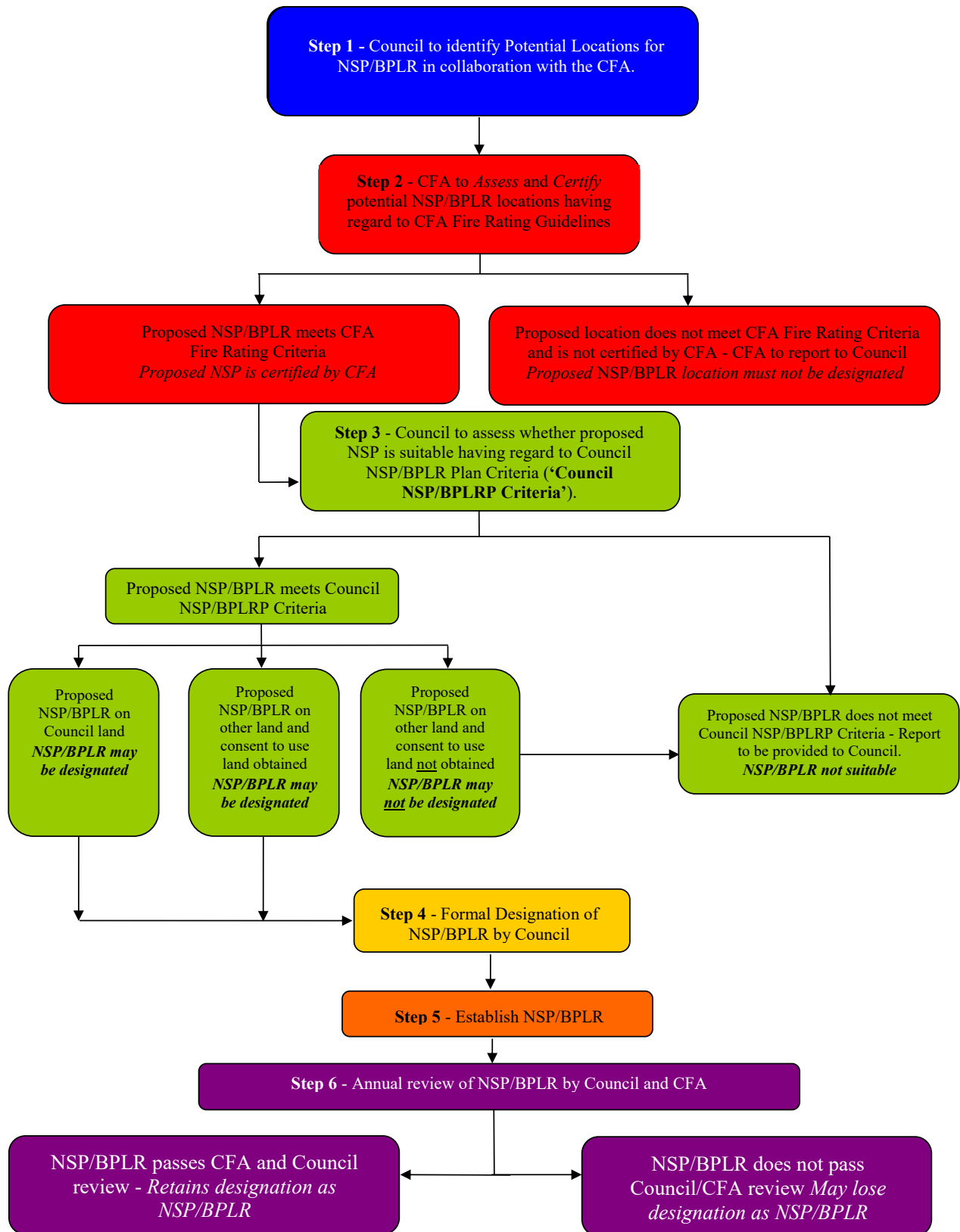
Section 4 contains details of content of signage that Council is required to erect at designated NSP-BPLR locations.

Section 5 contains NSP-BPLR locations.

Section 1

Flow chart Showing Process for Identifying, Designating,
Establishing and Maintaining NSP-BPLR

Overview of the process for establishing and maintaining NSPs after adoption of this Plan by Council



Section 2

Detailed summary of steps for establishing NSP-BPLR

Overview of the steps associated with establishing and maintaining NSP-BPLR

1. Identification of Potential NSP-BPLR Locations

1.1 *Who is responsible for identifying places as potential NSP-BPLR?*

Nillumbik Shire Council will be responsible for identifying potential places as NSP-BPLR within its municipal district. Section 50G of the CFA Act requires Council to identify potential NSP-BPLR locations.

1.2 *When do potential NSP-BPLR need to be identified?*

Nillumbik Shire Council needs to identify potential additional places as NSP-BPLR by 30 June each year. This should allow sufficient time for:

- a) **(CFA Certification)** first, assessment and certification of the potential NSP-BPLR by the CFA;
- b) **(Council Designation)** secondly, designation of the potential NSP-BPLR location by the Council; and
- c) **(Establishment)** thirdly, and subject to the outcome of the assessment and designation process, establishing the NSP-BPLR, including the erection of signage and other steps by Council.

The process of NSP-BPLR identification is ongoing. Following each fire season, Council should assess whether any additional potentially suitable NSP-BPLR locations can be identified within the municipal district.

1.3 *What factors should be considered when identifying potential NSP-BPLR locations?*

When identifying potential NSP-BPLR locations, Council should consider matters such as:

- a) The environment surrounding the potential NSP-BPLR;
- b) What other uses are made of the potential NSP-BPLR, and whether or not those uses could be inconsistent with its designation as an NSP-BPLR;
- c) Whether the land on which the potential NSP-BPLR is located is Council-owned or non-Council owned land;
- d) Whether there are clear means of access and egress to and from the potential NSP-BPLR; and
- e) Whether the potential NSP-BPLR is in close proximity to population centres: and
- (f) For those Councils whose municipal district falls within both a CFA region and the Fire Rescue Victoria (FRV) area, or borders the FRV but is within the CFA region:
 - (i) The risks involved in people staying in the area being considered for an NSP, versus leaving the area and travelling to a nearby urban area; and
 - (ii) the adequacy of egress routes out of the area being considered for an NSP (including number of egress routes, whether major or minor

roadway, type and amount of vegetation along key egress routes; capacity of egress routes to accommodate potentially large numbers of vehicles and to accommodate potential vehicle breakdowns).

1.4 *Who should undertake the identification of potential NSPs?*

Under the CFA Act, all Councils whose municipal district is located wholly or partly in the 'country area' of Victoria are required to identify and designate NSPs.

Council should ensure that the following actions are completed prior to making any determinations regarding the assessment, designation and certification of NSPs:

- (a) A risk assessment considering the matters outlined in section 1.3 (above) must be undertaken by Council's Municipal Emergency Resource Officer ("**MERO**") and Municipal Fire Prevention Officer ("**MFPO**") (which may be initiated through the Municipal Fire Prevention Committee or the Municipal Fire Management Planning Committee as a sub-committee of the Municipal Emergency Management Planning Committee ("**MEMPC**")), using appropriate available information such as Integrated Fire Management Planning data and/or Victorian Fire Risk Register data and any applicable Township Protection Plans;
- (b) The MEMPC must review the results of the risk assessment, as summarised in the MERO's and MFPO's report prepared under section 1.4(a) (above), and submit a written report to Council with a recommendation as to whether CFA assessment and Council designation of the potential NSP is warranted in the area under consideration.
- (c) Council should formally review the MEMPC report. Council should only decide that NSP assessment and designation is not warranted in the area under consideration where Council is satisfied that:
 - (i) The risk assessment undertaken by the MERO and MFPO has addressed the matters raised in sections 1.3 of this NSP-BPLR Plan; and
 - (ii) The MEMPC has recommended that assessment and designation of the NSP is not warranted.

1.5 *Who is responsible for assessing potential NSP-BPLR against guidelines issued by the CFA ('CFA Fire Rating Guidelines')?*

Under section 50G (5) of the CFA Act, the CFA is responsible for assessing potential NSP-BPLR locations against the CFA Fire Rating Guidelines.² This will be done by appropriately qualified and experienced CFA personnel.

Council is not responsible for the assessment and certification of potential NSP-BPLR by the CFA.

² The CFA Act refers to "Country Fire Authority Assessment Guidelines". For ease of reference in the context of this MNSP Plan, these guidelines are referred to as the CFA Fire Rating Guidelines.

1.6 What criteria must the CFA take into account in assessing potential NSP locations?

In assessing potential NSP-BPLR locations which have been identified by the CFA, or by Councils, the CFA must consider the criteria and other considerations as set out in the CFA's Fire Rating Guidelines as issued from time to time by the CFA.

The key matters to be considered by the CFA under the current CFA Fire Rating Criteria are:

(a) For Open Spaces →

- (i) the appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('**Buffer Zone**')³ should be at least 310 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more than 2 kw/m².

(b) For Buildings →

- (i) The Buffer Zone between the outer edge of the building and the nearest fire hazard should be at least 140 metres; or
- (ii) An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the building is no more than 10 kw/m².

1.7 When does the CFA assess potential NSP-BPLR locations?

Following identification of a place which may be suitable as an NSP-BPLR, the potential NSP-BPLR is assessed by the CFA as soon as practicable. This is likely to occur shortly after identification.

1.8 When does the CFA assess potential NSP-BPLR locations?

Once the assessment of a potential NSP is completed by the CFA, the CFA will certify the potential NSP if the place meets the CFA Fire Rating Criteria. The CFA will provide a copy of the CFA certification in relation to a potential NSP to Council upon completion of certification, and a summary of the criteria and assumptions upon which the assessment is based.

Council should ensure that the boundaries of both the potential NSP as certified by the CFA, and any Buffer Zone surrounding it, are clearly defined in the CFA assessment.

³ The CFA Guidelines refer to "separation distances". However, for ease of understanding, the term "Buffer Zone" is used throughout this MNSP Plan.

2. Council Assessment of NSPs Following CFA Certification

2.1 *What factors should applied by Councils in assessing the suitability of a place as a potential NSP-BPLR location?*

Following certification of a place as an NSP-BPLR by the CFA, and once Council has received the CFA assessment and any criteria and CFA assumptions which underpin the assessment, Council must assess the place in accordance with the factors outlined below to determine whether it is suitable to be designated as an NSP-BPLR. Unless a potential NSP-BPLR satisfies each of the criteria outlined below, it should not be designated by Council as an NSP-BPLR.

Council's assessment of CFA-certified potential NSP-BPLR may, if reasonably practicable, be conducted by the Municipal Emergency Management Planning Committee ('MEMPC'), with a preliminary assessment to be provided to the MEMPC by the MEMO and the MFPO.

The factors to determine the suitability of the place as an NSP-BPLR are as follows: ('Nillumbik Shire Council NSP-BPLR Criteria'):

(a) Consents and rights of access

There must be appropriate land access and tenure arrangements so that Council has the right to:

- use the place as an NSP-BPLR;
- access the site and surrounding areas for maintenance; and
- erect appropriate signage at the NSP-BPLR, including the OESC signage and additional NSP-BPLR information signage.

If the potential NSP-BPLR is on land owned or controlled by Council, appropriate rights of land access and tenure are unlikely to be an issue. However, Council will need to ensure that where Council land is leased or licensed to a third party, it must be possible to put in place appropriate arrangements on reasonably satisfactory and acceptable terms with the tenant or licensee permitting Council to use the land as a potential NSP-BPLR. In taking these matters into account, Council should consider what alternative uses may be made, whether temporarily or semi-permanently, of land under Council control or management.

If the potential NSP-BPLR is on Crown land not owned or controlled by Council, then the consent of the Crown land manager is likely to be required. If the land has been leased or licensed to a third party, such as a caravan park operator, then the consent of the tenant or licensee to use the place as a potential NSP-BPLR will also be required. In obtaining the consent of the relevant Crown land manager, it will be necessary to consider whether or not the Crown Grant or reservation authorises the place to be used as a potential NSP-BPLR.

Where it is proposed that a place on privately-owned land is to be used as an NSP-BPLR, then the consent of the relevant landowner (and, where applicable, occupier) for the place to be designated and used as an NSP-BPLR is required. If the landowner (or occupier) does not consent to the place being designated and used as an NSP-BPLR on terms which are reasonably satisfactory and acceptable to the Council, it must not be so designated and used.

Where a potential NSP-BPLR is located on non-Council land, with the result that consent and rights of access need to be negotiated with the owner and (where necessary) occupier, Council officers responsible for negotiating such consent and rights of access should provide a draft form of consent to the owner/occupier for their consideration. The form of consent will be required to be approved either by Council (through a formal resolution), or by the CEO acting under delegation.

Any amendments to the form of consent which may be requested by the landowner or occupier would need to be thoroughly considered before they are agreed to by Council. If it is not possible or appropriate for Council to agree on amendments that may be requested to the consent document, then the proposed NSP-BPLR should not be designated by Council.

(b) Access and Egress

Council must assess whether there is sufficient access to the potential NSP-BPLR which will allow:

- anticipated potential numbers of people to move to and from the place; and
- the CFA and other emergency services to attend the place for asset and personnel protection activities and operations.

Council must assess potential access and egress routes, bearing in mind the fact that NSP-BPLR are **places of last resort**.

As people may be seeking access to an NSP-BPLR in a rushed or panicked state, a number of people could be seeking access in a relatively short time and visibility could be affected by smoke, easily navigable routes to and from an NSP-BPLR are crucial.

In considering whether access and egress routes are adequate, consideration should be given to issues such as:

- (i) The condition of the road surface;
- (ii) The proximity of the NSP-BPLR to major roadways and population centres;
- (iii) The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP-BPLR, or otherwise block access to the NSP-BPLR;
- (iv) The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential vehicle break-downs;
- (v) Parking at the site, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from areas where vehicles may enter or park;
- (vi) Any hazards that may exist for persons accessing the place by foot, including in the buffer zone;
- (vii) Any relevant matter contained in Council's Road Management Plan prepared pursuant to the *Road Management Act 2004* (Vic).

If appropriate and satisfactory access and egress routes are not available, then the proposed NSP-BPLR should not be designated by Council.

(c) Maintenance of potential NSP-BPLR in accordance with CFA assessment criteria

Council must ensure that the potential NSP-BPLR can be maintained in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment.

If additional information is required from the CFA to understand the criteria they have considered in arriving at their fire rating assessment, Council should seek this information from the CFA. If necessary, Council may request the CFA to undertake a further assessment to provide Council with additional information.

(d) Opening of the NSP-BPLR

Council must consider:

- (i) Whether it will be possible or practicable to open the potential NSP-BPLR or otherwise make it available for use on a 24 hour basis during the declared fire danger period;
- (ii) The potential for damage to the place during times that it is open and available for use, but is not being used as an NSP-BPLR;
- (iii) The potential costs to Council associated with (i) and (ii) above; and
- (iv) The possibility that a potential NSP-BPLR could be used for unintended purposes, such as an emergency relief centre.

(e) Defendable space and fire suppression activities

CFA have advised that there is no guarantee that fire units will attend an NSP-BPLR, and that individuals who use NSP-BPLRs are doing so at their own risk. There should be no expectation that fire units or other emergency services personnel will attend an NSP-BPLR during a bushfire.

Despite this, the potential NSP-BPLR should be surrounded by sufficient open space to enable the CFA and other fire services to conduct asset protection and fire suppression operations around the place.

Any open space should be reasonably free of obstacles which could hinder fire suppression activities. Obstacles may include, amongst other things:

- Fences;
- Buildings and sheds;
- Steep inclines in close proximity to the potential NSP-BPLR;
- Vegetation, particularly large trees;
- Other land formations, including rocks, boulders or knolls which could substantially hinder fire suppression operations.

If necessary, advice should be sought from the CFA about their defendable space and fire vehicle access requirements.

When assessing the defendable space factor, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the *Environment Protection and Biodiversity Conservation Act 1999*

(Cwlth) ('EPBC Act'), *Flora and Fauna Guarantee Act 1988* (Vic) ('FFG Act') or the *Planning and Environment Act 1987* (Vic) ('PE Act'). If such approval is required, then it must be obtained before the potential NSP-BPLR location is designated.

If the proposed NSP-BPLR does not have adequate defensible space around it, or if approval to clear or disturb flora and/or fauna is required but cannot be obtained before the NSP-BPLR is required to be established, or cannot be obtained on reasonably satisfactory conditions, it should not be designated as an NSP-BPLR by Council.

(f) Defendability of Buildings

If the potential NSP-BPLR is a building, Council must consider whether or not it is likely to be subject to risk from ember attack.

As the CFA is not required to assess the risk of ember attack to a building in undertaking the CFA fire rating assessment when certifying NSP-BPLRs, the Council should consider this issue. In considering this issue, Council may need to seek expert advice from appropriately-qualified CFA personnel.

If there is an appreciable risk of the proposed NSP-BPLR being compromised by ember attack which cannot be satisfactorily defended, then the building is unlikely to be suitable as an NSP-BPLR and should not be designated by Council.

(g) Signage

Council must assess whether it will be possible to have signage at the entry to, and in the vicinity of, the potential NSP-BPLR. Such signage must generally be in accordance with the Signage Template, which is at **Section 4** of this Plan.

Council must refer to the Signage Template when considering whether or not appropriate signage can be erected.

If signage must be placed on private land, then the consent of the landowner will be required.

(h) Maintenance and maintainability

Council must assess whether ongoing maintenance of the proposed NSP-BPLR, and the surrounding area, is both possible and practical, having regard to the resources reasonably available to the Council. This factor should be considered by the Council not only in relation to the suitability of a proposed NSP-BPLR, but also as to the total number of proposed NSP-BPLRs that can be reasonably maintained within the municipal district. This is needed to ensure that the place remains suitable for use as an NSP-BPLR during each fire season.

Specifically, the place must be capable of being maintained so as to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSP-BPLR Criteria. It is Council policy that if it is not possible to maintain a potential NSP-BPLR, then it must not be designated as such.

When assessing the maintainability of the potential NSP-BPLR, both the NSP-BPLR and the Buffer Zone may require various maintenance activities to be undertaken on a periodic basis. The potential introduction of hazards into the Buffer Zone, such as structures, animals and vehicles, should be taken into account.

There may be cases where maintenance activities can only be undertaken by, or with the consent of, an adjoining landowner. This may, in turn, require assurances from

such landowners that the place, and areas surrounding it, will be maintained to a satisfactory level.

When assessing the maintainability of a potential NSP-BPLR, Council must consider whether or not approval to clear or disturb flora and/or fauna could be required, whether under legislation such as the EPBC Act, FFG Act or the PE Act. If such approval is required, then it must be obtained before the potential NSP-BPLR location is designated.

If the proposed NSP-BPLR is not capable of being satisfactorily maintained, then it should not be designated by Council.

(i) Disabled access

Council must consider whether or not there are clear means of access for disabled and mobility-impaired persons to the potential NSP-BPLR.

In considering this issue, regard should be had to such matters as whether or not it would be necessary for cars or other vehicles to enter the NSP-BPLR area to allow persons with disabilities to be dropped off within the place.

(j) Alternative Uses of potential NSP-BPLR

Council must consider what other uses may be made of the potential NSP-BPLR which could impact upon its ability to properly function as an NSP-BPLR.

Where a potential NSP-BPLR which is used for an operational purpose at many times has been assessed by the CFA as meeting the criteria in the CFA Fire Rating Guidelines, and has been certified by the CFA, then the CFA has advised that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP-BPLR.

If the place is used for other uses which could compromise its ability to be used as an NSP-BPLR, then it should not be designated as an NSP-BPLR by Council.

(k) Communication with the community

Council must be able to communicate the location of the potential NSP-BPLR to the community. There should be good community awareness of the location of the place, together with the risks that relate to the use of the potential NSP-BPLR, and the risks associated with travelling to the potential NSP-BPLR in the event of a bushfire.

(l) Public liability insurance

As a matter of prudent risk management, Council should have regard to:

- i. Any additional factors which are relevant to Council's maintenance of insurance coverage for legal claims relating to the identification, designation, establishment, maintenance and decommissioning of a place as an NSP-BPLR, as well as travel to an NSP-BPLR; and
- ii. Any statutory defences to claims.

2.2 Who is responsible for undertaking the Council assessment of potential NSP-BPLRs?

A report prepared by the MEMO and MFPO detailing whether or not the potential NSP-BPLR meets the above criteria should be prepared and provided to:

- a) The MEMPC, where it is practicable for the MEMPC to be involved in the Council assessment process; and
- b) The Council.

The MEMPC must assess the potential NSP-BPLR, taking into account the MEMO's report, and make a recommendation to Council as to whether or not to designate the potential NSP-BPLR.

2.3 *When are potential NSP-BPLR locations required to be assessed by Council?*

Any potential NSP-BPLRs certified by the CFA should be assessed by Council no later than 30 June each year, so as to allow time for the places to be designated and established as NSP-BPLRs by Council, and for any appropriate amendments to be made to the MEMP and MFPP prior to the commencement of the bushfire season.

This timing is obviously subject to the CFA assessing and certifying the potential NSP-BPLR location in a timely manner.

3. Council Designation of NSP-BPLRs

3.1 Who is responsible for Council designation of NSP-BPLRs?

Council must formally determine whether or not to designate a place as an NSP-BPLR. Council should not designate a place as an NSP-BPLR unless it is satisfied that the place is suitable, having regard to the Council NSP-BPLR Criteria.

A NSP-BPLR may only be designated by a resolution of the Council.

3.2 When should Council consider the designation of a potential NSP-BPLR?

Following preparation of an assessment of a potential NSP-BPLR by the MEMPC, Council should determine whether or not to designate a potential NSP-BPLR location by no later than 31 July. This will enable any necessary establishment works to be undertaken.

3.3 What must the MFPO do once a potential NSP-BPLR is designated by Council?

Once the Council has designated a place as an NSP-BPLR, the MFPO must provide an updated list of all designated NSP-BPLRs within the municipality to the CFA under section 50K of the CFA Act. This updated list must be provided by no later than 30 September in each year.

4. Establishment and Maintenance of NSP-BPLRs following Designation

4.1 Who is responsible for establishing NSPs?

Following designation, Council will establish all designated NSPs within the municipal district.

4.2 What must be done when establishing NSP-BPLRs?

To establish a NSP-BPLR after its designation, Council must:

- Erect appropriate signage at and near the NSP-BPLR;
- Undertake any necessary preparatory works, including the construction or establishment of any required infrastructure and the clearance of vegetation, so as to enable the area to be used as an NSP-BPLR;
- Publish the location of the NSP-BPLR on the Council website; and
- Update Council's Municipal Emergency Management Plan and Municipal Fire Prevention Plan to include the location of the NSP-BPLR.

The MFPO must provide an up-to-date list of NSP-BPLRs to the CFA no later than 30 September each year under section 50K of the CFA Act.

4.3 When must NSP-BPLRs be established?

NSP-BPLRs should be established no later than **30 October** each year.

4.4 Maintenance of NSP-BPLRs

NSP-BPLRs within the municipality need to be maintained by Council. Maintenance activities must include vegetation management, hazardous tree removal and the maintenance of infrastructure required for the satisfactory functioning of the place as an NSP-BPLR. If additional works have been required to establish the NSP-BPLR, then those works should be subject to periodic review.

The fuel load in the vicinity of the NSP-BPLR must not increase so as to affect the fire rating of the NSP-BPLR.

Council must ensure that defensible spaces, the Buffer Zone and access and egress routes are appropriately maintained.

Council must inspect the NSP-BPLR, Buffer Zone and access and egress routes on a periodic basis, and in any event not less than once every month during the declared fire danger period, to ensure that the NSP-BPLR continues to be capable of functioning as an NSP-BPLR. If Council identifies issues that may impact upon the functioning of the place as an NSP-BPLR, then Council must:

- (a) Address the issue;
- (b) Take reasonable steps to have the issue addressed, such as requesting the owner of the land on which the NSP-BPLR or Buffer Zone is located to address the issue; or
- (c) Consider decommissioning the NSP-BPLR and revoking the designation of the place as an NSP-BPLR.

5. Annual inspections of NSP-BPLRs

5.1 *Who is responsible for the annual review of NSP-BPLRs?*

Council must undertake an annual review of all designated NSP-BPLRs within the municipality.

Council must also request the CFA to undertake an assessment against the CFA Fire Rating Criteria of each NSP-BPLR within the municipality on an annual basis.

These reviews are intended to ensure that each NSP-BPLR remains suitable for use as an NSP-BPLR during the up-coming fire season.

5.2 *What must be considered when undertaking inspections?*

NSP-BPLRs should be assessed annually against the Council NSP-BPLR Criteria. The CFA will assess NSP-BPLRs against the CFA Fire Rating Criteria.

If an NSP-BPLR no longer meets:

- (a) The CFA Fire Rating Criteria, then it must be decommissioned; and
- (b) The Council NSP-BPLR Criteria, then Council must determine whether or not it wishes to address any of the identified non-compliances. If it does not, then the NSP-BPLR must be decommissioned.

5.3 *When must NSP-BPLR locations be inspected?*

NSP-BPLRs must be inspected prior to 31 August each year under section 50J of the CFA Act.

Section 3

Summary of factors for Council to consider in assessing potential NSP-
BPLR locations prior to designation

Factors to consider in assessing potential NSP-BPLRs

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Consents and rights of access <i>See section 3.2(a)</i>	If the potential NSP-BPLR is located on Council-owned land, can Council use the land as an NSP-BPLR if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.		
	If the potential NSP-BPLR is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP-BPLR on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> access the site and surrounding areas for maintenance; and Erect appropriate signage at the NSP-BPLR. 		
Access and egress <i>See section 3.2(b)</i>	Do access routes to the potential NSP-BPLR allow for: <ul style="list-style-type: none"> the anticipated potential number of people to move to and from the place; and The CFA and other emergency services to attend the place for asset and personnel protection activities? 		
	Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.		
Maintenance of NSP-BPLR in accordance with CFA assessment <i>See section 3.2(c)</i>	Can Council maintain the potential NSP-BPLR in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment? <i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>		
Opening of the NSP_BPLR <i>See section 3.2(d)</i>	Will it be possible and practicable to make the potential NSP-BPLR available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP-BPLR is a building. Consider the potential for damage to the NSP-BPLR which could result during times that it is open and available for use, but is not being used as an NSP-BPLR.		
	What costs could be incurred by Council in making the potential NSP-BPLR available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?		
	Could the potential NSP-BPLR be used for an unintended purpose which could impact upon its use as an NSP-BPLR (such as an emergency relief centre)?		

Council NSPP Criteria	Issues to consider	Council comments	Satisfied? Yes/No
Defendable space and fire suppression activities <i>See section 3.2(e)</i>	<p>Is the potential NSP-BPLR surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?</p> <p><i>Council should seek CFA advice concerning the Defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i></p>		
	<p>Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP-BPLR is established?</p>		
Defendability of buildings <i>See section 3.2(f)</i>	<p>If the potential NSP-BPLR is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?</p>		
Signage <i>See section 3.2(g)</i>	<p>Can appropriate signage be erected at the entry to the potential NSP-BPLR, and in its vicinity?</p>		
	<p>If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?</p>		
Maintenance and maintainability <i>See section 3.2(h)</i>	<p>Is the potential NSP-BPLR capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?</p> <p>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP-BPLR and the Buffer Zone can be maintained to a satisfactory level.</p>		
Disabled access <i>See section 3.2(i)</i>	<p>Are there means of access for disabled and mobility-impaired persons to the potential NSP-BPLR, including vehicle access to drop off people with disabilities?</p>		
Alternative uses of potential NSP-BPLR <i>See section 3.2(j)</i>	<p>Can Council manage alternative uses which may be made of the potential NSP-BPLR so as to ensure that those uses will not compromise the function of the place as a potential NSP-BPLR?</p> <p><i>The CFA has advised that where a potential NSP-BPLR which is used for an operational purpose at many times meets the CFA Fire Rating Criteria, then the CFA considers that those operational activities will be able to continue (to the extent practicable in the circumstances) while the place is being used as an NSP-BPLR.</i></p>		
Community Communication <i>See section 3.2(k)</i>	<p>Will it be possible to ensure that there will be good community awareness of the location of the potential NSP-BPLR, and the risks associated with using the potential NSP-BPLR?</p>		

Section 4

NSP-BPLR Signage

NSP-BPLR Signage

Country Fire Authority Act 1958, s50H requires municipal councils to identify designated NSP-BPLR with approved standard NSP-BPLR signage.

Emergency Management Victoria in consultation with the Country Fire Authority and the Municipal Association of Victoria, developed standard signage for designated NSP-BPLR. A copy of the Neighbourhood Safer Places - Bushfire Place of Last Resort Signage Manual can be located on the Emergency Management Victoria website – www.emv.vic.gov.au.

Approved NSP-BPLR site and entry signage:



Approved NSP-BPLR road signage:



Reference: Neighbourhood Safer Places – Bushfire Place of Last Report, Signage Manual; October 2015, Emergency Management Victoria.

In addition to the above signage, Nillumbik Shire Council provides further on-site signage at three locations where buildings can be remotely accessed in the event of a bushfire. These buildings are accessible via a phone/intercom that links directly to Victoria Police who have the ability to remotely open the building. It is noted that that this phone box is locked outside the Fire Danger Period. Below is an example of the signage and phone/intercom found at these buildings – refer to Section 5 for NSP-BPLR locations.



Section 5

NSP-BPLR Locations

Designated NSP-BPLR sites within the Nillumbik municipality

Designated NSP-BPLR buildings that can be remotely opened on-site:

- Diamond Creek Community Centre, Diamond Creek (Melways Ref 12 A6)
- Yarrambat Golf Course Clubrooms, Yarrambat (Melways Ref 12 A6)
- Hurstbridge Basketball Stadium, Hurstbridge (Melways Ref 185 J9)

Designated open space NSP-BPLR:

- Diamond Hills Reserve Oval, Plenty River Drive, Greensborough (Melways Ref 11 B9)
- The Outdoor Performance Centre, Civic Drive, Greensborough (Melways Ref 11 A10)
- Car park between Arthur and Dudley Streets, Eltham (Melways 21 K 5)
- Collendina Reserve, Collendina Cr Greensborough (Melways Ref 10 F10)

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Nillumbik Shire Council: Quarter 1, 2024-2025 Council Plan Performance Report



Action	Directorate	Commentary	Status
Community and Connection		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	
Continue to implement the Disability Action Plan 2020-2024	Communities	<p>Actions completed in this quarter included:</p> <ul style="list-style-type: none"> • Sensory Friendly Story Time and Meet the Animals: Intergenerational event for Children's Week (19-27 October 2024) at Edendale Community Environment Farm; • Supported local community groups to apply for seven International Day of People with Disability (IDPwD) Grants (grant pool is \$7,000); • Changing Places artwork initiative: Artwork is currently being designed for the new Changing Places facility at Alistair Knox Park in Eltham, Nillumbik's first registered Changing Places facility, supporting people with high-care needs and their carers. This project is funded through the State Government's Changing Places and Universal Design Fund; and • Reducing Barriers to Participation – 2025 Volunteering Victoria Award Finalist. Nillumbik has been selected as a finalist in 2025 Volunteering Victoria Awards in the category Inclusive Volunteering for Edendale Farm's integrated and innovative approach to reducing barriers to participation for people with disability. Finalists were announced publicly in November 2024, with the Awards ceremony to be held in February 2025. 	On Track
Commit resources to and implement an expanded program of environmental volunteering	Planning, Environment and Strategy	<p>Resources for additional time for an officer to support Council's environmental volunteers are being implemented.</p> <p>A working group has been created to implement changes and provide for increased visibility and promotion of groups.</p>	On Track
Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025	Communities	<p>Implementation of the Year 4 Action Plan has commenced and is on track. Key highlights include:</p> <ul style="list-style-type: none"> • Gambling Harm project commenced. Phase 1 is the development of a gambling harm community profile; • Progress on the Alcohol Harm project, with 51 staff attending an internal webinar, and work with sports clubs commencing; • Stage 2 of the Rainbow Ready Roadmap (development of an implementation plan) commenced; and • Cross-Council participation in a food systems research project lead by the North Eastern Public Health Unit. <p>Current challenges and opportunities include:</p> <ul style="list-style-type: none"> • Anecdotal evidence that food insecurity is increasing significantly in Nillumbik with limited access to food relief locally. As Council has limited resources to respond, the focus is on relationships, support and capacity building with local food relief groups; • Homelessness is an emerging issue in Nillumbik that Council has limited experience in. Council is looking into a student placement to develop resources and a referral kit for council officers; and • Relationships, engagement and participation with some Access, Equity and Inclusion priority groups, particularly culturally and linguistically diverse communities and the LGBTIQA+ community, continues to be a challenge due to limited capacity and resourcing. 	On Track
Finalise a Reflect Reconciliation Action Plan, and continue to work towards reconciliation with the Wurundjeri and other First Nations communities	Communities	<p>Council unanimously endorsed its first Reconciliation Action Plan at the August 2024 Council Meeting.</p> <p>Final adoption of the plan is subject to feedback from the Wurundjeri Cultural Heritage Aboriginal Corporation, before being submitted to Reconciliation Australia for review and approval.</p>	On Track

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Action	Directorate	Commentary	Status
Continue to implement the Gender Equality Action Plan 2022-2025	Communities	<p>Progress against the Gender Equality Action Plan 2022-2025 (GEAP) was presented to the Executive Leadership Team (ELT) in October 2024.</p> <p>This report provided an update on our formal compliance assessment from the Commission for Gender Equality in the Public Sector on Nillumbik's first two-year progress report, and our first Progress Audit.</p> <p>Progress on actions in the GEAP is on track, with minor areas identified for focus and inclusion in the next iteration of the GEAP. This has included the renaming of Gender Impact Assessments to Equity Impact Assessments.</p>	On Track
Continue to implement the Youth Strategy 2022-2026 in partnership with our Youth Council	Communities	<p>The Youth Strategy 2022-2026 continues to be implemented by Council's Youth Development team with support from various Council teams and the Nillumbik Youth Council.</p> <p>Key achievements this quarter included:</p> <ul style="list-style-type: none"> • Completion of capital works and official opening of the Nillumbik Youth Hub in Diamond Creek; • The delivery on the annual Skate, Scoot and BMX Competition at the Hurstbridge Wattle Festival; and • Completion of a video to raise awareness about emergency preparedness for young people. <p>The Year 3 Implementation Plan Action Report for the Youth Strategy will be completed in Quarter 2, 2024-2025.</p>	On Track
Continue to innovate Living & Learning Nillumbik offerings and services to support health and wellbeing outcomes across the community, and provide lifelong learning opportunities	Communities	<p>Over the last quarter, all programs delivered across the three Neighbourhood Houses have been reviewed.</p> <p>Where applicable, programs and activities were benchmarked against similar offerings delivered through other organisations. A new program set-up template has been implemented to ensure a standardised approach to decision-making, which will ultimately ensure the financial sustainability of programs.</p> <p>As all programs and activities are self-funded, this was a critical piece of work to ensure Living & Learning Nillumbik is able to continue the delivery of offerings and services which ultimately support the health and wellbeing of participants and provide lifelong learning opportunities in response to community need.</p>	On Track
Place and Space 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			
Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to include the adopted Municipal Planning Strategy into the planning scheme	Planning, Environment and Strategy	<p>No progress on this action was undertaken this quarter, as all Victorian local councils await the finalisation of unprecedented State Government policy change in the implementation of its Housing Statement.</p> <p>The latest State Government advice received is that a Plan for Victoria and final Housing Targets and Activity Centre changes should be released by the end of 2024. A planning scheme amendment to implement the Municipal Planning Strategy, adopted Neighbourhood Character Strategy and Housing Strategy (once adopted) will be prepared, and formal Authorisation sought from the Minister for Planning, once the full suite of State Government policy reforms are known.</p> <p>This will then be reviewed by Council officers (with recommendations given to Council), and considered as part of the draft Housing Strategy, and that strategy subsequently adopted.</p>	Yet To Commence
Complete and adopt a new Integrated Transport Strategy	Planning, Environment and Strategy	<p>Council's Integrated Transport Strategy was adopted at the August 2024 Council Meeting.</p> <p>The new strategy will guide transport planning and advocacy priorities in Nillumbik over the next five years, and will promote more sustainable transport outcomes.</p> <p>Actions in the strategy are being undertaken and updates on progress will be provided via quarterly reporting to Council.</p>	On Track

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Action	Directorate	Commentary	Status
Finalise and adopt the new Biodiversity Strategy, including an investigation into measures to establish and enhance the urban tree canopy and protect wildlife	Planning, Environment and Strategy	<p>The Nillumbik Biodiversity Strategy 2024-2034 was adopted by Council at the July 2024 Council Meeting.</p> <p>The Urban Tree Canopy Strategy 2024-2040 was also adopted by Council at the August 2024 Council Meeting.</p> <p>These new strategies will help protect and enhance the Shire's unique and highly valued Green Wedge environment. Actions in the strategies will be undertaken and updates provided via quarterly reporting to Council.</p>	On Track
Complete the development of a Housing Strategy for the Shire	Planning, Environment and Strategy	<p>A submission to the State Government's draft Plan for Victoria and draft Housing Targets has been prepared, with Council briefed on the draft submission in early August, and the final submission brought to Council for endorsement at the August 2024 Council Meeting.</p> <p>The endorsed submission was subsequently lodged with the Minister for Planning in late October 2024.</p> <p>Council officers await further State Government updates on planning policy reforms by the end of 2024.</p>	Minor Issues
Complete and adopt the Wattle Glen Public Realm Framework, subject to approval from other agencies including Department of Transport & Planning and VicTrack	Planning, Environment and Strategy	<p>Council considered and adopted the Wattle Glen Public Realm Framework at the August 2024 Council Meeting. In principle support for the framework has also been received from the Department of Transport and Planning (DTP).</p> <p>The Council resolution noted that in endorsing the framework, any development of DTP assets will require Council to advocate to DTP to ensure the Wattle Glen community's aspirations to maintain and enhance their township's much loved 'rural feel' and sense of place are advanced.</p>	On Track
Continue to implement the Recreation and Leisure Strategy 2022-2030	Operations	<p>Actions undertaken in the strategy this quarter included:</p> <p>Grants submitted:</p> <ul style="list-style-type: none"> • Lighting Upgrade at AE Cracknell Reserve, Panton Hill under the Sport and Recreation Victoria (SRV) Country Football Netball Program; and • Play our Way Grant submitted for the reconstruction and upgrade of the oval at the Eltham Rugby Club. <p>Infrastructure projects completed:</p> <ul style="list-style-type: none"> • Ball Screen Fences at Coventry Oval, Diamond Creek; • Ball Screen Fences and goal posts at Ben Frilay Oval, Hurstbridge; • New net curtains installed at Eltham Lower Park practice nets; • Diamond Creek Trail widening at Murrays Wetlands; • New accessible paths at Coolabah Drive Reserve (in Eltham), Glen Park Reserve (Eltham North), James Cook Drive Reserve (Diamond Creek) and Treetops Reserve (Plenty); • Installation of fencing commenced at Hurstbridge Dog Park; and • Disability Discrimination Act (DDA) compliant car park installation at Marngrook Oval, Diamond Creek. <p>Tenders completed:</p> <ul style="list-style-type: none"> • Playground Renewal program; • Plenty War Memorial Park Lighting; and • Herberts Lane, Diamond Creek playspace construction. 	On Track
Progress the planning scheme amendment process to implement the Major Activity Centre structure plans for Diamond Creek and Eltham into the planning scheme	Planning, Environment and Strategy	<p>Progress on this action during the quarter included:</p> <ul style="list-style-type: none"> • 6 June - 19 July: formal exhibition/notification of planning scheme amendments C143 and C144; • 26 July: formal exemption request approved - under section 5 of Ministerial Direction No. 15 to the requirements of section 4(3) by a planning authority to request the appointment of a Panel within 40 business days after the closing date for submissions. This exemption allows officers to consider the full suite of implications of the State Government planning reforms (housing targets, Plan for Victoria, activity centres) before briefing Council and providing recommendations as to the next steps for the Structure Plans. <p>Updates have been provided to submitters and on Council's Participate Nillumbik website.</p>	On Track

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Action	Directorate	Commentary	Status
Implement annual actions in support of the Green Wedge Management Plan 2019	Planning, Environment and Strategy	No funding is allocated to the implementation of the Green Wedge Management Plan (GWMP) as a 'stand-alone' initiative in the 2024-2025 financial year, therefore actions must be funded through grants or allocation to projects that support the actions. The new (x5) and rollover (x10) priority actions in the GWMP are being progressed throughout 2024-2025.	On Track
Continue to develop a masterplan for community facilities in Diamond Creek, including recreation, social and cultural infrastructure	Planning, Environment and Strategy	Given the size of the contract (\$300,000 over two financial years), this project will be presented to the new Council, where they will be briefed on whether there is still an appetite for the project in consideration of all Council commitments in developing the next Council Plan 2025-2029. Subject to reconfirmation of the project, preparation of procurement inputs and procurement processes would be undertaken.	On Track
Continue to implement the adopted place-making framework to support shared outcomes between community and Council	Planning, Environment and Strategy	Key work undertaken in this action during the quarter included: Festive Grant: Applications closed on 30 August. The assessment and notification process occurred in the first fortnight of September, before the caretaker period. Events and activities will occur from December to early January 2025 (during the festive season) to help activate public places and spaces in the Shire. Place Activation Grant: Applications opened in late October 2024. An additional \$30,000 of funding has been included in the grant as a one-off initiative, which will be focused on larger events and place activations. Guidelines and timelines for this program have now been finalised. Other place-based projects continue to be worked on in collaboration with various internal and external stakeholders.	On Track
Continue to implement annual actions in the Arts and Culture Strategy 2022-2026	Communities	Key actions undertaken in this quarter included: <ul style="list-style-type: none"> • Ongoing planning for the Nillumbik Prize for Contemporary Art 2025, with an Expression of Interest process opened; • Ongoing changeover for exhibition programs at the Eltham Library Community Gallery, with the successful installation of a new exhibition by local artist Rochelle Van Der Merwe; • Completion of Visual Arts collection changeover in Council's public buildings, including Civic Drive, Hurstbridge Hub and Eltham Community Reception Centre; • Completion of the Public Art Signage for the Heidelberg Trail at Alistair Knox Park, Eltham; and • Development of the Creative Infrastructure Framework implementation plan. 	On Track
Sustainable and Resilient		To manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future	
Continue to establish a climate action hub at Edendale Community Environment Farm	Culture and Performance	Nillumbik's Environment and Climate Action Hub (NECAH) implementation plan was presented to Councillors for endorsement in August 2024. The implementation plan included: <ul style="list-style-type: none"> • An analysis of which segments of the community the NECAH should focus on to maximise impact; • A focus on barriers to change and how to remove these; • Community partnerships to amplify the impact on Climate Action Plan targets; and • A communication framework, including website renewal and interpretative signage and bringing First Nations perspectives and care for the environment into climate education. Operational leadership was also prioritised with a focus on leadership in the areas of Energy, Water, Waste and Biodiversity. Objectives for each of these focus areas were also identified. Over 60 initiatives have been developed for implementation over future years, and dependence on resourcing and funding capacity to complete these initiatives has been highlighted.	On Track

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Action	Directorate	Commentary	Status
Continue to participate at a regional level around placement opportunities for electric vehicle charging stations, while exploring targeted placement opportunities for electric charging stations in the Shire	Planning, Environment and Strategy	Negotiations with Evie Networks (electric vehicle networks company) to facilitate the installation of high-speed Electric Vehicle charging stations in Eltham Town Centre have continued. A licence agreement for Evie Networks to lease four Council carparks was also prepared this quarter.	On Track
Consider sustainable materials and product selection as part of the holistic review of Council's Procurement Policy, in line with the Local Government Act 2020	Operations	There is currently no function within our financial systems to measure, identify or report on what sustainable products are purchased as part of day-to-day purchasing activities. Apart from the work underway within the Capital Works business function, there will be a statement in the reviewed Procurement Policy (July 2025 to June 2029) which will talk to consideration of use of sustainable materials and products, but there will be no targets set in the Procurement Policy in relation to this due to the issues outlined above.	On Track
Develop a roadmap regarding ESD principles into the planning scheme, subject to the State Government's impending changes to the Victorian Planning Provisions and subsequent review of such changes	Planning, Environment and Strategy	Recent proposed Rescode performance standard requirements issued in September 2024 include a raft of increased Environmentally Sustainable Development (ESD) performance standards. Officers prepared a submission to these changes and are awaiting finalisation of consultation on these new Rescode standards (and their release) to assess any gaps. No timeline has been identified by the State Government, however it is likely to be aligned with the release of the State Government's Plan for Victoria by the end of 2024.	On Track
Continue to implement annual actions in the Economic Development Strategy 2020-2030	Planning, Environment and Strategy	Key work undertaken as part of the strategy this quarter included: <ul style="list-style-type: none"> • New members of the Economic Development Advisory Committee held their first meeting and will continue to meet every quarter; • The Small Business Mentoring program has commenced with great success. Sessions are often booked out a number of months in advance; • The Shop in our Shire winter campaign received 731 responses, with shout-outs to over 150 different businesses; • The Home Based Business Survey has received over 260 responses to date. Further engagement also took place after the local election caretaker period; • The Shire participated in the Banyule Nillumbik Local Learning and Employment Network Real Industry Job Interview days, providing young people with job application and interview experience; • 3 Business in Nillumbik e-newsletters were distributed to 1,600 plus businesses; • An Artificial Intelligence (AI) workshop for businesses was provided; and • Social media influencer @travelinstylewithdebs visited the St Andrews Market as part of a wider Yarra Valley 2-day itinerary promotion with Yarra Ranges Tourism. 	On Track
Complete a review of the Integrated Water Management Strategy	Operations	Progress was made during the quarter on a grant application to Melbourne Water to obtain funding for an Integrated Water Management Officer to coordinate the development of the new strategy. A meeting was held with Melbourne Water regarding the grant opportunity, with a position description developed. The grant application is scheduled to be prepared in Quarter 2, 2024-2025.	On Track

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Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 1

Action	Directorate	Commentary	Status
Continue to implement annual actions in the Climate Action Plan 2022-2032	Planning, Environment and Strategy	<p>During the quarter, Council:</p> <ul style="list-style-type: none"> • Progressed towards achieving the goals and targets of the Climate Action Plan. Actions are on track, but with a lot of work still to be undertaken; • Endorsed the Year 3 (2024-2025) Climate Action Implementation Plan, which contains 69 actions across eight focus areas; • Adopted the Urban Tree Canopy Strategy 2024-2040, which seeks to renew and increase canopy and reduce urban heat island impacts; • Adopted the Integrated Transport Strategy, which includes a major focus on climate and sustainability; • Expanded the free sustainability-advice service that Council offers our community to also encompass supporting businesses; • Launched the Rethink Nillumbik community sustainability education program; • Hosted two Climate Resilient Nillumbik workshops with community organisations seeking to identify climate impacts on these organisations and the communities they support, the roles and responses of these organisations and key issues and priorities for action; • Delivered a regional secondary school sustainability challenge program in partnership with LaTrobe University and Melbourne Polytechnic; • Submitted an expression of interest to AusNet for funding to install additional solar and a battery at Hurstbridge Hub; • Commenced procuring electricity for our small sites via the local government wind-power Victorian Energy Collaboration (VECO); and • Completed a major upgrade of energy efficient lighting at Eltham Leisure Centre. 	On Track
<div> <div>Responsible and Accountable</div> <div>To facilitate the best possible outcomes for our community, by demonstrating strong leadership and working actively to achieve the community's objectives</div> </div>			
Continue to advocate on key issues in line with Council's Advocacy Plan	Governance, Communications and Community Safety	<p>In July 2024, Council attended the Australian Local Government Association (ALGA) National General Assembly in Canberra, putting forward the following motions to support the local government sector and the Nillumbik community, calling on the Federal Government to:</p> <ul style="list-style-type: none"> • establish legislation to support targeted investment in the development of Australia's electric grid network infrastructure; and • establish a funding stream that supports local councils in managing their asset renewal responsibilities. <p>In August 2024, Council also attended the second Municipal Association of Victoria (MAV) State Council meeting for the year, putting forward the following motions calling on the State Government to:</p> <ul style="list-style-type: none"> • provide dedicated and ongoing funding to better support Green Wedge councils in their management and enforcement responsibilities around vegetation; • implement measures that will enhance road safety on rural road networks; and • provide funding to increase bus infrastructure and provide better connections to townships and existing rail infrastructure. <p>In addition to this, Council's Chief Executive Officer (CEO) and Mayor joined CEOs and Mayors from the other Northern Councils Alliance (NCA) councils at a delegation in Canberra in August 2024 to meet with a number of Ministers to progress advocacy discussions around key issues for the region.</p> <p>Council has also continued to support the NCA advocacy priorities, with Nillumbik represented at the Upfield Train Line advocacy media launch as part of NCA's public transport campaign, as well as a meeting with Minister for the Prevention of Family Violence to discuss family violence issues in the region.</p> <p>Council's advocacy priorities document that was developed in the lead up to the 2022 Federal and State Elections was also reviewed, and Councillors were provided an update on the progress of advocacy efforts to seek funding for a number of projects. That document was closed off, and used to help develop a new set of priorities to put forward to local Federal members in the lead up to the 2025 Federal Election.</p>	On Track
Report quarterly on the annual budget	Operations	<p>The 30 September 2024 Financial Report was presented to Council's Audit and Risk Committee on 18 November 2024 and to Council at the 10 December 2024 Council Meeting.</p> <p>Council's overall financial position at the end of the first quarter of 2024-2025 remains sound, with active monitoring of operating items remaining a priority.</p>	On Track

CM.109/24 Council Plan Quarterly Performance Report 2024-2025 - Quarter 1
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 1

Action	Directorate	Commentary	Status
Continue to implement the Communications Strategy 2022-2025	Governance, Communications and Community Safety	<p>The primary focus this quarter was to progress the development of a Social Media Strategy. This document will provide a roadmap for the way Council uses social media as a key communications channel, to ensure content created is appropriate for, and better considers the audience of, each of Council's social media pages. This work aims to strengthen reach and engagement with our information.</p> <p>The team has been experimenting with QR codes, looking at better ways these tools can be used to track engagement with Council communications, and ensure we are getting value for money out of our QR code software subscription.</p> <p>A survey was undertaken with the community around Council's communications to understand audience preferences around information, including the types of topics they are interested in, and channels they use to consume Council information. This research has now been compiled and will be used to help make improvements to Council's communication materials, including Nillumbik News, e-newsletters and social media content.</p>	On Track
Continue to implement the Nillumbik Customer First Strategy 2023-2026 through Council's operations	Culture and Performance	<p>The Nillumbik Customer First Strategy 2023-2026 defines how Council will design and deliver service experiences that are consistent, reliable, inclusive, easy to use, and meet the needs and expectations of our customers and our community.</p> <p>In this quarter, delivery has continued to progress well, with highlights including:</p> <ul style="list-style-type: none"> • Council again rated number 1 overall across all industry sectors in the Customer Service Benchmarking Australia (CSBA) telephone mystery shopping program; • Our focus on continuing to lead complaint resolution in the sector saw us train another 15 teams in capturing complaints; and • Commenced undertake stage 2 of our managing complex complaints and customer training, which will be rolled out to 110 staff directly impacted by challenging customer behaviours. 	On Track
Continue to deliver our capital works program	Operations	<p>The Capital Works program is tracking well through the first quarter of 2024-2025.</p> <p>Industry costs are still relatively high which has impacted some project budgets. Consultant availability is also a risk, which is impacting design timeframes and pre-planning activities prior to works commencing.</p>	On Track

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Financial Report

30 September 2024



Financial Report - 30 September 2024

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Financial Report - 30 September 2024

Income Statement

For the financial year to date 30 September 2024

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Income					
Rates	64,168,465	64,185,408	16,943	0.03	65,213,001
Waste management charge	15,058,927	15,110,817	51,890	0.34	15,058,927
Government grants-recurrent	3,878,861	3,905,996	27,135	0.70	5,920,506
Government grants-non-recurrent	8,096,998	8,217,452	120,454	1.49	16,324,717
User charges	3,042,363	3,189,153	146,790	4.82	18,668,472
Statutory fees and fines	470,784	425,415	(45,369)	(9.64)	2,127,640
Reimbursements	-	16,193	16,193	100.00	57,031
Interest income	312,128	312,128	-	-	1,250,000
Capital contributions	100,000	181,129	81,129	81.13	1,009,212
Other revenue-recurrent	143,305	416,034	272,729	190.31	673,668
Other revenue-non-recurrent	-	1,542	1,542	100.00	-
Contributions	100,000	825,500	725,500	725.50	103,500
Total income	95,371,831	96,786,767	1,414,936	1.48	126,406,674
Expenses					
Employee benefits	9,782,857	9,108,764	674,093	6.89	42,552,693
External contracts	4,010,689	4,045,108	(34,419)	(0.86)	24,238,306
Materials and related costs	6,011,075	6,087,627	(76,552)	(1.27)	18,570,641
Other expenditure	2,006,713	2,075,289	(68,576)	(3.42)	7,955,573
Interest expenditure	159,423	159,423	-	-	966,484
Financial year projects allocation	367,558	346,609	20,949	5.70	2,637,819
Total expenses	22,338,315	21,822,820	515,495	2.31	96,921,516
Earnings before Depreciation	73,033,516	74,963,947	1,930,431	2.64	29,485,158
Depreciation	3,110,000	3,110,000	-	-	12,440,000
Net Surplus	69,923,516	71,853,947	1,930,431	2.76	17,045,158

Financial Report - 30 September 2024

Balance Sheet

For the financial year to date 30 September 2024

	30-Sep-24	30-Jun-24
	\$	\$
ASSETS		
Current assets		
Cash assets	36,323,885	40,410,000
Other Financial Assets	5,000,000	10,000,000
Receivables	83,873,301	14,589,000
Accrued income	858,073	990,000
Prepayments	156,762	1,790,000
Inventories	24,596	32,000
Total current assets	126,236,617	67,811,000
Non-current assets		
Investments in associates	1,649,722	1,650,000
Other Financial Assets	5,000	5,000
Property, infrastructure, plant & equipment		
At cost	1,351,844,347	1,351,852,000
Accumulated depreciation	(339,946,484)	(336,844,000)
Work in progress	17,542,834	11,466,000
Right of use assets	1,120,502	1,121,000
Total non-current assets	1,032,215,921	1,029,250,000
TOTAL ASSETS	1,158,452,538	1,097,061,000
LIABILITIES		
Current liabilities		
Creditors	8,147,435	2,667,000
Trust funds	2,261,227	3,729,000
Prepaid income	760,856	289,000
Unearned Income	-	8,018,000
Accrued expenses	66,500	5,977,000
Provisions	7,247,001	12,728,000
Borrowings	1,975,434	2,617,000
Lease liabilities	401,579	402,000
Total current liabilities	20,860,032	36,427,000
Non-current liabilities		
Provisions	21,956,492	16,861,000
Borrowings	17,065,879	17,066,000
Lease liabilities	804,467	804,000
Total non-current liabilities	39,826,838	34,731,000
TOTAL LIABILITIES	60,686,870	71,158,000
NET ASSETS	1,097,765,668	1,025,903,000
Presented by:		
Accumulated surplus	399,781,779	399,772,000
YTD surplus/(deficit)	71,852,947	-
Asset revaluation reserve	590,134,952	590,134,000
Other reserves	35,995,990	35,997,000
TOTAL EQUITY	1,097,765,668	1,025,903,000

Financial Report - 30 September 2024

Statement of Cash Flows

For the financial year to date 30 September 2024

	30-Sep-24 YTD \$	30-Jun-24 * \$
Inflows from operating activities		
Rates	10,483,779	76,630,000
Statutory fees & fines	425,415	1,865,000
User charges	3,189,153	17,097,000
Grants	4,195,159	7,683,000
Contributions	1,048,846	1,403,000
Interest	312,128	2,104,000
Other receipts	433,769	7,148,000
Total inflows from operating activities	20,088,249	113,930,000
Outflows from operating activities		
Payments to suppliers	(9,654,272)	(56,542,000)
Payments to employees	(9,108,764)	(38,645,000)
Trust	(1,467,773)	(77,000)
Other payments	(2,075,289)	(7,894,000)
Total outflows from operating activities	(22,306,098)	(103,158,000)
Movement in operating activities	(2,217,849)	10,772,000
Inflows from investing activities		
Proceeds from sale of assets	7,728	279,000
Proceeds from investments	5,000,000	-
Outflows from investing activities		
Payments for property, infrastructure, P&E	(6,074,594)	(17,651,000)
Payments for investments	-	(5,000,000)
Movement in investing activities	(1,066,866)	(22,372,000)
Inflows from financing activities		
Proceeds from borrowings	-	8,000,000
Outflows from financing activities		
Repayment of borrowings	(641,853)	(1,897,000)
Borrowing costs	(159,423)	(697,000)
Interest paid - lease liabilities	-	(75,000)
Repayment of lease liabilities	(124)	(420,000)
Movement in financing activities	(801,400)	4,911,000
TOTAL CASH MOVEMENT FOR PERIOD	(4,086,115)	(6,689,000)
Opening bank balance	40,410,000	47,099,000
Net increase/(decrease) in cash and cash equivalents	(4,086,115)	(6,689,000)
CLOSING BANK BALANCE	36,323,885	40,410,000

*Comparative reflective of annual report which has been rounded to the nearest thousand

Financial Report - 30 September 2024

1. Income Statement Variance Analysis

a. Operating Income year to date

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Income					
Rates	64,168,465	64,185,408	16,943	0.03	65,213,001
Waste management charge	15,058,927	15,110,817	51,890	0.34	15,058,927
Government grants-recurrent	3,878,861	3,905,996	27,135	0.70	5,920,506
Government grants-non-recurrent	8,096,998	8,217,452	120,454	1.49	16,324,717
User charges	3,042,363	3,189,153	146,790	4.82	18,668,472
Statutory fees and fines	470,784	425,415	(45,369)	(9.64)	2,127,640
Reimbursements	-	16,193	16,193	100.00	57,031
Interest income	312,128	312,128	-	-	1,250,000
Capital contributions	100,000	181,129	81,129	81.13	1,009,212
Other revenue-recurrent	143,305	416,034	272,729	190.31	673,668
Other revenue-non-recurrent	-	1,542	1,542	100.00	-
Contributions	100,000	825,500	725,500	725.50	103,500
Total Operating Income	95,371,831	96,786,767	1,414,936	1.48	126,406,674

Significant variance commentary:

Rates and Waste Management Charge \$68,833.

- Reflective of supplementary valuations.

Recurrent Government Grants \$27,135.

- Additional funding received from Department of Education \$20,988.

Non-Recurrent Government Grants \$120,454.

- New funding received from Cricket Victoria \$22,173.
- Additional funding received from Department of Government Services \$80,000.

User Charges \$146,790.

- Leisure facilities income \$122,492.
- Living and Learning community program fee income \$12,286.
- Edendale nursery plant sales \$12,461.

Statutory Fees and Fines (\$45,369).

- Planning application fees (\$48,139).

Capital Contributions \$81,129.

- Yarra Plenty Regional Library \$75,000.

Other Revenue - Recurrent \$272,729.

- Aligned Leisure facilities \$130,591.
- Yarrambat Park Golf Course \$21,128.
- Recycling collection - container deposit refunds \$62,834.
- WorkCover salary refunds \$19,891.

Contributions \$725,500.

- Developer contributions received for open space and DPO4 area open space \$725,500.

Financial Report - 30 September 2024

b. Operating Expenditure year to date

	YTD Budget \$	YTD Actuals \$	YTD Variance \$	%	Annual Budget \$
Expenditure					
Employee benefits	9,782,857	9,108,764	674,093	6.89	42,552,693
External contracts	4,010,689	4,045,108	(34,419)	(0.86)	24,238,306
Materials and related costs	6,011,075	6,087,627	(76,552)	(1.27)	18,570,641
Bad and doubtful debts	-	-	-	-	-
Other expenditure	2,006,713	2,075,289	(68,576)	(3.42)	7,955,573
Interest expenditure	159,423	159,423	-	-	966,484
Financial year projects allocation	367,558	346,609	20,949	5.70	2,637,819
Total operating expenditure	22,338,315	21,822,820	515,495	2.31	96,921,516

Significant variance commentary:

Employee Benefits \$674,093.

- Year to date variances resulting from position vacancies due to resignations, staff being on secondment or long service leave.

External Contracts (\$34,419).

- Agency and temporary staff engaged to backfill vacant roles (\$112,843).
- Leisure facilities expenditure (\$29,073).
- Recycling disposal costs \$61,704.
- Hard waste collection services \$33,940.

Materials Related Costs (\$76,552).

- Insurance policy premiums higher than budgeted due to insurance market conditions (\$114,714).
- Telephone and internet services \$25,546.

Other Expenditure (\$68,576).

- Lease trial of cleansing equipment (\$26,261).
- Sportsground maintenance (\$16,361).

Financial Report - 30 September 2024

2. Statement of Capital Works

For the financial year to date 30 September 2024

Asset Class	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Bridges	-	192	(192)	(100.00)	241,182
Children's playground equipment	27,484	27,484	0	0.00	341,006
Commercial centres/major streetscapes	97,031	97,034	(3)	(0.00)	1,109,429
Digital transformation projects	94,935	148,399	(53,464)	(56.32)	517,589
Disability access works	-	-	-	-	100,000
Drainage	107,600	108,320	(720)	(0.67)	960,292
Footpaths	152,095	152,012	83	0.05	967,048
Landfill closure/regional park	283,250	333,170	(49,920)	(17.62)	7,011,414
Major leisure centres & community halls	25,070	174,226	(149,156)	(594.96)	100,539
Other council buildings	1,002,703	1,000,129	2,574	0.26	5,497,441
Other infrastructure	62,497	63,328	(831)	(1.33)	402,630
Plant & vehicle replacement	715,194	728,473	(13,279)	(1.86)	2,265,648
Public open space	180,264	182,671	(2,407)	(1.34)	1,002,552
Recreation, leisure & community	1,717,997	1,712,838	5,159	0.30	9,143,581
Recreation trails	253,194	256,509	(3,315)	(1.31)	3,847,540
Roads	744,586	746,811	(2,225)	(0.30)	6,107,036
Special charge schemes	-	-	-	-	42,584
Sportsfields & pavilions	121,730	127,573	(5,843)	(4.80)	4,334,898
Traffic works	72,971	72,971	-	-	1,056,406
Various/miscellaneous capital	100,000	144,947	(44,947)	(44.95)	114,000
Total	5,758,601	6,077,089	(318,488)	(5.53)	45,162,815
Renewal	1,839,858	1,896,814	(56,956)	(3.10)	8,476,178
New	696,044	732,577	(36,533)	(5.25)	7,853,979
Upgrade	2,784,634	3,004,258	(219,624)	(7.89)	25,543,042
Expansion	438,065	443,440	(5,375)	(1.23)	3,289,616
Total	5,758,601	6,077,089	(318,488)	(5.53)	45,162,815

Commentary:

The 2024-25 annual capital works program is underway and is tracking well, with a total spend variance of 5.53% percent ahead of budget. This remains within annual budget projections.

Projects currently under construction:

- Alistair Knox changing places - installation of Nillumbik's first registered changing places facility and upgraded amenities
- Bathroom upgrades to Eltham South and Yarra Warra preschools
- Edendale amphitheatre shade sail
- Rejuvenation of Ryan's Reserve - upgrade of playground and installation of new public amenities facility
- Diamond Valley Library outdoor space - construction of new outdoor educational and learning space.

Projects recently completed:

- Nillumbik Youth Hub
- Diamond Creek netball court roof
- Diamond Hills Preschool redevelopment
- Yarra Warra Preschool carpark sealing.

The overall financial position of the capital works portfolio spend continues to be closely monitored.

Financial Report - 30 September 2024

3. Treasury

a. Loans

Financial Institution	Start date	Term (years)	End date	Principal	Interest Rate	Current Balance
				\$	%	\$
NAB	28/06/2007	20	28/06/2027	2,200,000	6.96%	486,969
NAB	27/06/2008	20	27/06/2028	3,647,000	7.87%	1,144,162
TCV	22/06/2022	7	22/06/2029	7,000,000	4.42%	4,979,951
NAB	10/06/2011	20	10/06/2031	2,120,000	7.91%	1,100,905
NAB	21/06/2021	10	21/06/2031	3,303,000	2.03%	2,229,525
ANZ	29/06/2012	20	29/06/2032	2,373,000	5.88%	1,254,121
TCV	3/05/2024	10	3/05/2034	8,000,000	5.13%	7,845,681
Total						19,041,313

b. Investment activities

Council carries out investment activities according to Section 143 of the Victorian Local Government Act 1989. All Council funds are invested with Authorised Deposit Taking Institutions (ADI's), in either cash, at call or term deposits. The following tables provide our investment portfolio by maturity and rating type.

Financial Institution	Green Investment	S & P Rating	Investment Type	Principal \$	Maturity Date	Term (days)	Interest Rate %
CBA		A1+	11:00am	5,280,843			4.25%
Macquarie		A1	11:00am	3,143,816			4.50%
Bendigo	Yes	A2	Term Deposit	1,000,000	7/10/2024	153	5.00%
NAB		A1+	Term Deposit	2,000,000	7/10/2024	61	4.60%
NAB		A1+	Term Deposit	2,000,000	18/10/2024	60	4.55%
NAB		A1+	Term Deposit	2,000,000	4/11/2024	90	4.95%
Judo		A2	Term Deposit	4,000,000	4/11/2024	90	5.00%
Westpac		A1+	Term Deposit	3,000,000	7/11/2024	92	4.89%
Westpac		A1+	Term Deposit	2,000,000	20/11/2024	90	4.87%
NAB		A1+	Term Deposit	1,500,000	18/12/2024	90	4.95%
NAB		A1+	Term Deposit	1,500,000	10/01/2025	130	5.00%
AMP		A2	Term Deposit	2,000,000	20/01/2025	151	5.00%
Westpac		A1+	Term Deposit	5,000,000	11/06/2025	365	5.15%
Total				34,424,659	Weighted average		4.79%

Financial Institution Rating	Investment	Portfolio
A1+	24,280,843	70.53%
A1	3,143,816	9.13%
A2	7,000,000	20.33%
Total	34,424,659	100%

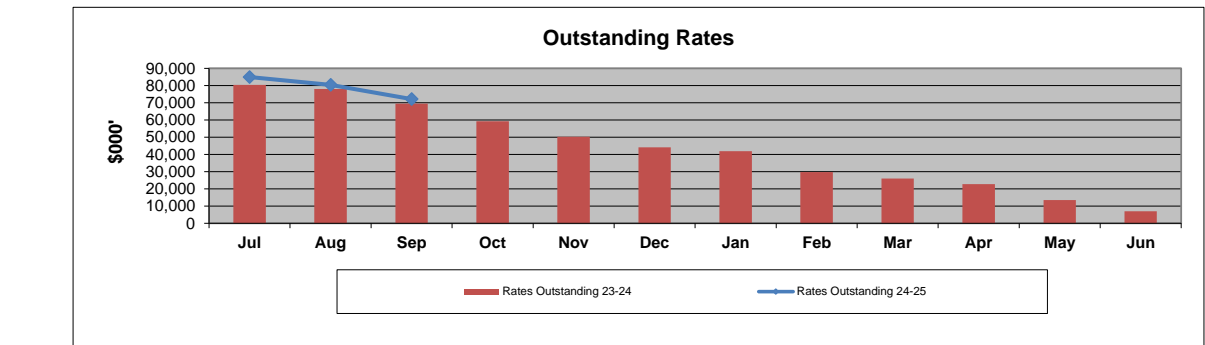
Council's current average rate of return on investments for the 2024-25 financial year is 4.79 percent and is compliant with Council's investment policy.

The portion of investment portfolio currently invested with green institutions is 14.52 percent. Green institutions are defined as being fully divested from fossil fuels, that is, having no direct or indirect investment in the fossil fuel industry.

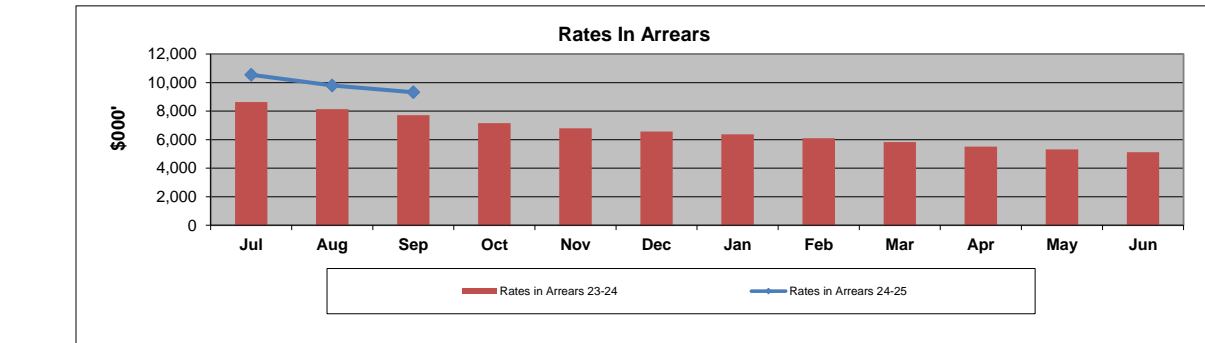
Financial Report - 30 September 2024

4. Rates Analysis

	YTD Actual 30-Sep-23 \$000'	YTD Actual 30-Sep-24 \$000'	Variance \$000'	Variance %
Rates Outstanding	69,525	72,153	(2,628)	(3.78)
Rates in Arrears (prior years)	7,720	9,323	(1,603)	(20.76)



When Council adopts the budget, rates are levied on properties and the full amount due is treated as income at that point.



Supplementary Valuations

Between the annual revaluation cycle, supplementary valuations are conducted to:

- record changes made to properties that affect property value,
- record changes to the rateability status, and
- consider any planning amendments made within the cycle.

Growth in the number of rateable assessments predominantly occurs as a result of developments within the Shire, creating assessments through subdivision of land and/or buildings.

Rateable properties at 1 July 2024	24,208
2024-25 growth	23
Rateable properties at 30 September 2024	24,231

Financial Report - 30 September 2024

5. Grant Activity

The following table provides a summary of grant funding, greater than \$50,000, received for Council activities during the period 1 July 2024 to 30 September 2024.

Project Description	2024-25 Actuals YTD \$	Funding Body
Recurrent		
Maternal & Child Health universal funding	95,863	Department of Health (Vic)
Grants Commission - roads	1,339,045	Department of Jobs, Precincts and Regions
Grants Commission - general purpose	1,948,356	Department of Jobs, Precincts and Regions
Total Recurrent	3,383,264	
Non-Recurrent		
Council Plan / Grant Funded Initiatives		
Nillumbik deer control 2022-25	128,767	Department of Energy, Environment and Climate Action
Emergency Management Officer	80,000	Department of Government Services
Capital Works		
Eltham South Preschool bathroom & storage area	55,699	Department of Education and Training
Total Non-Recurrent	264,466	

Financial Report - 30 September 2024

6. Defined Benefit Superannuation Update

Council has an obligation to contribute to any funding shortfalls within the Local Authorities Superannuation Fund (LASF) Defined Benefit Plan.

The Australian Prudential Regulation Authority (APRA) standard SPS160 uses the Vested Benefits Index (VBI) as its primary measure of fund solvency. The VBI measures the market value of assets in a defined benefit portfolio against the benefits that members would have been entitled to if they had all resigned on the same day.

The independent Actuary to the fund calculates the VBI at 30 June each year. It is necessary for the VBI to be 100% or greater at 30 June each year.

Vision Super produces interim quarterly VBI estimates based on actual quarterly assets and membership.

The recent history of the LASF VBI is shown below:

Estimated Vested Benefit Index

Year	30 Sept (estimated) %	31 Dec (actual) %	31 Mar (actual) %	30 Jun (actual) %
2024/25	**			
2023/24	102.30	103.80	106.30	105.40
2022/23	101.50	101.70	104.20	104.10
2021/22	109.90	111.20	108.50	102.20

** The 30 September 2024 estimated figure is not yet available from Vision Super.

Informal Meeting of Councillors Record

The Meeting commenced at 6pm

MEETING DETAILS:	Title:	Environment and Sustainability Advisory Committee Meeting
	Date:	Wednesday 12 August 2024
	Location:	Council Chamber, Civic Centre
PRESENT:	Councillors:	Cr Geoff Paine, Cr Ben Ramcharan
	Council Staff:	Laura Nix, Kirsten Reedy, Leigh Northwood, Hannah Burns, Warren Tomlinson
	Other:	Committee Members - Lily van Eeden, Lucinda Flynn, Anne-Marie King, Malcolm Cock, Vasundhara Kandpal, Sue Rosenhain, Katrina Naish, Elnaz Ettehad
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Waste and circular economy	No disclosures were made
2	Urban tree canopy strategy	No disclosures were made
3	Biodiversity Strategy	No disclosures were made
4	Committee member presentation – Vasundhara	No disclosures were made
5	Other business	No disclosures were made

The Meeting concluded at 8.06pm

RECORD COMPLETED BY:	Officer Name:	Laura Nix
	Officer Title:	Environment and Climate Change Officer

Informal Meeting of Councillors Record

The Meeting commenced at 7:00pm

MEETING DETAILS:	Title:	Arts and Cultural Advisory Committee
	Date:	Monday, 19 August 2024
	Location:	Manna Gum Rooms 1 & 2 and via Zoom
PRESENT:	Councillors:	Cr. Paine
	Council Staff:	Corrienne Nichols, Nichole Johnson, Saleh Hadi, Jacqueline Felstead, Ignacio Zamora, Sarah Hammond.
	Other:	Leanne Ipsen, Rebecca Davies, Terrie Waddell, Jean Verso, Chloe Mann, Simone Thomson, Cassie May, Sandra Miller, Elsa Ch'ng, Sammaneh Pourshafighi.
APOLOGIES:		Alli Spoor, Renee Cosgrave, Emily Wubben, Chris Cook, Mel Paine, Yu Fang Chi

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Matters Arising <ul style="list-style-type: none"> Arts and Cultural Advisory Committee Acquisitions Nillumbik Art Museum Committee 	No disclosures were made
2	Arts & Cultural Development Updates <ul style="list-style-type: none"> Creative Infrastructure Framework Implementation Plan Endorsement of Visual and Civic Collection and Public Art Policies 2023-2026 	No disclosures were made
3	Nillumbik Art Museum (NAM) <ul style="list-style-type: none"> Group Presentation and Discussion 	No disclosures were made
4	Officer Updates <ul style="list-style-type: none"> Eltham Library Community Gallery & Socials Arts Development - Public Art Arts Programs Curator & Collections Management 	No disclosures were made
5	ACAC Member Presentations <ul style="list-style-type: none"> No presentations this meeting. 	No disclosures were made
6	ACAC Outgoing Members	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
7	Other Business	No disclosures were made
8	2024 Meetings	No disclosures were made

The Meeting concluded at 8.50 pm

RECORD COMPLETED BY:	Officer Name/Title:	Sarah Hammond, Arts Program Officer
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Informal Meeting of Councillors Record

The Meeting commenced at 5.05pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 20 August 2024
	Location:	Virtual meeting
PRESENT:	Councillors:	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Ben Ramcharan and Cr Geoff Paine
	Council Staff:	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Katia Croce, Emma Christensen, Juliana Dimovski, Melanie Burns, Nichole Johnson, Cassie Zurek, Lauren Treby Steven Blight, Richard Rowe, Traey Varley
	Other:	Kate Oliver – Maddocks and Daniel Di Fiore - Alcohol and Drug Foundation
APOLOGIES:		Cr Richard Stockman

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Caretaker Period Obligations - Live Session	No disclosures were made
2	Reducing Harm from Alcohol	No disclosures were made
3	Capital Works Overview	No disclosures were made
4	Health and Wellbeing Plan: Year 3 Report, Year 4 Action Plan	No disclosures were made
5	Nillumbik Environment Climate Action Hub (NECAH) Update	No disclosures were made
6	Councillor only discussion	No disclosures were made

The Meeting concluded at 9.00pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 5:07pm

MEETING DETAILS:	Title:	Council Meeting Pre-Meet
	Date:	Tuesday 27 August 2024
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Peter Perkins, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan
	Council Staff:	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Emma Christensen, Nichole Johnson, Leigh Northwood, Craig King, James Hartigan, Saleh Hadi, Narelle Hart, Renae Ahern, Tracey Varley, Kirsten Reedy, Warren Tomlinson, Andrew Feeney, Natalie Campion, Lauren Treby
	Other:	
APOLOGIES:		Cr Richard Stockman, Cr Frances Eyre

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Reconciliation Action Plan	No disclosures were made
2	Communication Strategy 2022-25 Annual Action Plan Update	No disclosures were made
3	Review of Council's Advisory Committee policy and Terms of Reference template	No disclosures were made
4	Naming proposal for Civic Drive Precinct (Park)	No disclosures were made
5	Proposed Road Deviation - Part of Simpson Road and Ridge Road, Christmas Hills	No disclosures were made
6	Nillumbik Urban Tree Canopy Strategy 2024-2040 - adoption of strategy	No disclosures were made
7	Plan for Victoria Submission	No disclosures were made
8	Council Plan Quarterly Performance Report 2023-2024 - Quarter 4	No disclosures were made
9	Nillumbik Integrated Transport Strategy 2024 - Final Endorsement	No disclosures were made
10	Wattle Glen Public Realm Framework - For adoption	No disclosures were made
11	Endorsement of recommended Nominees for 2024-2026 Arts and Cultural Advisory Committee	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
12	Planning and Consultation Committee Cancellation and Notice of Extraordinary Council Meeting	No disclosures were made
13	Mills Road, Hurstbridge - Proposed Special Charge Scheme	No disclosures were made
14	Bourchiers Road Special Charge Scheme, Kangaroo Ground – Declaration Cr Karen Egan left the room at 5:31 pm before discussion and returned at 5:38 pm	Cr Karen Egan disclosed a Conflict of Interest
15	2122-062 Diamond Hills Preschool Redevelopment - Variation Report	No disclosures were made
16	Council Expenses Policy 2024	No disclosures were made
17	Informal Meetings of Councillors Records - 27 August 2024	No disclosures were made

The Meeting concluded at 5:47pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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Informal Meeting of Councillors Record

The Meeting commenced at 5:01pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 3 September 2024
	Location:	Virtual meeting
PRESENT:	Councillors:	Cr Ben Ramcharan, Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan and Cr Geoff Paine
	Council Staff:	Carl Cowie, Vince Lombardi, Corrienne Nichols, Jeremy Livingston and Frank Vassilacos
	Other:	Ayman William, Craig King, Jamie-Louise Neilson, Renae Ahern and Tracey Varley
APOLOGIES:		Cr Richard Stockman, Blaga Naumoski

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Road Safety Around Schools Priority Program	No disclosures were made
2	Planning for development of Council Plan 2025-2029 and review of Community Vision - Nillumbik 2040 and Financial Plan	No disclosures were made
3	CEO Update with Councillors - 3 September 2024	No disclosures were made

The Meeting concluded at 6:12pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Jeremy Livingston Director Culture and Performance
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Informal Meeting of Councillors Record

The Meeting commenced at 7:00pm

MEETING DETAILS:	Title:	Panton Hill bushland Reserve System User Group – Advisory Committee
	Date:	Thursday 5 September 2024
	Location:	Panton Hill Living and Learning Centre
PRESENT:	Councillors:	Cr Karen Egan
	Council Staff:	Brad Tadday, Bridget Russell
	Other:	Lydia Heap, Lee Hartman, Cathy Giles, Bob West
APOLOGIES:		Mark Hood, Janice Crosswhite

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
3	Apologies	No disclosures were made
5	Minutes of previous meeting	No disclosures were made
6	Completed Action Items	No disclosures were made
8	Works update and planned works <ul style="list-style-type: none"> Threatened fauna monitoring and management Deer control program - Bunjil Kunzea thinning through Bulwidj Trail and gully crossing solution 	No disclosures were made
9	Interpretation Design Plan Implementation Working Group Update.	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
10	Community Engagement: <ul style="list-style-type: none"> • Friends of Bunjil Reserve • Panton Hill Primary School • Wimbi Planting Event 	No disclosures were made
11	Other Business – Catering for meeting not desired	No disclosures were made
12	End of current Committee term December 2024	Brad distributed cards and gift vouchers to outgoing members.

The Meeting concluded at 8:45pm

RECORD COMPLETED BY:	Officer Name:	Brad Tadday
	Officer Title:	Environmental Works Officer

Informal Meeting of Councillors Record

The Meeting commenced at 5:07pm

MEETING DETAILS:	Title:	Extraordinary Council Meeting Pre-Meet
	Date:	Tuesday 10 September 2024
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	Council Staff:	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Katia Croce, Megan Medhurst, Daniel Tarquinio, James Hartigan, Craig King
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Presentation of the Annual Report 2023-2024	No disclosures were made
2	Annual Financial Report and Performance Statement 2023-2024	No disclosures were made
3	Audit and Risk Committee Meeting August 2024	No disclosures were made
4	Quarterly Risk and Safety Report - June 2024	No disclosures were made
5	Outstanding Council Resolutions Update	No disclosures were made

The Meeting concluded at 5:18pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Katia Croce Manager Governance and Property
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Informal Meeting of Councillors Record

The Meeting commenced at 5.10pm

MEETING DETAILS:	Title:	Extraordinary Council Meeting Pre-Meet
	Date:	Monday 25 November 2024
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Emma Christensen
	Other:	Juliana Dimovski, Tracey Varley
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Appointment of a Second Temporary Chairperson	No disclosures were made
2	Mayoral Term	No disclosures were made
3	Election of Mayor	No disclosures were made
4	Election of Deputy Mayor	No disclosures were made
5	Appointment of Chairpersons to Delegated Committee	No disclosures were made
6	Delegated Committee and Council meeting schedule for 2024/2025	No disclosures were made

The Meeting concluded at 5.44pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Blaga Naumoski Director Governance Communications and Community Safety
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