

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 25 February 2025 commencing at 7:00 PM.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 20 February 2025

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 10 December 2024 commencing at 7pm.

Minutes

Carl Cowie
Chief Executive Officer

Friday 13 December 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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Council Meeting Minutes

10 December 2024

Nillumbik Shire Council

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Nillumbik Shire Council

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 10 December 2024.
The meeting commenced at 7.00pm.**

Councillors present:

Cr John Dumaresq	Wingrove Ward (Mayor)
Cr Naomi Joiner	Bunjil Ward (Deputy Mayor)
Cr Grant Brooker	Blue Lake Ward
Cr Kelly Joy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Kim Cope	Sugarloaf Ward
Cr Kate McKay	Swipers Gully 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
Craig King	Acting Director Culture and Performance
Emma Christensen	Acting Manager Governance and Property
Elisha Jansz	Municipal Recovery Manager, Community Safety
Tracey Varley	Manager Communications and Engagement
Ben Cash	Coordinator Emergency Management and Recovery
Scott Allen	Fire Management Officer

1. Welcome

2. Acknowledgement

Acknowledgement of Country was read by the Mayor, Cr John Dumaresq.

3. Good Governance Pledge

The Good Governance Pledge was ready by Cr Kate McKay.

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4. Prayer

A prayer was read by Fr Stephen Mankarious from St Macarius Coptic Orthodox Church, Yarrambat.

Established in December 2009, the church opened its permanent location in October 2016 and serves around 500 constituents in the Nillumbik Shire. It offers diverse programs focusing on mental health, family mediation, child and youth development, and community engagement. St Macarius Church is known for its welcoming atmosphere and invites everyone to tour its facilities, meet the pastors, and participate in its services and activities.

5. Apologies\Leave of Absence

Nil

6. Declarations of conflict of interest

Nil

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7. Presentations

CONDOLENCE – Ken Ramplin

We are deeply saddened to hear of the passing of Nillumbik resident Ken Ramplin in October.

Ken commenced voluntary community service work with the Scouts at the age of 13. He was Scout Patrol Leader in Diamond Creek where he moved regularly between scouts and clubs. He was Leader of the Methodist Church Youth Group in Diamond Creek for three years and undertook various roles at Diamond Creek Uniting Church where he was actively involved.

After retiring Ken discovered OM:NI (Older Men: New Ideas) and joined the Greensborough OM:NI group. Three years later he founded three new OM:NI groups in Nillumbik – Diamond Creek, Eltham and Hurstbridge and received a Jagajaga Community Australia Day Award in 2018 for establishing these groups.

Ken was a long-standing Council on the Ageing (COTA) Victoria member and key figure in their OM:NI men's discussion groups.

He represented OM:NI Victoria for an award at Government House and received a personal award from Diamond Creek Bendigo Bank and Rotary for his contribution to the community.

Ken was one of the main instigators of the Diamond Creek Playspace Labyrinth project. It was so important to him and his team to ensure that this project was built and in collaboration with Council and other community members this idea became a reality.

Ken also designed and developed the Diamond Creek Rangeview Community Garden at the end of his street for all the community to enjoy with many people visiting the space on a regular basis.

Ken was very humble of all his achievements and proud to see projects that provided opportunities for citizens to join the community and give them a sense of belonging.

He was always thinking about various ways of bringing the community together and was seen as a true community leader, connector, mentor and good friend to many.

On behalf of Nillumbik Shire Council, we pass on our condolences to Ken's loving wife Lorraine, his family and friends.

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CFA Appreciation Awards

Presentation to our local CFA Brigades is an opportunity to acknowledge and thank each local brigade for their ongoing commitment and support they provide to the community.

The Mayor will present each brigade with a certificate of appreciation and a cheque as a gesture of Council's gratitude.

The Mayor Cr John Dumaesq paid tribute to the local brigades as follows:

I warmly welcome representatives from our brigades and groups tonight. I want to take a moment to recognise that volunteers are the backbone of our community, particularly our incredible CFA volunteers. Your selfless dedication and hard work are truly commendable.

Living in such a picturesque environment brings risks, especially with the arrival of summer and the increased probability of bushfires. The Council is committed to working with you, our emergency services personnel, to safeguard lives and properties.

As we enter another bushfire season, on behalf of Nillumbik Shire Council, I extend our heartfelt thanks and appreciation for all that you do.

Mitigating fire risk is vital and requires a year-round commitment. This responsibility must be shared by the entire community, and I know that the CFA and all emergency services agencies prioritise this through the many community education initiatives.

The Council is dedicated to collaborating with the CFA and other partners to ensure our fire and emergency management arrangements meet the needs of our community.

We are pleased to provide \$49,000 in donations to assist our 15 brigades and two groups for their exceptional work.

As we head into summer, we extend our best wishes to all emergency services first responders. While we hope for a safe season, we also acknowledge the importance of being well-prepared for any challenges that may arise.

Thank you again for your dedication; you have our deepest appreciation and unwavering support.

The mayor called on Scott Allen, Municipal Fire Prevention officer to present the certificates.

Certificate Presentation: Attendees present are highlighted in yellow.

Arthurs Creek Fire Brigade – Captain Warren Rees

Christmas Hills Fire Brigade – Captain Michael Scroggie

Diamond Creek Fire Brigade – Captain Noel Farmer

Doreen Fire Brigade – Lt Dave Slattery

Eltham Fire Brigade – Community Safety Officer Steve Kilsby

Kangaroo Ground Fire Brigade – Captain Duncan Bucknell

Hurstbridge Fire Brigade – Lt Bernard Daly

Kinglake Fire Brigade – John Stewart (Apology)

North Warrandyte Fire Brigade – Captain Trent Burriss

Panton Hill Fire Brigade – Lt Mark Howard

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Plenty Fire Brigade – Captain David Rumble

Research Fire Brigade – Lt Leigh Tronerud-McCarthy

St Andrews Fire Brigade – Lt Jason Earl

Wattle Glen Fire Brigade – Captain David Reuter

Yarrambat Fire Brigade – (Apology)

Whittlesea/Diamond Valley Group – Deputy Group Officer Adrian Marshman

Nillumbik Group – Group Officer Matthew Knight

Group Officer Matthew Knight acknowledged and thanked Council on behalf of the group for its continued support.

Photos were taken with the Appreciation Award recipients.

The Mayor and Deputy Mayor together with Councillors and CFA members came together for a group photograph.

Nillumbik Shire Council 30 Year Anniversary

The Mayor Cr John Dumaresq delivered a speech for the Shire's 30th anniversary:

This week we celebrate the 30th anniversary of the Nillumbik Shire Council.

As a council, we trace our history back predominantly to two shires: the Shire of Eltham, formed on the 16th of April, 1871, and on the 30th of September, 1964, the north ward of the City of Heidelberg was separated to become the Diamond Valley Shire.

With the merger of these two shires, brought about by the state government's restructuring efforts in December 1994, parts of the former Shire of Eltham, the Shire of Diamond Valley, parts of Healesville, and the City of Heidelberg, emerged to form the new Shire of Nillumbik, provisionally called the Shire of Montsalvat. The Local Government Board later changed the name to the locally preferred Nillumbik.

I've heard a few different stories about what "Nillumbik" means. Some say it means platypus, but commonly, we think it means "shallow soil," which is certainly reflective of the land we have around here.

Local newspapers reported that the boundary restructure was met with shock and outrage, but over the years, the community has grown and become very proud to be known as the "Green Wedge Shire."

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Commissioners initially oversaw the Shire, with Nillumbik's first council being elected in 1997. The commissioners returned briefly in 1998, and the new council was elected in March 1999. The population, from 47,000, has increased by almost a third in the past 30 years.

Over the decades, the council has taken the lead on many issues, involved the community in decision-making, and shown resilience in tough times. Major flooding has hit the Shire numerous times, and 2009 will forever be known for the devastating fires that hit the Shire on Black Saturday, and have had a lasting impact on our community.

There have also been many achievements—far too many to mention tonight. It has been an incredible 30 years for the Shire, going from strength to strength. I am very proud to be the mayor as we celebrate this important milestone and thank the community for being so actively and constructively engaged over the years.

I'd like to acknowledge the dedicated, hardworking staff and volunteers across these years. Much of the work gets done and goes unsung, and the same is true for our volunteers in the community.

I'd also like to thank the councillors, past and present. A total of 156 councillors have served on the Shire of Eltham, 63 on the Shire of Diamond Valley, and 47 have served on the Shire of Nillumbik. We have seven very capable councillors here starting their terms, and I'm looking forward to working with them and collaborating with the staff, the community, and carrying on the work that we have been building.

Again, congratulations to all, and I look forward to seeing what the next 30 years hold for this unique Shire we call Nillumbik. Thank you very much.

Additional presentations announcing funding arrangements were read after item 8. Confirmation of Minutes.

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8. Confirmation of Minutes

COM.001/24 Confirmation of Minutes Council Meeting held Tuesday 27 August 2024

Summary

Confirmation of the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 27 August 2024 and confirmation of the Minutes of the Extraordinary Council Meetings held on 10 September and 25 November 2024.

Council Resolution

MOVED: Cr Peter Perkins
SECONDED: Cr Grant Brooker

That Council:

- 1 Confirms the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 27 August 2024 (**Attachment 1 & 4**).
- 2 Confirms the Minutes of the Extraordinary Council Meeting (**Attachment 2**) held on Tuesday 10 September 2024 and the Extraordinary Council Meeting held Tuesday 25 November 2024 (**Attachment 3**).
- 3 Resolves that the Confidential Council Meeting Minutes remain confidential in accordance with section 3(1) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

Funding Announcements were delivered by Cr Peter Perkins and Cr Grant Brooker:

Cr Peter Perkins:

It was a pleasure to join fellow councillors and members of the Diamond Creek Men's Shed for a special announcement from Member for McEwen Rob Mitchell today.

The Federal Government will provide \$965,000 in funding through its Thriving Suburbs Program to renovate the Diamond Creek Men's Shed.

This is a much-needed project, and one that Council has been advocating for in partnership with the Member for McEwen.

The current building is no longer fit for purpose due to significant growth in membership numbers.

This funding will enable Council to comprehensively renovate and expand the existing facilities, while also diversifying the use of the space to cater to the needs of the broader community.

It's not just the Diamond Creek residents who use the Diamond Creek Men's Shed; it's people right across the Shire. Today, I noticed many people who have volunteered most of their lives. Volunteering seems to be in their genes. I know there are people from Yarrambat, Plenty, and even further streams than just Diamond Creek.

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Council will match this funding dollar for dollar.

Works will include:

- an expansion of the main hall to enable larger community gatherings and events*
- installation of modern, accessible facilities, including accessible bathrooms and improved kitchen facilities to enhance usability for all community members.*
- Creation of multi-functional spaces that can be adapted for workshops, educational programs and social activities, supporting a wider range of community uses.*
- Enhancement of external areas to include green spaces and outdoor seating, promoting environmental sustainability and social interaction.*

Council advocated for increased funding for Men's Sheds in its 2022 Advocacy Priorities and more recently a November 2024 McEwen Advocacy Priorities document.

It's a great program, and the people involved do an enormous amount for themselves and for their partners. Thank you.

Cr Grant Brooker:

I had the pleasure of being present for another announcement today from the Member for McEwen Rob Mitchell, where we received the exciting news that Council's other application through the Federal Government's Thriving Suburbs Program – the redevelopment of the 'away' change rooms at Yarrambat War Memorial Park – was also successful.

Yarrambat War Memorial Park is home to the Yarrambat Junior Football Club and the Plenty Valley Cricket Club. Built in 1976, the current away change rooms at Yarrambat War Memorial Park are not in a state to support the growing participation rate of women in sport. I was speaking to both the president of the Yarrambat Football Club and the secretary of the Cricket Club down there today, and we talked about the increased participation and the women's teams there.

This new facility will have the capacity for four different change rooms, so four different teams can use them at one time, with additional space for more teams. The redevelopment of this facility will ensure it has appropriate infrastructure to provide equitable opportunities for players and umpires to participate.

The new facility, as I've said, will include four change rooms, unisex players' amenities, and an umpires' room and amenities, a dedicated first-aid room, storage room, and unisex accessible toilets. These improvements will make Yarrambat War Memorial Park an even more valuable asset to Yarrambat and to the wider Nillumbik Shire.

The project, as all of our projects do, and our grant applications align with our Health and Well-being Plan, our Fair Access Policy, our Recreation and Leisure Strategy, and even our Climate Action Plan. So, maybe there are going to be some LED lights and so on at these change rooms.

Our commitment to these plans is reflected in the dollar-for-dollar matching funding we will be contributing to the project. It's not just a case of us receiving the money and then doing the work, grabbing a design, and overseeing the construction – we will be putting our own dollars into the facilities as well. Thank you.

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9. Petitions

Nil.

10. Questions from the gallery

Richard Pennell has submitted the following questions:

Question 1

In the light of the completion of the first part of the Greensborough to Eltham cycle and walking track alongside the railway line, what timetable does the Council have for rebuilding the pedestrian/ cycle bridge over the Diamond Creek at Bridge Street so that the second part of the track, between Montmorency and Eltham, can be completed in partnership with the State Government?

Response 1

The original scope of the Montmorency to Eltham Shared Trail extension by the State Government included all necessary works between the Montmorency and Eltham Railway stations.

This included a new shared trail bridge crossing in Alistair Knox Park, in the approximate location of the old low level pedestrian bridge removed following storm damage in late 2022.

In late 2023, Council were advised, the project would no longer extend to Eltham Station and would conclude at the start of Alistair Knox Park, north of the skate park which has resulted in the removal of the shared trail bridge.

Current design standards along with the Melbourne Water guidelines for bridge crossings dictates that any new shared trail bridge in the proposed location would need to be significantly higher and structurally more substantial compared to the original bridge. This requirement comes at a significant cost of an estimated \$2.6M, funding sources are currently being investigated to build the bridge as soon as practicable.

Question 2

When will the Council produce a plan to restructure the arrangements for collecting commercial rubbish from the public carpark behind Eltham Terrace which is also illegally used by members of the public for disposing of large pieces of hard rubbish that stay there for very long periods?

Response 2

Council will re-engage with the owner at Eltham Terrace to discuss and progress solutions to the commercial bin storage issues.

Community members are encouraged to continue to report dumped rubbish to Council.

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11. Reports of Advisory Committees

AC.008/24 Advisory Committee Report - 10 December 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. Arts & Cultural Advisory Committee meeting held 20 May 2024;
2. Positive Ageing Advisory Committee meeting held 2 August 2024;
3. Environment & Sustainability Advisory Committee meeting held 21 August 2024;
4. Inclusion and Access Advisory Committee meeting held 23 August 2024;
5. Economic Development Advisory Committee meeting held 29 August 2024; and
6. Panton Hill Bushland Reserve System User Group - Advisory Committee meeting held 5 September 2024.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kim Cope

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

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.102/24 Planning for development of Council Plan 2025-2029 and review of Community Vision - Nillumbik 2040 and Financial Plan

Distribution: Public

Manager: Jeremy Livingston, Director Culture and Performance

Author: Craig King, Manager Customer Experience and Business Performance

Summary

This report is seeking Council endorsement on the proposed community engagement proposal to support the development of the Council Plan 2025-2029, and the review of the Community Vision and Financial Plan.

By the end of October in the year following a Council election, each council is required to develop a four-year Council Plan defining how it will work towards achieving the adopted Community Vision, supported by an updated 10-year Financial Plan.

With the challenges of the COVID-19 pandemic behind us, a key objective is to develop a new Council Plan that better connects with the community. To ensure the 2025-2029 Council Plan truly aligns with what is important to the community, a community engagement process has been designed that meets the requirements of the *Local Government Act 2020*.

To develop and review these important strategic documents and meet the statutory timeframes as outlined under the *Local Government Act 2020*, the proposed community engagement process will need to commence in early February 2025.

This report provides an outline of the proposed community engagement process, including activities planned to best draw feedback from the community.

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kelly Joy

That Council:

1. Endorses the proposed community engagement approach to support the development of the Council Plan 2025-2029, review of the Community Vision – Nillumbik 2040, and the Financial Plan 2021-2031, including:
 - a) The three-phased engagement approach (**Attachment 1**);
 - b) The Community Forum as per the drafted Terms of Reference (**Attachment 3**), with participants of the forum recruited via a randomised selection process undertaken by an independent research company, with the final selection of participants informed by ensuring a representation of key demographics across the Shire; and
 - c) Project timeframes as set out in **Attachment 2**.

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.103/24 Councillor appointments to Internal Advisory Committees

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 an important mechanism for consultation with the community and key stakeholders. Advisory committees provide advice to Council but do not make formal decisions.

Council appoints Councillors as representatives on its advisory committees and reviews these appointments annually.

Following consultation with Councillors, the appointments listed in the table below are recommended.

Officer Recommendation

That Council appoints Councillors as listed below as its representatives on advisory committees for the 2024/2025 Council year:

Advisory Committee	Councillor(s) appointed
Arts and Cultural Advisory Committee	Cr (Chair) Cr (Deputy Chair)
Audit and Risk Committee	Cr Cr
CEO Employment Matters Advisory Committee	All Councillors
Economic Development Advisory Committee	Cr (Chair) Cr Cr
Environment and Sustainability Advisory Committee	Cr (Chair) Cr (Alternate Chair)
Health and Wellbeing Advisory Committee	Cr (Chair) Cr

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CM.103/24 Councillor appointments to Internal Advisory Committees

Inclusion and Access Advisory Committee	Cr (Chair) Cr (Alternate Chair)
Living & Learning Advisory Committee	Cr (Chair)
Panton Hill Bushland Reserves System User Group Advisory Committee	Cr (Chair)
Positive Ageing Advisory Committee	Cr (Chair)
Recreation Trails Advisory Committee	Cr (Chair) Cr Cr
Youth Advisory Committee	Cr Youth Council Mayor chairs the meetings

Motion

MOVED: Cr Kelly Joy
SECONDED: Cr Grant Brooker

That Council appoints Councillors as listed below as its representatives on advisory committees for the 2024/2025 Council year:

Advisory Committee	Councillor(s) appointed
Arts and Cultural Advisory Committee	Cr Kim Cope
Audit and Risk Committee	Cr John Dumaresq Cr Naomi Joiner
CEO Employment Matters Advisory Committee	All Councillors
Economic Development Advisory Committee	Cr Grant Brooker (Chair) Cr Naomi Joiner
Environment and Sustainability Advisory Committee	Cr Kate McKay (Chair) Cr Kelly Joy (Alternate Chair)

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CM.103/24 Councillor appointments to Internal Advisory Committees

Health and Wellbeing Advisory Committee	Cr Kelly Joy (Chair) Cr Grant Brooker
Inclusion and Access Advisory Committee	Cr Peter Perkins (Chair)
Living & Learning Advisory Committee	Cr Grant Brooker
Panton Hill Bushland Reserves System User Group Advisory Committee	Cr Naomi Joiner (Chair)
Positive Ageing Advisory Committee	Cr Peter Perkins (Chair)
Recreation Trails Advisory Committee	Cr Kelly Joy (Chair) Cr Kim Cope
Youth Advisory Committee	Cr Kate McKay Youth Council Mayor chairs the meetings

CARRIED UNANIMOUSLY

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

Council Resolution

MOVED: Cr Kelly Joy
SECONDED: Cr Grant Brooker

That Council appoints Councillors as listed below as its representatives on advisory committees for the 2024/2025 Council year:

Advisory Committee	Councillor(s) appointed
Arts and Cultural Advisory Committee	Cr Kim Cope
Audit and Risk Committee	Cr John Dumaresq Cr Naomi Joiner
CEO Employment Matters Advisory Committee	All Councillors

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Economic Development Advisory Committee	Cr Grant Brooker (Chair) Cr Naomi Joiner
Environment and Sustainability Advisory Committee	Cr Kate McKay (Chair) Cr Kelly Joy (Alternate Chair)
Health and Wellbeing Advisory Committee	Cr Kelly Joy (Chair) Cr Grant Brooker
Inclusion and Access Advisory Committee	Cr Peter Perkins (Chair)
Living & Learning Advisory Committee	Cr Grant Brooker
Panton Hill Bushland Reserves System User Group Advisory Committee	Cr Naomi Joiner (Chair)
Positive Ageing Advisory Committee	Cr Peter Perkins (Chair)
Recreation Trails Advisory Committee	Cr Kelly Joy (Chair) Cr Kim Cope
Youth Advisory Committee	Cr Kate McKay Youth Council Mayor chairs the meetings

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CM.104/24 Councillor appointments to External Organisations

Distribution: Public

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

Author: Katia Croce, Manager Governance and Property

Summary

Council is a member or participant in a range of external organisations at a local, regional or sector level.

Councillors are appointed to represent Council as delegates to those organisations. In some cases, an alternate is also appointed who can attend if the primary Councillor is not available.

Following consultation with Councillors, the appointments listed in the table below are recommended for 2024/2025 Council year.

Recommendation

That Council:

1. Appoints Councillors as listed below as its delegates to external organisations for the 2024/2025 Council year:

External Organisation	Councillor(s) appointed
Diamond Creek Traders' Association	Cr Cr
Eltham Chamber of Commerce and Industry	Cr Cr Cr
Hurstbridge Traders' Association	Cr Cr (Proxy)
Outer Melbourne Councils (formerly Interface Councils Group)	Cr (Mayor of the day) Cr (Deputy Mayor Proxy)
Metropolitan Transport Forum Inc.	Cr Cr (Proxy)
Municipal Association of Victoria	Cr Cr (Proxy)
Nillumbik Reconciliation Group	Cr Cr (Proxy) <i>NRG will allow proxy to attend if Councillor Representative can't attend.</i>
Nillumbik Tourism and Business	Cr Cr (Proxy)
Northern Alliance for Greenhouse Action	Cr Cr (Proxy)
Northern Council Alliance	Cr (Mayor of the day) Cr Proxy
Victorian Local Governance Association	Cr Cr (Proxy)
Yarra Plenty Regional Library Board	Cr Cr Director Communities (Proxy)

2. Resolves to not appoint a Councillor representative to Banyule/Nillumbik Local Learning and Employment Network Inc. Board.

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CM.104/24 Councillor appointments to External Organisations

3. Notes that Council's organisational representative and sitting member on the Board is the Economic Development and Tourism Lead from Councils Economic Development Team, under Category 11 – Co-Opted member.

Motion

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council:

1. Appoints Councillors as listed below as its delegates to external organisations for the 2024/2025 Council year:

External Organisation	Councillor(s) appointed
Diamond Creek Traders' Association	Cr Kelly Joy
	Cr Peter Perkins
Eltham Chamber of Commerce and Industry	Cr John Dumaresq
	Cr Kelly Joy
Hurstbridge Traders' Association	Cr Naomi Joiner
Outer Melbourne Councils (formerly Interface Councils Group)	Cr John Dumaresq (Mayor of the day)
Metropolitan Transport Forum Inc.	Cr Naomi Joiner
	Cr Kate McKay (Proxy)
Municipal Association of Victoria	Cr Naomi Joiner
Nillumbik Reconciliation Group	Cr Kate McKay
Nillumbik Tourism and Business	Cr Kim Cope
Northern Alliance for Greenhouse Action	Cr Kate McKay
Northern Council Alliance	Cr John Dumaresq (Mayor of the day)
	Cr John Dumaresq
Victorian Local Governance Association	Cr Grant Brooker (Chair)
Yarra Plenty Regional Library Board	Cr Peter Perkins
	Director Communities (Proxy)

2. Resolves to not appoint a Councillor representative to Banyule/Nillumbik Local Learning and Employment Network Inc. Board.
3. Notes that Council's organisational representative and sitting member on the Board is the Economic Development and Tourism Lead from Councils Economic Development Team, under Category 11 – Co-Opted member.

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

Council Meeting Minutes

10 December 2024

12. Officers' reports

CM.104/24 Councillor appointments to External Organisations

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council:

1. Appoints Councillors as listed below as its delegates to external organisations for the 2024/2025 Council year:

External Organisation

Diamond Creek Traders' Association

Eltham Chamber of Commerce and Industry

Hurstbridge Traders' Association

Outer Melbourne Councils (formerly Interface Councils Group)

Metropolitan Transport Forum Inc.

Municipal Association of Victoria

Nillumbik Reconciliation Group

Nillumbik Tourism and Business

Northern Alliance for Greenhouse Action

Northern Council Alliance

Victorian Local Governance Association

Yarra Plenty Regional Library Board

Councillor(s) appointed

Cr Kelly Joy

Cr Peter Perkins

Cr John Dumaresq

Cr Kelly Joy

Cr Naomi Joiner

Cr John Dumaresq (Mayor of the day)

Cr Naomi Joiner

Cr Kate McKay (Proxy)

Cr Naomi Joiner

Cr Kate McKay

Cr Kim Cope

Cr Kate McKay

Cr John Dumaresq (Mayor of the day)

Cr John Dumaresq

Cr Grant Brooker (Chair)

Cr Peter Perkins

Director Communities (Proxy)

2. Resolves to not appoint a Councillor representative to Banyule/Nillumbik Local Learning and Employment Network Inc. Board.
3. Notes that Council's organisational representative and sitting member on the Board is the Economic Development and Tourism Lead from Councils Economic Development Team, under Category 11 – Co-Opted member.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 December 2024

12. Officers' reports

CM.104/24 Councillor appointments to External Organisations

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Council Meeting Minutes

10 December 2024

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CM.105/24 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

File: GF/20/96

Distribution: Public

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

Author: Emma Christensen, Acting Manager Governance and Property

Summary

Section 224 of the *Local Government Act 1989* provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

The Chief Executive Officer makes these appointments by authority conferred by Instrument of Delegation by Council dated 26 March 2024.

Section 147(4) of the *Planning and Environment Act 1987* provides for the appointment and authorisation of Council Officers for the purpose of the *Planning and Environment Act 1987*.

To strengthen Council's decision making and enforcement processes, appointment of authorisation under the *Planning and Environment Act 1987* is being recommended by Council Resolution.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kim Cope

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

- a) The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument.
- b) The common seal of Council be affixed to the Instrument.
- c) The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 December 2024

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Council Meeting Minutes

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CM.106/24 Neighbourhood Safer Places - Annual Update

Distribution: Public

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

Author: Elishia Jansz, Manager Community Safety (Municipal Recovery Manager)

Summary

Neighbourhood Safer Places Summary

This report is presented to Council to formally note that the Neighbourhood Safer Places - Bushfire Places of Last Resort (NSP-BPLR) within the Nillumbik Shire have been reassessed as being compliant and will maintain their status as designated NSP-BPLRs for the 2024/25 fire danger period. No additional NSP-BPLRs sites have been established for the 2024/25 fire danger period.

Annual audits have been completed for the existing seven (7) designated NSP-BPLR in Nillumbik. All NSP-BPLR are required to be assessed each year by the Country Fire Authority (CFA) and Council is required to record the outcome of these assessments.

The Neighbourhood Safer Places - Bushfire Places of Last Resort Plan has been prepared to outline the guidelines developed by Municipal Association of Victoria (MAV) to assist Council in identifying, designating, establishing, maintaining and decommissioning, if required.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Naomi Joiner

That Council notes as part of the annual review process, the Neighbourhood Safer Places - Bushfire Places of Last Resort (NSP-BPLRS) are located at:

- a) Diamond Hills Reserve Oval, Greensborough
- b) The Outdoor Performance Centre, Greensborough
- c) Diamond Creek Community Centre, Diamond Creek
- d) Yarrambat Park Golf Course Clubrooms, Yarrambat
- e) Hurstbridge Basketball Stadium, Hurstbridge
- f) Carpark between Arthur and Dudley Streets, Eltham
- g) Collendina Reserve, Greensborough

all have been reassessed by the Country Fire Authority and have been confirmed to meet the criteria for designation as a NSP-BPLR.

CARRIED UNANIMOUSLY

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CM.106/24 Neighbourhood Safer Places - Annual Update

Elisha Jansz Municipal Recovery Manager Community Safety, Ben Cash Coordinator Emergency Management and Recovery and Scott Allen Fire Management Officer left the meeting at the conclusion of the above item at 8:08pm.

Council Meeting Minutes

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CM.107/24 Tender Report - Contracts for 2425-011 - Play Space Renewal Projects – Six Sites

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Lance Clark, Senior Procurement Specialist

Summary

This report recommends the awarding of contracts for 2425-011 Play Space Renewal Projects – Six Sites.

- Parry Reserve - 62 Allendale Road, Eltham North
- Diamond Hills Reserve - 11 Diamond Hills Drive, Greensborough
- Jacaranda Drive Reserve - 13A Lorikeet Court, Diamond Creek
- Pitt Street Reserve - 179 Pitt Street, Eltham
- Oldstead Road Reserve - 21 Oldstead Road, Greensborough
- Lower Eltham Park - 570 Main Road, Eltham

The renewal projects allow for like-for-like replacements of existing play equipment including diverse play opportunities encompassing sensory and imaginative play as well as accessible features.

There will be two contracts issued for the projects, based on the outcome of the tender and evaluation process.

It is intended that Contracts will be awarded in December 2024 and the play space renewal projects completed by 1 June 2025.

The timeline is based on product supply chains and planning for works on each site.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contracts for 2425-011 Play Space Renewal Projects – Six Sites.

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

Recommendation

That Council:

1. Accepts the tenders submitted by the **preferred tenderers** for the total sums of **[\$[Redacted]]** and enter into the following contracts:
Number: 2425-011-1
Title: Play Space Renewal Projects – Five Sites
Awarded Sites: Parry Reserve, Diamond Hills Reserve, Jacaranda Drive Reserve, Oldstead Road Reserve and Lower Eltham Park Reserve.
Term: 11 December 2024 to 1 June 2025

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CM.107/24 Tender Report - Contracts for 2425-011 - Play Space Renewal Projects – Six Sites

Number: 2425-011-2

Title: Play Space Renewal Projects – One Site

Awarded Site: Pitt Street Reserve.

Term: 11 December 2024 to 1 June 2025

2. Authorises the Chief Operating Officer to finalise and execute the contracts documentation.
3. Authorises the Chief Operating Officer to approve cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than the approved budget.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding these contracts but the Tender Evaluation Report 2425-011 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

Council Resolution

MOVED: Cr Kim Cope

SECONDED: Cr Grant Brooker

That Council:

1. Accepts the tenders submitted by the **Omnitech Playgrounds and A Space Australia Pty Ltd** for the total sum of **\$305,000.00 ex gst** and enter into the following contracts:

Number: 2425-011-1 **Omnitech Playgrounds**

Title: Play Space Renewal Projects – Five Sites

Awarded Sites: Parry Reserve, Diamond Hills Reserve, Jacaranda Drive Reserve, Oldstead Road Reserve and Lower Eltham Park Reserve.

Term: 11 December 2024 to 1 June 2025

Number: 2425-011-2 **A Space Australia Pty Ltd**

Title: Play Space Renewal Projects – One Site

Awarded Site: Pitt Street Reserve.

Term: 11 December 2024 to 1 June 2025

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**CM.107/24 Tender Report - Contracts for 2425-011 - Play Space Renewal Projects
– Six Sites**

2. Authorises the Chief Operating Officer to finalise and execute the contracts documentation.
3. Authorises the Chief Operating Officer to approve cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than the approved budget.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding these contracts but the Tender Evaluation Report 2425-011 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

CARRIED UNANIMOUSLY

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CM.108/24 Quarterly Risk and Safety Report - September 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 September 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 18 November 2024.

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

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Grant Brooker

That Council:

1. Notes the summary of the confidential Risk and Safety Report (**Attachment 1**) for the year ending September 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

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CM.108/24	Quarterly Risk and Safety Report - September 2024

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12. Officers' reports

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

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 exhibit 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 first update on delivery progress and performance of the 2024-2025 Annual Action Plan actions, which align to delivery of the fourth and final year of the Council Plan 2021-2025.

Of the 30 actions in the 2024-2025 Annual Action Plan, 28 actions are 'on track' for completion, one action is experiencing minor issues, and one action is yet to commence (**Attachment 1**).

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.

In early 2025, Council will commence developing the 2025-2029 Council Plan, which will be a key strategy document reflecting Council's priorities, aspirations and outcomes in the 2025-2029 Council term.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Kim Cope

That Council receives and notes the Council Plan Quarterly Performance Report for the first quarter of 2024-2025.

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 December 2024

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Council Meeting Minutes

10 December 2024

12. Officers' reports

CM.110/24 September Quarter Financial Report

Distribution: Public

Manager: Vince Lombardi, Chief Operating Officer

Author: Melika Sukunda, Manager Finance, Assets and Procurement

Summary

This report outlines Council's financial performance and financial position for the period ended 30 September 2024.

The Income Statement shows an overall favourable year to date (YTD) variance of \$1.93 million representing 2.76 per cent of YTD Budget. This reflects the combined result of higher than budgeted operating income of \$1.41 million and higher than budgeted operating expenses of \$515,495.

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

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Naomi Joiner

That Council receives and notes the Financial Report for the period ended 30 September 2024 (**Attachment 1**).

CARRIED UNANIMOUSLY

Council Meeting Minutes

10 December 2024

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Council Meeting Minutes

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12. Officers' reports

CM.111/24 Informal Meetings of Councillors Records - 10 December 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 27 August 2024.

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

1. Environment and Sustainability Advisory Committee Meeting held 12 August 2024;
2. Arts and Cultural Advisory Committee meeting held 19 August 2024;
3. Councillor Briefing held meeting 20 August 2024;
4. Council Meeting Pre-Meet held 27 August 2024;
5. Councillor Briefing held 3 September 2024;
6. Panton Hill bushland Reserve System User Group meeting held 5 Sept 2024;
7. Extraordinary Council Meeting Pre-Meet held 10 September 2024; and
8. Extraordinary Council Meeting Pre-Meet held 25 November 2024.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kelly Joy

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

Council Meeting Minutes

10 December 2024

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Council Meeting Minutes

10 December 2024

13. Notices of Motion

Nil

14. Delegates' Reports

Nil

15. Supplementary and urgent business

Nil

16. Confidential reports

Nil

17. Close of Meeting

The meeting closed at 8:27pm.

Confirmed:

Cr John Dumaresq, Mayor

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Financial Report

31 December 2024

Financial Report - 31 December 2024

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Detailed Analysis

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Financial Report - 31 December 2024

Income Statement

For the financial year to date 31 December 2024

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Income					
Rates	64,631,417	64,741,014	109,597	0.17	65,213,001
Waste management charge	15,058,927	15,131,969	73,042	0.49	15,058,927
Government grants-recurrent	4,761,503	4,930,845	169,342	3.56	5,920,506
Government grants-non-recurrent	8,703,367	8,963,623	260,256	2.99	16,324,717
User charges	7,633,618	7,906,333	272,715	3.57	18,668,472
Statutory fees and fines	955,310	925,695	(29,615)	(3.10)	2,127,640
Reimbursements	-	22,680	22,680	100.00	57,031
Interest income	744,480	745,444	964	0.13	1,250,000
Capital contributions	100,000	180,438	80,438	80.44	1,009,212
Other revenue	288,042	959,105	671,063	232.97	673,668
Contributions	100,000	901,000	801,000	801.00	103,500
Total income	102,976,664	105,408,146	2,431,482	2.36	126,406,674
Expenses					
Employee benefits	21,131,162	20,005,936	1,125,226	5.32	42,552,693
External contracts	10,323,902	10,977,647	(653,745)	(6.33)	24,238,306
Materials and related costs	9,959,804	10,431,558	(471,754)	(4.74)	18,570,641
Other expenditure	3,623,767	3,842,020	(218,253)	(6.02)	7,955,573
Interest expenditure	397,223	397,223	-	-	966,484
Financial year projects allocation	778,494	785,837	(7,343)	(0.94)	2,637,819
Total expenses	46,214,352	46,440,221	(225,869)	(0.49)	96,921,516
Earnings before Depreciation	56,762,312	58,967,925	2,205,613	3.89	29,485,158
Depreciation	6,220,000	6,220,000	-	-	12,440,000
Net Surplus	50,542,312	52,747,925	2,205,613	4.36	17,045,158

Financial Report - 31 December 2024

Balance Sheet

For the financial year to date 31 December 2024

	31-Dec-24	30-Jun-24
	\$	\$
ASSETS		
Current assets		
Cash assets	34,815,544	40,410,000
Other Financial Assets	5,000,000	10,000,000
Receivables	56,936,809	14,589,000
Accrued income	835,322	990,000
Prepayments	288,755	1,790,000
Inventories	29,080	32,000
Total current assets	97,905,510	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	(343,056,484)	(336,844,000)
Work in progress	27,052,399	11,466,000
Right of use assets	1,120,503	1,121,000
Total non-current assets	1,038,615,487	1,029,250,000
TOTAL ASSETS	1,136,520,997	1,097,061,000
LIABILITIES		
Current liabilities		
Creditors	5,568,215	2,667,000
Trust funds	2,465,333	3,729,000
Prepaid income	673,830	289,000
Unearned Income	-	8,018,000
Accrued expenses	2,000	5,977,000
Provisions	7,598,746	12,728,000
Borrowings	1,324,810	2,617,000
Lease liabilities	401,579	402,000
Total current liabilities	18,034,513	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	57,861,351	71,158,000
NET ASSETS	1,078,659,646	1,025,903,000
Presented by:		
Accumulated surplus	399,781,779	399,772,000
YTD surplus/(deficit)	52,746,925	-
Asset revaluation reserve	590,134,952	590,134,000
Other reserves	35,995,990	35,997,000
TOTAL EQUITY	1,078,659,646	1,025,903,000

Financial Report - 31 December 2024

Statement of Cash Flows

For the financial year to date 31 December 2024

	31-Dec-24 YTD \$	30-Jun-24 * \$
Inflows from operating activities		
Rates	37,910,004	76,630,000
Statutory fees & fines	925,695	1,865,000
User charges	7,906,333	17,097,000
Grants	5,981,649	7,683,000
Contributions	1,474,579	1,403,000
Interest	745,444	2,104,000
Other receipts	638,141	7,148,000
Total inflows from operating activities	55,581,845	113,930,000
Outflows from operating activities		
Payments to suppliers	(23,798,423)	(56,542,000)
Payments to employees	(20,005,936)	(38,645,000)
Trust	(1,263,666)	(77,000)
Other payments	(3,842,020)	(7,894,000)
Total outflows from operating activities	(48,910,045)	(103,158,000)
Movement in operating activities	6,671,800	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	(15,584,160)	(17,651,000)
Payments for investments	-	(5,000,000)
Movement in investing activities	(10,576,432)	(22,372,000)
Outflows from financing activities		
Repayment of borrowings	(1,292,477)	(1,897,000)
Borrowing costs	(397,223)	(697,000)
Interest paid - lease liabilities	-	(75,000)
Repayment of lease liabilities	(124)	(420,000)
Movement in financing activities	(1,689,824)	4,911,000
TOTAL CASH MOVEMENT FOR PERIOD	(5,594,456)	(6,689,000)
Opening bank balance	40,410,000	47,099,000
Net increase/(decrease) in cash and cash equivalents	(5,594,456)	(6,689,000)
CLOSING BANK BALANCE	34,815,544	40,410,000

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

Financial Report - 31 December 2024

1. Income Statement Variance Analysis

a. Operating Income year to date

	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Income					
Rates	64,631,417	64,741,014	109,597	0.17	65,213,001
Waste management charge	15,058,927	15,131,969	73,042	0.49	15,058,927
Government grants-recurrent	4,761,503	4,930,845	169,342	3.56	5,920,506
Government grants-non-recurrent	8,703,367	8,963,623	260,256	2.99	16,324,717
User charges	7,633,618	7,906,333	272,715	3.57	18,668,472
Statutory fees and fines	955,310	925,695	(29,615)	(3.10)	2,127,640
Reimbursements	-	22,680	22,680	100.00	57,031
Interest income	744,480	745,444	964	0.13	1,250,000
Capital contributions	100,000	180,438	80,438	80.44	1,009,212
Other revenue	288,042	959,105	671,063	232.97	673,668
Contributions	100,000	901,000	801,000	801.00	103,500
Total Operating Income	102,976,664	105,408,146	2,431,482	2.36	126,406,674

Significant variance commentary:

Rates and Waste Management Charge \$182,639.

- Reflective of supplementary valuations.

Recurrent Government Grants \$169,342.

- Additional funding received from:
 - Department of Education \$96,660.
 - Department of Transport and Planning \$37,288.
 - Department of Health \$19,025.

Non-Recurrent Government Grants \$260,256.

- New funding received from:
 - Department of Social Services \$73,057.
 - Cricket Victoria \$22,173.
 - Department of Education \$85,995.
- Additional funding received from Department of Government Services \$80,000.

User Charges \$272,715.

- Leisure facilities income (offset by corresponding expenditure) \$241,002.
- Living and Learning community program fee income \$38,616.
- Playhouse childcare fee income \$16,245.
- Edendale nursery plant sales \$14,234.
- Synthetic pitch rental income (\$56,061).

Statutory Fees and Fines (\$29,615).

- Planning application fees (\$105,936).
- Planning prosecution income \$70,000.

Capital Contributions \$80,438.

- Yarra Plenty Regional Library \$75,000.

Other Revenue \$671,063.

- Insurance claim refunds \$353,124.
- Aligned Leisure facilities \$130,591.
- Recycling collection - container deposit scheme refunds \$114,211.
- Non-residential rental income \$40,256.

Contributions \$801,000.

- Developer contributions received for open space and DPO4 area open space \$800,500.

Financial Report - 31 December 2024

b. Operating Expenditure year to date

	YTD Budget \$	YTD Actuals \$	YTD Variance \$	%	Annual Budget \$
Expenditure					
Employee benefits	21,131,162	20,005,936	1,125,226	5.32	42,552,693
External contracts	10,323,902	10,977,647	(653,745)	(6.33)	24,238,306
Materials and related costs	9,959,804	10,431,558	(471,754)	(4.74)	18,570,641
Bad and doubtful debts	-	-	-	-	-
Other expenditure	3,623,767	3,842,020	(218,253)	(6.02)	7,955,573
Interest expenditure	397,223	397,223	-	-	966,484
Financial year projects allocation	778,494	785,837	(7,343)	(0.94)	2,637,819
Total operating expenditure	46,214,352	46,440,221	(225,869)	(0.49)	96,921,516

Significant variance commentary:

Employee Benefits \$1,125,226.

- Year to date variances resulting from timing of position vacancies due to resignations, staff being on secondment or long service leave, as well as timing of the new Enterprise Agreement.

External Contracts (\$653,745).

- Leisure facilities expenditure (offset by corresponding income) (\$437,511).
- Agency and temporary staff engaged to backfill vacant roles (\$203,918).
- Cleaning service requirements for public facilities (\$63,814).
- External consultants engaged to provide specialised services (\$45,871).
- Former Plenty landfill site leachate compliance requirements due to higher rainfall (\$44,101).
- Recycling disposal costs \$116,311.

Materials and Related Costs (\$471,754).

- Contractors engaged for provision of mowing services (\$303,483).
- Insurance policy premiums higher than budgeted (\$114,714).
- Graffiti removal costs (\$29,779).
- Specialist legal advice and services (\$25,264).

Other Expenditure (\$218,253).

- Lease costs for:
 - trial of cleansing equipment (\$51,026).
 - street sweeper (\$27,269).
 - parking overstay detection sensors (\$37,951).
- Planning permit costs for arboriculture activities (\$37,034).
- Sportsground maintenance (\$21,803).

Financial Report - 31 December 2024

2. Statement of Capital Works For the financial year to date 31 December 2024

Asset Class	YTD Budget	YTD Actuals	YTD Variance Fav / (Unfav)		Annual Budget
	\$	\$	\$	%	\$
Bridges	9,540	9,544	(4)	(0.04)	241,182
Children's playground equipment	27,484	27,484	0	0.00	341,006
Commercial centres/major streetscapes	136,814	137,621	(807)	(0.59)	1,109,429
Digital transformation projects	136,181	195,325	(59,144)	(43.43)	517,589
Disability access works	-	1,617	(1,617)	(100.00)	100,000
Drainage	343,930	343,415	515	0.15	960,292
Footpaths	342,912	342,913	(1)	(0.00)	967,048
Landfill closure/regional park	3,106,089	3,210,285	(104,196)	(3.35)	7,011,414
Major leisure centres & community halls	47,184	1,381,075	(1,333,891)	(2,827.00)	100,539
Other council buildings	2,544,749	2,555,164	(10,415)	(0.41)	5,497,441
Other infrastructure	114,497	115,027	(530)	(0.46)	402,630
Plant & vehicle replacement	825,654	840,635	(14,981)	(1.81)	2,265,648
Public open space	430,568	428,857	1,711	0.40	1,002,552
Recreation, leisure & community	2,667,909	2,716,681	(48,772)	(1.83)	9,194,284
Recreation trails	306,105	303,856	2,249	0.73	3,847,540
Roads	1,827,512	1,872,060	(44,548)	(2.44)	6,107,036
Special charge schemes	-	4,661	(4,661)	(100.00)	42,584
Sportsfields & pavilions	458,219	512,678	(54,459)	(11.89)	4,334,898
Traffic works	312,930	313,696	(766)	(0.24)	1,056,406
Various/miscellaneous capital	100,000	274,061	(174,061)	(174.06)	114,000
Total	13,738,277	15,586,654	(1,848,377)	(13.45)	45,213,518
Renewal	3,430,435	3,686,024	(255,589)	(7.45)	8,476,178
New	1,641,882	1,675,178	(33,296)	(2.03)	7,954,518
Upgrade	7,819,216	9,330,506	(1,511,290)	(19.33)	25,442,503
Expansion	846,744	894,945	(48,201)	(5.69)	3,340,319
Total	13,738,277	15,586,654	(1,848,377)	(13.45)	45,213,518

Commentary:

The 2024-25 annual capital works program is underway and is tracking well, with a total spend variance of 13.45% 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
- 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
- Eltham Lower Park dog park - conversion of a section of the existing horse and pony club to create new dog park space
- Diamond Creek Tennis court reconstruction
- Herberts Lane play space - construction of a new play space near Herberts Lane, Diamond Creek
- Plenty War Memorial Oval - LED lighting upgrade

Projects recently completed:

- Asphalt road resealing at:
 - Diamond Creek - Egan Street and James Cook Drive
 - Eltham North - Parry Road and Colric Place
 - Plenty - Mackelroy Road and Heard Avenue
 - Research - Maroong Drive

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

Financial Report - 31 December 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%	444,714
NAB	27/06/2008	20	27/06/2028	3,647,000	7.87%	1,075,263
TCV	22/06/2022	7	22/06/2029	7,000,000	4.42%	4,742,933
NAB	10/06/2011	20	10/06/2031	2,120,000	7.91%	1,069,598
NAB	21/06/2021	10	21/06/2031	3,303,000	2.03%	2,146,950
ANZ	29/06/2012	20	29/06/2032	2,373,000	5.88%	1,221,849
TCV	3/05/2024	10	3/05/2034	8,000,000	5.13%	7,689,382
Total						18,390,689

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	Yes	A1+	11:00am	3,331,452			4.10%
Macquarie		A1	11:00am	4,182,272			4.50%
AMP		A2	11:00am	2,500,000			5.10%
NAB		A1+	Term Deposit	2,500,000	2/01/2025	90	4.95%
Bendigo		A2	Term Deposit	1,000,000	7/01/2025	92	4.74%
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%
NAB		A1+	Term Deposit	2,000,000	3/02/2025	122	5.00%
NAB		A1+	Term Deposit	2,000,000	4/02/2025	120	5.00%
Westpac		A1+	Term Deposit	3,000,000	7/02/2025	92	4.92%
NAB	Yes	A1+	Term Deposit	1,000,000	10/02/2025	91	5.00%
Westpac		A1+	Term Deposit	2,000,000	24/02/2025	96	4.92%
NAB		A1+	Term Deposit	3,500,000	3/03/2025	90	5.00%
Westpac		A1+	Term Deposit	1,000,000	4/03/2025	90	4.92%
Bendigo		A2	Term Deposit	1,500,000	12/05/2025	180	5.10%
Westpac		A1+	Term Deposit	5,000,000	11/06/2025	365	5.15%
Total				38,013,724	Weighted average		4.87%

Financial Institution Rating	Investment	Portfolio
A1+	26,831,452	70.58%
A1	4,182,272	11.00%
A2	7,000,000	18.41%
Total	38,013,724	100%

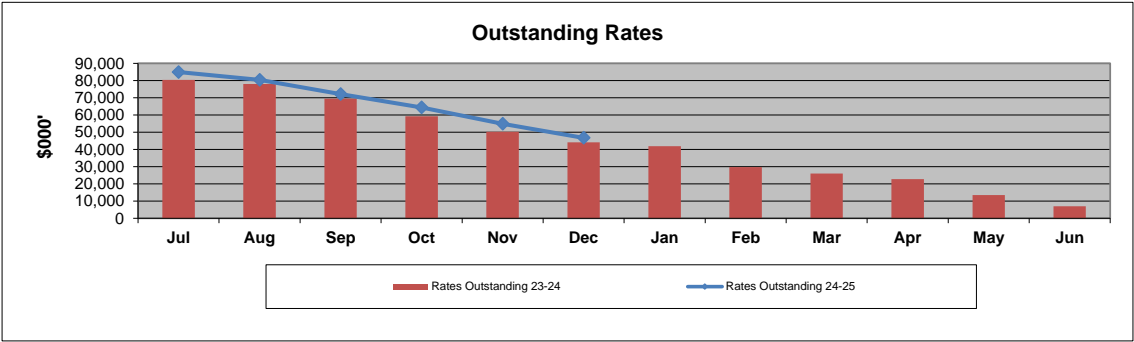
Council's current average rate of return on investments for the 2024-25 financial year is 4.87 percent and is compliant with Council's investment policy.

The portion of investment portfolio currently invested with green institutions is 6.58 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.

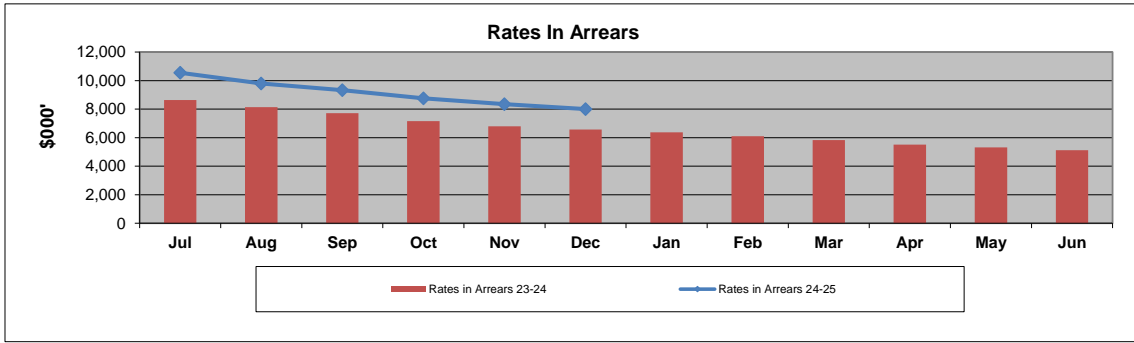
Financial Report - 31 December 2024

4. Rates Analysis

	YTD Actual 31-Dec-23 \$000'	YTD Actual 31-Dec-24 \$000'	Variance \$000'	Variance %
Rates Outstanding	44,197	46,713	(2,516)	(5.69)
Rates in Arrears (prior years)	6,570	8,003	(1,433)	(21.81)



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	66
Rateable properties at 31 December 2024	24,274

Financial Report - 31 December 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 31 December 2024.

Project Description	2024-25 Actuals YTD \$	Funding Body
Recurrent		
Central registration and enrolment scheme	63,550	Department of Education (Vic)
Best Start	66,928	Department of Education (Vic)
Eltham Childcare rebates	72,418	Department of Education, Skills and Employment (Cwlth)
Panton Hill Childcare rebates	83,350	Department of Education, Skills and Employment (Cwlth)
Diamond Creek Neighbourhood House	50,167	Department of Families, Fairness and Housing
Home & Community Care - transport	56,848	Department of Health
Maternal & Child Health universal funding	210,754	Department of Health (Vic)
Grants Commission - roads	1,397,449	Department of Jobs, Precincts and Regions
Grants Commission - general purpose	2,032,049	Department of Jobs, Precincts and Regions
School crossing supervision	391,864	Department of Transport
Total Recurrent	4,425,377	
Non-Recurrent		
Council Plan / Grant Funded Initiatives		
Nillumbik deer control 2022-25	128,767	Department of Energy, Environment and Climate Action
PWMP Rivers to Ranges 2022-25	52,500	Department of Environment, Land, Water and Planning
Emergency Management Officer	80,000	Department of Government Services
Youth engagement - Edendale	73,057	Department of Social Services
Capital Works		
Eltham South Preschool bathroom & storage area	55,699	Department of Education and Training
Ironbark Road blackspot works	308,860	Department of Transport
Diamond Creek netball courts roof	100,000	Department of Jobs, Precincts and Regions
Diamond Creek Memorial Kindergarten expansion	85,995	Department of Education
Total Non-Recurrent	884,878	

Financial Report - 31 December 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 (estimated) %	31 Mar (estimated) %	30 Jun (actual) %
2024/25	107.30	**		
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 31 December 2024 estimated figure is not yet available from Vision Super.

To enable Council to monitor this risk, reliance is placed on the actuarial reviews conducted on the fund on a periodic basis. The most recent actuarial review was completed at 30 June 2024 and the fund actuary found that the LASF Defined Benefit Plan was in a satisfactory financial position.

Nillumbik Audit and Risk Committee minutes

Monday 18 November 2024 at 4.30pm
Civic Drive, Greensborough and via Zoom



Held Monday 18 November 2024 at 4.30pm, via Zoom

1 Present

Independent members: John Watson (Chair), Greg Rimmer-Hollyman, Jonathan Kyvelidis

Councillors:

Nil

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Operating Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications & Community Safety), Melika Sukunda (Manager Finance, Procurement and Assets)

Other invitees:

Graham Noriskin (Pitcher Partners) (joined meeting 16:58), Richard Wilson (Pitcher Partners)

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

3 Apologies

Craig Commane (Risk and Safety Lead)

The Committee understand that Craig is unwell currently and pass their best wishes onto him.

4 Disclosure of any conflicts of interests

Nil

5 Declarations

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

Nil

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

Nil

6 Confirmed the minutes of the meeting held 26 August 2024

Decision

It was noted the minutes of the Audit and Risk Committee meeting held on 26 August 2024 were confirmed by circular resolution.

7 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

8 Table of actions arising

The table of actions arising was presented to the Committee.

Decision

The table of actions arising was received and noted.

9 Annual Procurement Report

The Annual Procurement Report was presented to the Committee.

Decision

The Annual Procurement Report was received and noted.

The Committee suggested some further reporting be considered by management for inclusion in the next report.

10 Fleet Policy

The Fleet Policy was presented to the Committee.

Decision

The Fleet Policy was received and noted.

11 Councillor and Staff Gift Registers

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

Decision

The Councillor and Staff Gift Registers was received and noted.

12 OHS Internal Audit Report

The OHS Internal Audit Report was presented to the Committee.

Decision

The OHS Internal Audit was received and endorsed.

13 Internal Audit Status Report

The internal audit status report was presented to the Committee.

Decision

The internal audit status report was received and noted.

14 Recent Risk and Issues Brief

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

Decision

The Recent Risk and Issues Brief was received and noted.

15 Pending audit recommendations report

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

Decision

The pending audit recommendations report was received and noted.

16 Risk and Safety report

The Risk and Safety report was presented to the Committee.

Decision

The Risk and Safety report was received and noted.

The Committee requested additional consideration be given to:

- Tree maintenance safety reviews, including reporting
- Confirmation of no notable incidents occurring at leisure centres
- Slip and fall updates

17 Essential 8 verbal update

The Essential 8 verbal update was presented to the Committee.

Decision

The Essential 8 verbal update was received and noted, with further information to be provided at the next meeting of the Committee.

18 Outcome from the Commission for Gender Equity in the Public Sector Progress Report and Progress Audit

The Outcome from the Commission for Gender Equity in the Public Sector reports was presented to the Committee.

Decision

The Outcome from the Commission for Gender Equity in the Public Sector reports was received and noted.

19 September Quarter Financial Report Summary and September Quarter Financial Report

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

Decision

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

20 Annual Material Change Review 2024 valuations report

The Annual Material Change Review 2024 valuation report was presented to the Committee.

Recommendation

The Annual Material Change Review 2024 valuation report was received and noted.

21 Rates in Arrears report

The rates in arrears report was presented Committee.

Decision

The Rates in arrears report was received and noted.

22 Councillor Expenses report

The Councillor Expenses report was presented to the Committee.

Decision

The Councillor Expenses report was received and noted.

23 Finance Policies Review Dates

The Finance Policies Review Dates was presented to the Committee.

Recommendation

The Finance Policies Review Dates was received and noted.

24 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit Committee work plan was received and noted.

The Fraud Control Policy and Control System Review will be presented at the next meeting.

25 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 24 February 2025 at Civic Drive, Greensborough

The confirmed meeting schedule for 2025 is:

- 24 February 2025, 4pm
- 2 June 2025, 4pm
- 1 September 2025, 4pm
- 17 November 2025, 4pm

26 Other Business

The Chair wished all attendees a very Merry Christmas and a happy new year.

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Nillumbik Domestic Animal Management Plan 2025-2029

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Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located.

We value the significance of the Wurundjeri Woi-wurrung people's history as essential to the unique character of the Shire.

We pay tribute to all First Nations People living in Nillumbik and 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. Wurundjeri Woi-wurrung people hold a deep and ongoing connection to this place.



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1. Introduction

Purpose of the Domestic Animal Management Plan

Under section 68A of the *Domestic Animals Act 1994* (the Act), all Victorian councils are required to prepare a plan every four years, and to adopt this within a specified timeframe. The Domestic Animal Management Plan 2025-2029 (DAMP) reflects the expectations of the Nillumbik Community's vision for the next four years.

The format and content of a DAMP is set by the State Government in order to ensure consistency across the state of Victoria.

A DAMP must respond to the following key areas:

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

Development of the Domestic Animal Management Plan

The DAMP was developed in accordance with section 68A the Act and outlines the objectives that will guide Council in its animal management services over the next four years. Community engagement allowed an opportunity for the community to inform us of what is important to them. The feedback based on the following broader topics has been used in developing the DAMP 2025-2029:

- Animal management services
- Programs or strategies
- Review existing Orders and Council Policies that could be amended to address effective responsible pet ownership in the community.

Process applied in developing the plan

The DAMP has been developed in consultation with Nillumbik Shire Councillors and Council's Executive Leadership Team, Council's Community Safety Officers, relevant internal departments, external key stakeholders, and most importantly, the Community.

Pets play a vital role in our community, contributing positively to our health and wellbeing. In developing the DAMP, Council has actively engaged with the community to ensure the plan reflects the values and priorities that matter most to the community.

Key steps in the development included:

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- **Consultation Process:** Various engagement methods were used to seek feedback from the community, including a comprehensive community survey promoted through Council's website, social media, posters, newsletters, and pop-up information sessions.
- **Community Feedback:** The community emphasised the significance of pets, concerns about dog waste, cat curfews, and the protection of wildlife. The community also provided feedback on dog being under effective control, the need for improved signage, and more environmentally friendly initiatives. Key areas for improvement include animal management, cat curfew policies, and education programs for children.
- **Final development:** The Council determined what matters most to the community and has used the comprehensive insights gained through the community engagement process to develop the DAMP 2025-2029.

Key themes

The community feedback gathered through a comprehensive community consultation process has played a vital role in shaping the priorities outlined in the DAMP. The table below highlights the key themes and initiatives that will guide animal management activities within the Shire.

Key themes	Initiatives
Responsible ownership of dogs and cats	<ul style="list-style-type: none"> • Creation of an online responsible pet ownership prompt to coincide with new registrations • Provision of additional educational programs on responsible pet ownership to kindergartens and/or schools • Delivery of Pet Tales fortnightly posts on responsible pet ownership
Compliance of Acts Local laws	<ul style="list-style-type: none"> • Ensure Council's legal obligations are met • Providing clarification on the meaning of 'Effective Control'
Dog attacks	<ul style="list-style-type: none"> • Investigation all dog attack incident reports • Prevention of dog attacks in community by encouraging reporting of nuisance dog behaviour, dogs wandering, rushing and off-lead • Investigate dog attack reports received from Animal Welfare Victoria
Over population of dogs and cats	<ul style="list-style-type: none"> • Mandatory desexing of cats prior to registration • Encourage and promote the benefits of desexing dogs • Exploring desexing programs available through grants • Investigate additional animals and breeding report
Registration and identification of dogs and cats	<ul style="list-style-type: none"> • Ensuring all dogs impounded at the Nillumbik Regional Pound Facility are microchipped and registered prior to release • Registration and microchip checks conducted on park patrols • Obtain new registrations as part of investigative case work • Dogs with current Council registration and wearing Council issued identification tags with no previous history are successfully reunited directly with owners where possible
Dogs creating nuisance	<p>Address issues of dogs:</p> <ul style="list-style-type: none"> • Excrement on ovals and in public areas

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	<ul style="list-style-type: none"> • Off-lead on trails and in on-leashed areas • Not under effective control in off-leash area • Nuisance level Barking • Not securely confined
Cats creating nuisance	<p>Address issues of cats:</p> <ul style="list-style-type: none"> • Outside of property during daytime and at night time, in breach of existing curfew • Preying on wildlife and native animals • Causing a nuisance to residents • Feral and stray cats • Protection of the Green Wedge • Educate cat owners on how to build cat enclosures and provide enrichment
Council's Orders and services	<ul style="list-style-type: none"> • Review existing current Orders in accordance with the Act • Reunification of stray dogs and cats • Protect nature reserves and environmentally sensitive areas • Provide and maintain off-leash areas • Update maps of dog off-leash, on-leash and prohibited areas • Update signage in parks and reserves • Provide service for managing barking dogs
Training of Community Safety Officers	<ul style="list-style-type: none"> • Nillumbik internal training modules • RSPCA training • Animal Welfare Victoria training • Training provided by another private providers

Context and current situation

Nillumbik Shire Council delivers fundamental animal management services and innovative programs to achieve the best possible outcomes for our community in accordance with the requirements under *Domestic Animals Act 1994*.

Program/Service	Service Level
<p>Nillumbik Regional Pound Facility</p> <p>290 Yan Yean Road Plenty, Vic 3090</p>	<ul style="list-style-type: none"> • Operational 7 days a week • Capacity to accommodate service delivery for other providers (by mutual agreement) • Capacity to house up to 36 animals in individual pens • Capacity to house small pocket pets (rabbits, guinea pigs, ferrets and birds) • Capacity to house small livestock • Emergency accommodation for domestic pets • Accommodation for pets impacted by family violence • Accommodation for special circumstances / welfare • Declared emergency event accommodation for domestic pets and livestock
<p>Cat Protection Society</p> <p>200 Elder Street, Greensborough Vic 3088</p>	<ul style="list-style-type: none"> • Provides Council's pound and shelter services for cats

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Cat trapping	<ul style="list-style-type: none"> • Implement deposit fee associated with cat trapping hire • Hire period for two weeks
Pet registration	<ul style="list-style-type: none"> • Renewal notices posted February / March • Reminder notices posted April / May • Notice to comply served to owners with unregistered animals • Door knock conducted by Community Safety Officers • Infringements served to owners with unregistered animals
New adoption sales	<ul style="list-style-type: none"> • Receive notifications from breeders and rescue groups of sales and adoptions • Information packs sent to new owners to register
Pet Expo	<ul style="list-style-type: none"> • Annual event • Promote responsible pet ownership • Promote Rescue groups and support local businesses • Create a fun and interactive event for our community
After hours emergency service	<ul style="list-style-type: none"> • Service provides for contained dogs only • Monday to Friday 5pm to 8pm • Saturday and Sunday 8am to 4pm • Dog attacks and aggressive dogs response is 24/7
Off-Leash and On-leash parks and reserves	<ul style="list-style-type: none"> • Refer to maps in Appendix 1
Park Patrols	<ul style="list-style-type: none"> • 3 x park patrols per officer each week
Domestic Animal Businesses*	<ul style="list-style-type: none"> • 13 current registered businesses in Nillumbik
DAB Inspections	<ul style="list-style-type: none"> • Inspection audits are conducted annually
Declared Dogs Inspections	<ul style="list-style-type: none"> • Inspection audits are conducted annually
Dogs registered*	<ul style="list-style-type: none"> • 9986
Cats registered*	<ul style="list-style-type: none"> • 2946
Declared dogs*	<ul style="list-style-type: none"> • 5 x Declared dangerous dogs • 3 x Declared menacing dogs
Animals reclaimed**	<ul style="list-style-type: none"> • 65.82%
Animals rehomed**	<ul style="list-style-type: none"> • 32.69%
Animal surrendered to Council (NSC only)**	<ul style="list-style-type: none"> • 2 Dogs • 22 Cats
Cat traps hired**	<ul style="list-style-type: none"> • 65

* as of January 2025

** July – December 2024

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Demographic profile of Council

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

The Shire covers 432 square kilometres or 43,194 hectares and features both urban and rural areas. Located less than 25 kilometres from the centre of Melbourne, the Shire of Nillumbik has the Yarra River as its southern boundary and extends 29 kilometres to Kinglake National Park in the north. The Shire stretches approximately 20 kilometres from the Plenty River and Yan Yean Road in the west, to Christmas Hills and the Yarra escarpment in the east.

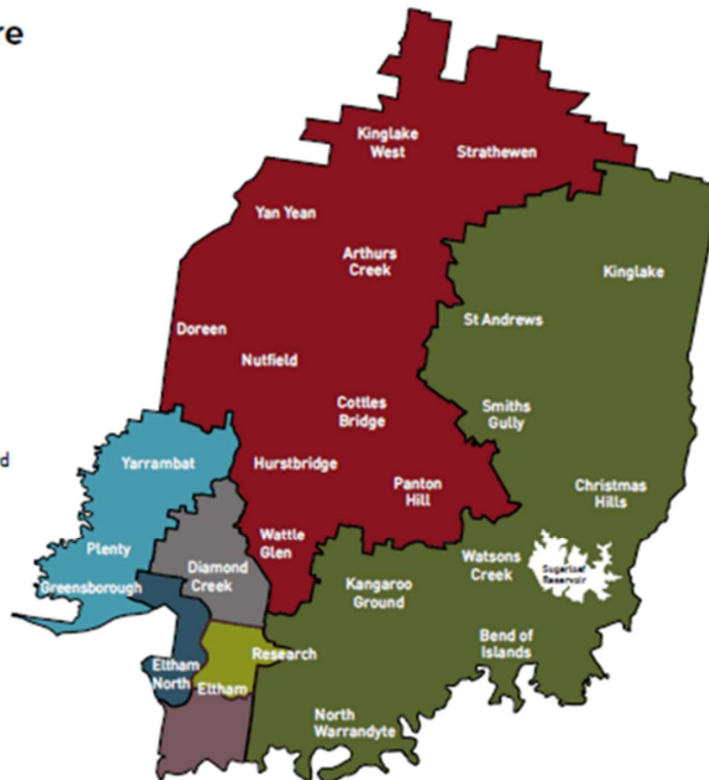
Nillumbik Shire services an estimated 63,264 residents in approximately 22,389 properties throughout the suburbs and townships of Eltham, Eltham North, Greensborough, Kangaroo Ground, Hurstbridge, Diamond Creek, Doreen, North Warrandyte, Plenty, Research, Wattle Glen, Yarrambat, Arthurs Creek, Bend of Islands, Christmas Hills, Nutfield, Panton Hill, Smith Gully, St Andrews, Strathewen, Yan Yean and Watsons Creek.

(Note: There is new information being recorded for 2025 and maybe ready before we finalise this document)

Ward Structure

KEY

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



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2. Training of authorised officers

Council is committed to enhancing skillsets by continuously identifying training opportunities and encouraging attendance at relevant forums, workshops, and seminars. These initiatives aim to equip officers with the necessary skills and qualifications to perform their duties as animal management officers with confidence and professionalism.

A detailed training program ensures that technical skills and knowledge are maintained in accordance with current industry standards. All training will be delivered with a strong customer service focus to assist with building and maintaining positive relationships with members of the community and visitors to Nillumbik Shire Council.

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

Our Community Safety Officers hold relevant industry certifications. Additional scheduled training is also provided – refer to the table below.

Industry Related Training

Training	Timing
Safe Animal Handling	Annual
Animal Assessment	Years 1 & 3
Canine Anatomy & Identification	Year 4
Barking dog management	Year 3
Dog bite prevention	Years 2 & 4
Dog attack response	Years 1 & 3

Good Governance Training

Training	Timing
Customer Service	Annual
Freedom of Information	Annual
Privacy & Data Protection Act	Annual
Family Violence Awareness	Annual
LGBTIQA+ Inclusion	Annual

Occupation Health & Safety related training

Training	Timing
Working in remote area	Annual
Situation awareness	Annual
Conflict management	Annual
Dealing with aggressive/difficult persons	Annual
Manual handling	Annual
First Aid	As required

Technical Skills

Training	Timing
Legislation awareness up-dates	Monthly
Statement & Interview Techniques	Year 1
System Training	Ongoing

3. Programs to promote and encourage responsible pet ownership and compliance with legislation

In Victoria, animal registration fees support a variety of services that enhance the welfare and management of pets and animals in the community. Beyond facilitating lost and found services, these fees help maintain and operate the Council's pound facility, fund animal control programs, and enable regular park patrols to maintain public safety. The fees also enable the delivery of educational programs on responsible pet ownership and animal welfare, helping to promote a well-informed and conscientious community. The fees include a State Government Levy that councils must pay for each dog and cat registration. These levies are primarily used to fund responsible pet ownership educational programs.

The key initiatives of the DAMP focus on promoting responsible pet ownership and engaging with the community through various educational programs. These include creating an online prompt addressing responsible pet ownership with all new registrations, offering additional programs to schools, and sharing fortnightly Pet Tales posts.

The aim of Council's annual Pet Expo is to promote responsible pet ownership and services and activities available for pets within the Shire and beyond. Residents have the opportunity to engage directly with Community Safety Officers, Shelters, Veterinary specialists and local businesses to promote, advocate and encourage with responsible pet ownership.

Information packs will also be provided to new pet owners upon registration. These information packs provide owners with valuable information about responsible pet ownership.

A barking dog kit will be introduced, and staff will continue to attend community events and organise interactive pop-ups. The website will also be updated with relevant information to support these initiatives.

Council will maintain and implement proactive programs to increase the responsible pet ownership message to the community and create additional spaces for dog owners to socialise their pets. This includes;

- Pet Tales fortnightly posts on responsible pet ownership
- Attending community events and promoting responsible pet ownership
- Providing educational programs on responsible pet ownership to kindergartens and/or schools
- Creating an online prompt addressing responsible pet ownership with all new registrations
- Undertaking regular park patrols to monitor, educate and, where necessary, enforce signage controls with our parks and other public spaces
- Ensuring dog owners understand their responsibilities, including what it means to have their dogs under effective control.

Our orders, Local Laws, council policies and procedures

The *Domestic Animals Act* 1994 serves as a framework for controlling domestic animals across Victoria, and aims to ensure the welfare of animals, community safety, and the protection of the environment. The Act includes provisions that enable local councils to issue specific orders relating to the management of cats and dogs in the municipality. In addition, the Act also provides other provisions that regulate the dog and cat ownership.

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Nillumbik Shire Council has current orders in place that require cats to be confined to the owner's property under a 24 hour cat curfew. In addition, the orders specify where dog and cats are not permitted, regulate on and off-leash areas and require dogs to be kept under effective control in all public spaces.

Specified under the order, a dog is deemed to be under effective control of its owner if:

- a) It will return to its owner upon command
- b) The owner retains a clear and unobstructed view of the dog
- c) It does not bother or worry other people or animals
- d) It stays within 50 metres of its owner.

The Act also allows the Council to implement specific requirements for the registration of cats and dogs. Under Section 10A of the Act, the Council has made desexing a mandatory condition for the registration of cats.

In addition to the Act, Council also regulates the management of animals under the Nillumbik General Local Law 1.

The principal objectives of the Nillumbik General Local Law 1 are to ensure peace, order, and good governance of the Nillumbik Shire Council while promoting a healthy physical and social environment. These objectives include preventing nuisances that could negatively impact the community's health, safety, and quality of life, and regulating activities that may be dangerous or detrimental to the environment.

Part 6 of the Nillumbik General Local Law 1 relates to the management and control of animals on private land and in public spaces. The Nillumbik General Local Law 1 Procedure and Protocol Manual explains how Council and staff will administer the various controls and how decisions are made.

- *Domestic Animals Act 1994*
 - Section 10A (Mandatory desexing of cats)
 - Section 26 (Cat confinement)
- Nillumbik General Local Law 1
- Nillumbik Procedure and Protocol Manual

Action Plan

Action	Timing	Evaluation
Regular park patrols are to be maintained at current minimum service level agreement	Weekly	Monitor park patrols and report quarterly through business plan
Create social media posts on a fortnightly basis to promote responsible pet ownership and any animal related issues affecting the community	Fortnightly	Report quarterly through business plan

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Attend community event and promotes responsible pet ownership	6 monthly	Report through business plan
Deliver Council's Pet Expo which promotes responsible pet ownership and showcases services available	Annual	Successful delivery of Pet Expo
Deliver educational programs promoting responsible pet ownership to local schools and/or kindergartens	Annual	Assessment undertaken annually
Create an online prompt addressing responsible pet ownership with all new registrations	Implement Year 1 and ongoing	Online prompt implemented

Off and on-leash areas and signage

Actions	Timing	Evaluation
Audit, and if required, replace signage at all off-leash dog parks	Year 1 & 3	Review audits completed at end of Year 1 & 3
Audit, and if required, replace signage at other parks and reserves	Year 2 & 4	Signage updated and replaced if required
Mapping of dog parks, leash free areas and prohibited areas	Year 2	Updated mapping and published on Council's website
Assess the feasibility of installing additional signage at designated dog parks and other strategic locations outlining what is effective control	Year 1	Assessment completed

4. Programs to address over population rates and any high euthanasia rates

Section 68A of the *Domestic Animals Act 1994* requires the Council to address issues related to over-population and high euthanasia rates of dogs and cats. Nillumbik Shire Council's programs, services, and strategies aim to mitigate these issues through proactive measures.

The number of dogs and cats euthanised within Nillumbik Shire is relatively low compared to other councils. Euthanasia is often due to difficulties in rehoming animals and is mainly restricted to dogs and cats with temperament issues that pose a risk to public safety or animal welfare and may not be suitable for rehoming within the community.

For cats, the challenge lies in identifying and managing colonies of stray or abandoned animals. Many of these cats are trapped but cannot be rehomed due to conditions such as infections, untreatable diseases, or deformities, in addition to temperament issues. To address over population, Council works in partnership with the Cat Protection Society to promote desexing programs which aim to reduce the number of unwanted cats in the community and prevent further over-population. These initiatives are crucial in reducing the number of stray animals and ensuring better outcomes for pet welfare in the Shire.

To address the overpopulation of cats and promote responsible pet ownership, the Council has implemented mandatory desexing of cats prior to registration. Council is committed to identify any opportunities to explore grant funding made available to promote responsible pet ownership. In addition, investigations and inspections are carried out to ensure dog and cat breeders are operating in accordance with legislative requirements.

The Cat Protection Society's reduced-cost desexing programs will be further promoted to residents as an affordable option, and cat traps will be provided to help reduce the number of stray and feral cats in the community. These initiatives aim to reduce the number of unwanted dogs and cats within the municipality and improve the overall welfare of animals.

Our orders, Local Laws, council policies and procedures

- *Domestic Animals Act 1994*
 - Section 10A (Mandatory desexing of cats)
 - Section 26 (Cat confinement)
- Nillumbik General Local Law 1 - Part 6
 - Clause 30 Keeping of animals
- Standard operating procedure for trapping of cats

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Action Plan

Actions	Timing	Evaluation
Mandatory desexing of cats prior to registration	Ongoing	N/A
Promote the benefits of desexing dogs through case investigations, pop-ups and Pet Expo	Annual	Review annually
Explore grant funding made available to promote responsible pet ownership	Dependant on eligibility	Review annually
Monitor compliance with the keeping of additional animals	Ongoing	Review annually
Monitor and investigate to ensure dog and cat breeders are operating in accordance with legislative requirements	Ongoing	Review annually
Promotion of Cat Protection Society reduced cost desexing programs	Ongoing	Review annually
Provide residents and businesses with the use of cat traps to reduce stray and feral cat populations	Ongoing	Review annually

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5. Registration and identification

Registration and microchipping are legislative requirements under the Act which enables councils to better understand the extent of pet ownership in their communities. In Victoria, local councils manage pet registrations on behalf of the State Government, which includes setting and collecting annual registration fees.

Animal registrations allow officers to quickly and efficiently reunite lost and found pets to their owners. Registration also allows Council to invest in promoting safe and responsible pet ownership including undertaking educational programs, conducting regular park patrols and delivering Council's annual Pet Expo. Compulsory microchipping and Council issued identification tags enable officers to safely and efficiently return lost pets to their owners.

A range of promotional, educational and regulatory actions are applied to achieve compliance with legislative requirement. A strong focus will be placed on social media campaigns to promote the benefits of pet registration.

Council continually aims to increase and promote the registration of dogs and cats within the municipality. Officers proactively check registrations through regular park patrols and through case investigations.

Animal registrations

Animals	2021	2022	2023	2024
Dog and Cats		10,608	10,549	10,329
Cats		3,104	3,071	2,999
Total Registrations	13,832*	13,712	13,620	13,328

*Individual dog/cat data unavailable

Our Orders, Local Laws, Policies and Procedures

- *Domestic Animals Act 1994*
 - Section 10 (Requirement to apply for registration)
 - Section 10A (Council may refuse to register dogs and cats unless desexed)
 - Section 26 (Dogs and cats found in places specified by the Council)
- Nillumbik General Local Law 1 - Part 6
 - Clause 30 - Keeping of animals

Action Plan

Actions	Timing	Evaluation
All dogs impounded must be microchipped and registered prior to release	Ongoing	All dogs microchipped and registered prior to release - Review annually
Registration checks conducted during regular park patrols	Weekly	Report quarterly through business plan
Identify new registrations as part of investigative case work	Ongoing	Monitor and review as required

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6. Nuisance

Nuisance animals can have an adverse effect on amenity. Noise issues, in particular, can cause sleep deprivation, stress, and disputes between neighbours.

The most common nuisance caused by dogs include wandering at large, not being under effective control in public places, uncollected excrement, and excessive barking.

Key issues relating to cats in the community include cats roaming outside properties. Roaming cats pose a threat to wildlife and native animals through hunting, and can also create nuisances for residents. Stray and feral cats contribute to these problems and further impact native wildlife in the Green Wedge.

Nuisances such as animals wandering at large and uncollected excrement, hinder the community and visitors from fully enjoying Nillumbik's parks, reserves, and scenic streets. To address these concerns, officers will continue to undertake regular patrols in suburban streets, parks and reserves. Educational programs that promote responsible pet ownership will also be a key focus for the duration of the DAMP. Officers will actively monitor, educate, and where appropriate, enforce breaches of our orders and Local Laws.

Nuisance complaints 2021-2024

Nuisance complaints	2021	2022	2023	2024
Total number of complaints	290	359	354	462

Our orders, Local Laws, Council Policies and Procedures

- *Domestic Animals Act 1994*
 - Section 32

Section 32 defines a nuisance in relation to the behaviour of cats and dogs.

A dog or cat is to be regarded as a nuisance for the purposes of this section –

- (a) if it injures or endangers the health of any person; or
 - (b) if it creates a noise, by barking or otherwise, which persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises.
- Council's standard operating procedures for barking dogs.

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Action Plan - Dogs

Minimise the number of barking dog complaints.

Actions	Timing	Evaluation
Introduce a new barking dog process aimed at assisting both impacted residents and providing dog owners with the tools to resolve issues	Year 1 and then ongoing	Effective delivery of new barking dog process in Year 1 of the DAMP and reviewed annually
Provide appropriate training to Community Safety Officers to ensure they have the tools to assist owners of barking dogs and manage barking dog complaints	Year 3	Reviewed at end of Year 3

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

Actions	Timing	Evaluation
Attend to wandering at large reports within service level agreements	Ongoing	Review annually
Return registered dogs to the owner when at large (for first offence only)	Ongoing	Review annually
Dogs found wandering at large with history to be issued with an infringement notice	Ongoing	Review annually

Minimise the excrement left on roads, footpaths and reserves

Actions	Timing	Evaluation
Investigate and evaluate the feasibility of installing additional dog poo bags dispensers at various locations	Year 3	Complete investigation and evaluation by end of Year 3
Increased patrols at known hotspots where dog excrement is commonly an issue	Ongoing	Review annually
Infringement notices issued when offences identified for failing to pick up after their dog	Ongoing	Review annually

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Action Plan - Cats

Wandering at large

Actions	Timing	Evaluation
Promote Council's 24 cat curfew via social media platforms and provide extensive communication around the introduction	Year 1	Review success of communication campaign at end of Year 1
Provide education material relating to cat enclosures allowing owners time to adjust and meet the new 24 hour cat curfew as per Council resolution	Year 1	Review at end of Year 1

Reduce stray / feral cat population

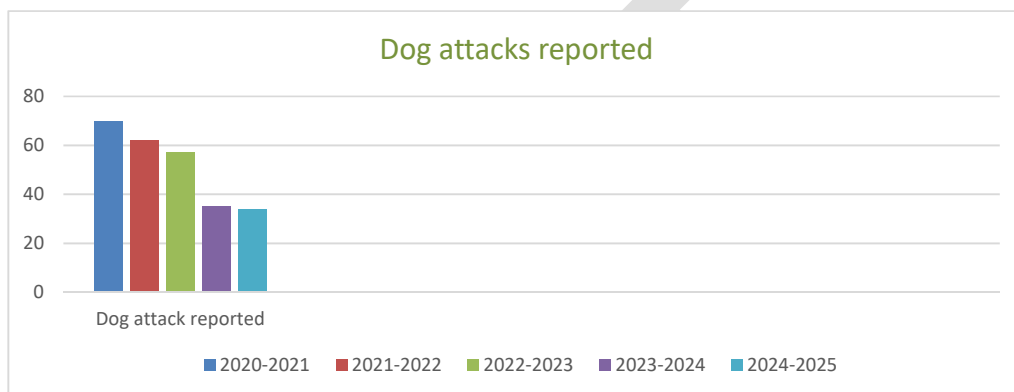
Actions	Timing	Evaluation
Deliver cat trapping programs focusing on clusters of stray / feral cats	Yearly	Review annually
Provide residents and businesses with the use of cat traps to reduce stray and feral cats	Ongoing	Review annually

7. Dog attacks

Nillumbik Shire Council has a relatively low rate of reported dog attacks and dog rushes within the Shire. The majority of dog attacks occur when the attacking dog is wandering at large or not securely confined to their property. Reducing risk and responding to attacks and rushes is one of the core responsibilities of Community Safety Officers.

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Dog attack reported	70	62	57	35	34*

* as of January 2025



Our orders, Local Laws, Council Policies and Procedures

- *Domestic Animals Act 1994*
 - Section 29 (Offences and liability relating to dog attacks)

Action Plan

Actions	Timing	Evaluation
Investigate dog attacks as a priority after receiving incident reports in-line with service level agreements	Ongoing	Review annually
Prevent dog attacks in community by encouraging reporting of nuisance dog behaviour, including dogs wandering, rushing and off-lead	Ongoing	Review annually
Prioritise and respond to reports of wandering dogs displaying nuisance behaviour as a priority after receiving incident reports	Ongoing	Review annually
Maintain officer presence in the community by undertaking proactive patrols of parks and other public places throughout the year.	Weekly	Monitor park patrols and report quarterly through business plan
Provide education and promote responsible pet ownership at Council's annual Pet Expo	Annual	Review annually
Conduct educational programs at local schools to promote responsible pet ownership	Annual	Report through business plan

8. Dangerous, Menacing and Restricted breed dogs

Council aims to ensure that declared and restricted breed dogs are identified and managed to minimise the risk to safety of residents and the broader community. Fortunately Nillumbik has a relatively low number of declared dangerous, menacing or restricted breed dogs registered within the municipality.

In accordance with legislative requirements, a dog may be declared either menacing or dangerous placing specific legal obligations for the owner to keep the dog in accordance with the provisions of the Act. The Community Safety Officers may make a recommendation to Council for a dog to be declared either menacing or dangerous. Once declared, significant penalties apply to dog owners failing to adhere to the provision of the Act.

Declared dog type	2021	2022	2023	2024	2025
Dangerous Dog	4	4	3	3	5
Menacing Dog	4	4	4	3	3

Our orders, Local Laws, Council policies and procedures

- *Domestic Animals Act 1994*
 - Division 3 - Particular provisions for the control of dangerous dogs
 - Division 3A - Particular provisions for the control of menacing dogs
 - Division 3B - Particular provisions for the control of restricted breed dogs

Action Plan

Declared dog Initiatives	Timing	Evaluation
Undertake annual audits on declared dogs	Annual	Report annually through business plan
Create new declarations created as required	As required	Review annually
Reporting on Victorian Dangerous Dog Register	Maintained and reviewed annually	Review annually
Investigate complaints of keeping a declared or restricted breed dog	Ongoing	Review annually

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9. Domestic animal businesses

All domestic animal businesses must register with their local council. Existing registrations must be renewed by 10 April each year.

Under current legislation, local council has the authority to:

- refuse registration of a business if they fail to comply with the legislation and relevant code of practice
- set special conditions on the registration of any domestic animal business.

Council undertake unannounced annual audits of all registered domestic animal businesses to ensure compliance the relevant code of practise.

Our orders, Local Laws, Council Policies and Procedures

- Code of Practice for the Operation of Boarding Establishments
- Code of Practice for the Operation of Breeding and Rearing Businesses
- Code of Practice for the Operation of Dog Training Establishments
- Code of Practice for the Operation of Pet Shops
- Code of Practice for the Management of Dogs and Cats in Shelters and Pounds

Action Plan

Registered Domestic Animal Businesses	Timing	Evaluation
Audit 2 x Pet Shops	Annual	Report through business plan
Audit 8 x Boarding Establishments	Annual	Report through business plan
Audit 1 x Dog Training Establishment	Annual	Report through business plan
Audit 1 x Shelter	Annual	Report through business plan
Audit 1 x Nillumbik Regional Pound Facility	Annual	Report through business plan
Investigate complaints received	Ongoing	Review annually
Report audit and update information to Animal Welfare Vic	Annual	Review annually

* as of January 2025

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10. Nillumbik Regional Pound Facility

Nillumbik Regional Pound is a Council owned and managed facility providing shelter for lost and found animals, surrendered dogs, seized dogs, livestock, various pocket pets and animals requiring immediate care due to family violence, illness and other emergency situations.

Council's pound is compliant with the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds. The pound is staffed seven days a week including weekends and public holidays. However, in order to maintain a safe and secure facility for impounded animals and staff, the pound is not open to the public.

Registration and other associated payments can be paid online. Animal owners are required to make arrangements with Council Authorised Officers for the collection of their animal/s by appointment only.

Council has established agreements under section 84Y the Act with a number of animal rescue organisations that assist Council with rehoming any uncollected animals after they have met the minimum statutory period that Council is required to keep the animals.

The Cat Protection Society provides pound services for cats on behalf of Nillumbik Shire Council.

The pound also offers free care for up to ten days, or longer in certain situations, for dogs belonging to community members experiencing family violence or other hardships.

Impoundments	2021	2022	2023	2024
Impounded Dog	117	113	97	105
Reclaimed Dog	94	90	81	68
Rehoused Dog	19	20	12	32
Seized Dog	1	4	2	0
Surrender Dog	15	16	6	12
Welfare Dog	0	6	1	1

Our Policies and procedures

- Code of Practice for the Management of Dogs and Cats in Shelters and Pounds

11. Annual review of plan and annual reporting

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

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

An annual report will be presented to Council and the community at the end of each financial year at an Ordinary Council Meeting.

DRAFT

Appendix 1: Maps of off-leash areas in Nillumbik

- Fergusons Paddock - Hurstbridge
- Nillumbik Park - Diamond Creek
- Diamond Creek Reserve - Diamond Creek
- Eltham East Linear Reserve - Eltham East
- Woodridge Linear Reserve - Eltham
- Susan Street Reserve - Eltham
- Falkiner Street Park - Eltham (Barak Bushland)
- Plenty River Drive Reserve - Greensborough
- Griffith Park - Eltham
- Eltham Lower Park - Eltham
- Gumtree Reserve – Research
- Wattle Glen War Memorial Park (Wilson Reserve) – Wattle Glen

*Updated maps of off-leash areas and designated dog parks currently in design and will be included in final DAMP 2025-2029.

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Fergusons Paddock – Hurstbridge



Looking after your best friend

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

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

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

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

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

Fergusons Paddock, Hurstbridge

Off-leash area

Off-leash dog park [fully enclosed]

On-leash area

On-leash path

Dogs prohibited

Skate park

Playground
Dogs are not allowed within 5 metres of playgrounds

Waterway

Toilets

Bridge/footbridge

Train line

Enjoy walking your dog

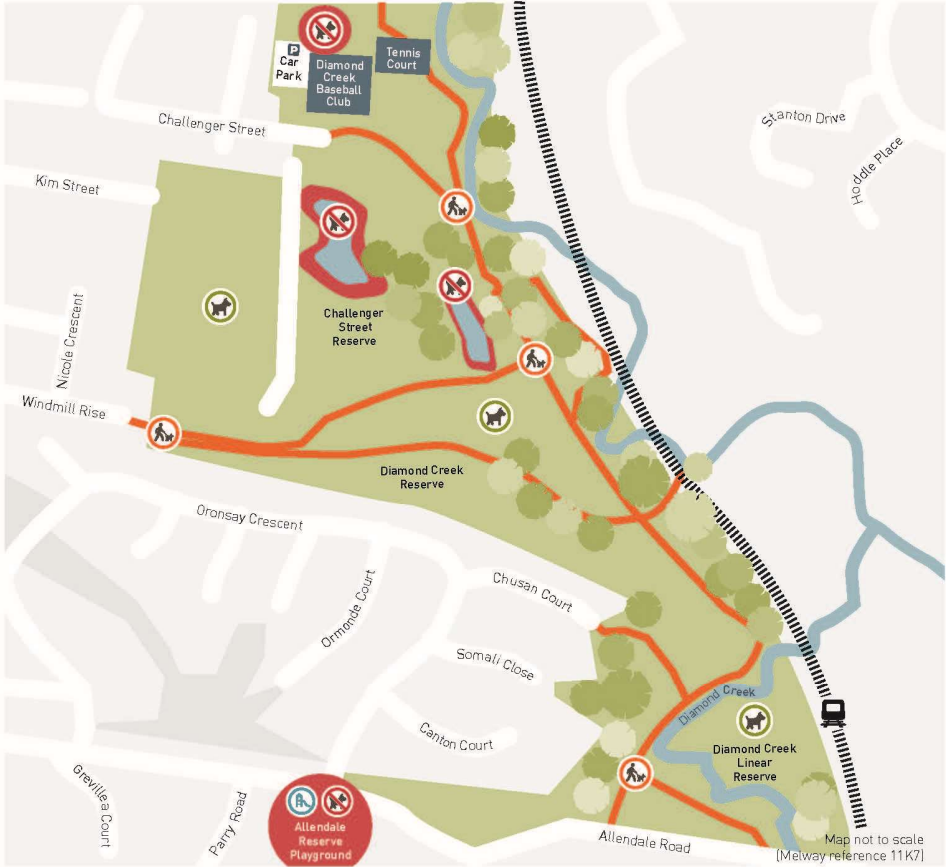
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Nillumbik Park - Diamond Creek



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Diamond Creek Reserve - Diamond Creek



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- failing to pick up after your dog, and/or
- not carrying a doggy-do bag or container and leash.

Diamond Creek Reserve, Diamond Creek

- Off-leash area
- Playground
Dogs are not allowed within 5 metres of playgrounds
- On-leash path
- Waterway
- Dogs prohibited
- Train line

Enjoy walking your dog



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Eltham East Linear Reserve - Eltham East



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

Eltham East Linear Reserve north of Diosma Road, Eltham

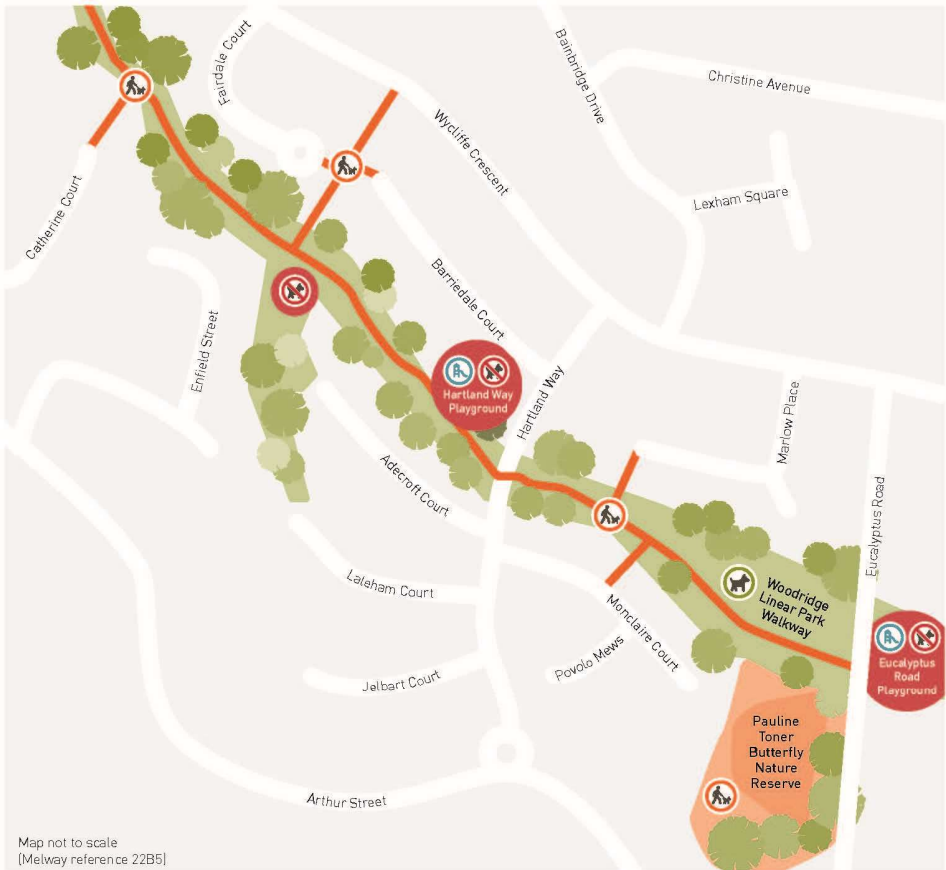
- Off-leash area
- On-leash path
- Dogs prohibited

Enjoy walking your dog



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Woodridge Linear Reserve - Eltham



Looking after your best friend

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

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

Woodridge Linear Park, Eltham

- Off-leash area
- On-leash area
- On-leash path
- Dogs prohibited
- Playground
Dogs are not allowed within 5 metres of playgrounds

Enjoy walking your dog

Nillumbik
The Green Wedge Shire

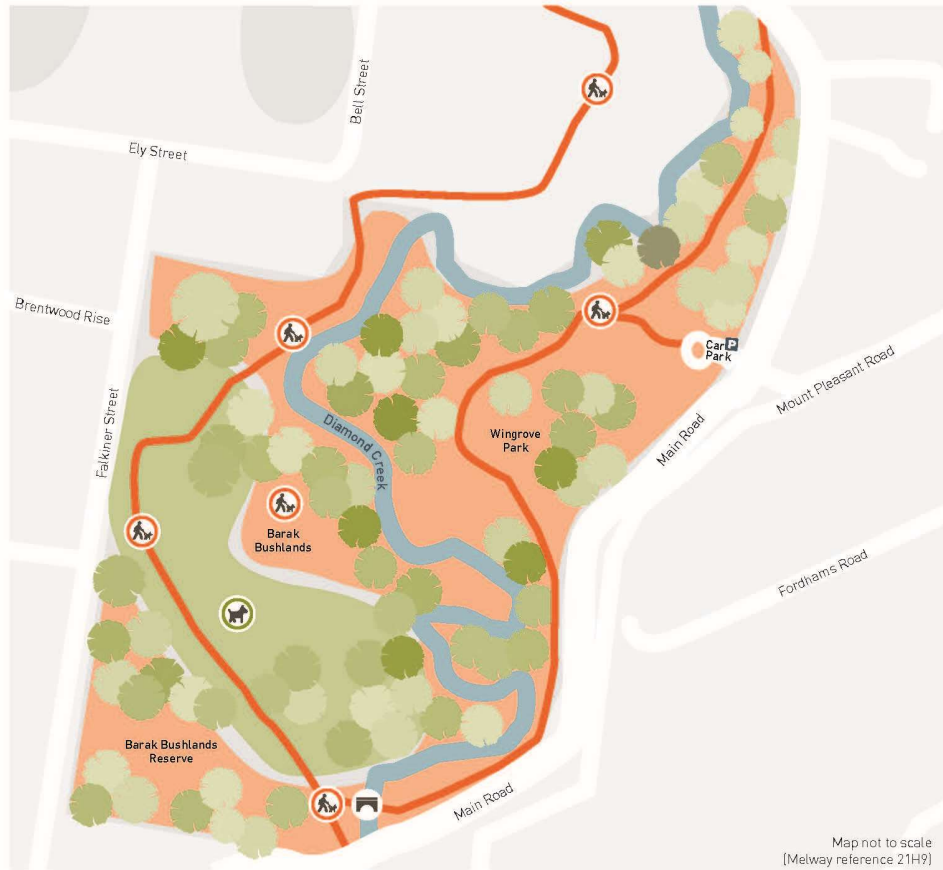
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Susan Street Reserve - Eltham



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Falkiner Street Park - Eltham (Barak Bushland)



Looking after your best friend

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

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

Falkiner Street Park, Eltham (Barrack Bushland)

- Off-leash area
- Waterway
- On-leash area
- Footbridge/bridge
- On-leash path

Enjoy walking your dog



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Plenty River Drive Reserve – Greensborough



Looking after your best friend

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


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


Plenty River Drive Reserve, Greensborough

 Off-leash area

 On-leash path


 Dogs prohibited

 Playground
Dogs are not allowed within 5 metres of playgrounds

 Toilets

Nillumbik Shire Council is committed to providing shared-use ovals for the whole community. At times these ovals are exclusively allocated for local schools and sporting clubs. No dogs permitted on the ovals when in use by these authorised user groups.

Enjoy walking your dog



Nillumbik
The Green Wedge Shire

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Griffith Park - Eltham



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Eltham Lower Park – Eltham



Looking after your best friend

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

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

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

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

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

Eltham Lower Park, Eltham

- | | |
|-----------------|---|
| Off-leash area | Playground
Dogs are not allowed within 5 metres of playgrounds |
| On-leash area | Waterway |
| On-leash path | Toilets |
| Dogs prohibited | Bridge/footbridge |

Nillumbik Shire Council is committed to providing shared-use ovals for the whole community. At times these ovals are exclusively allocated for local schools and sporting clubs. No dogs permitted on the ovals when in use by these authorised user groups.

Enjoy walking your dog



Gumtree Reserve – Research



Map not to scale
[Melway reference 22F5]

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Gumtree Reserve, Research

 Off-leash area

Enjoy walking your dog



Nillumbik
The Green Wedge Shire

Wattle Glen Memorial Park (Wilson Reserve) – Wattle Glen



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- not carrying a doggy-do bag or container and leash.

Wattle Glen War Memorial Park, Wattle Glen (Wilson Reserve)

Off-leash area	No public vehicle access dirt roads
On-leash area	Waterway
On-leash path	
Dogs prohibited	

Enjoy walking your dog

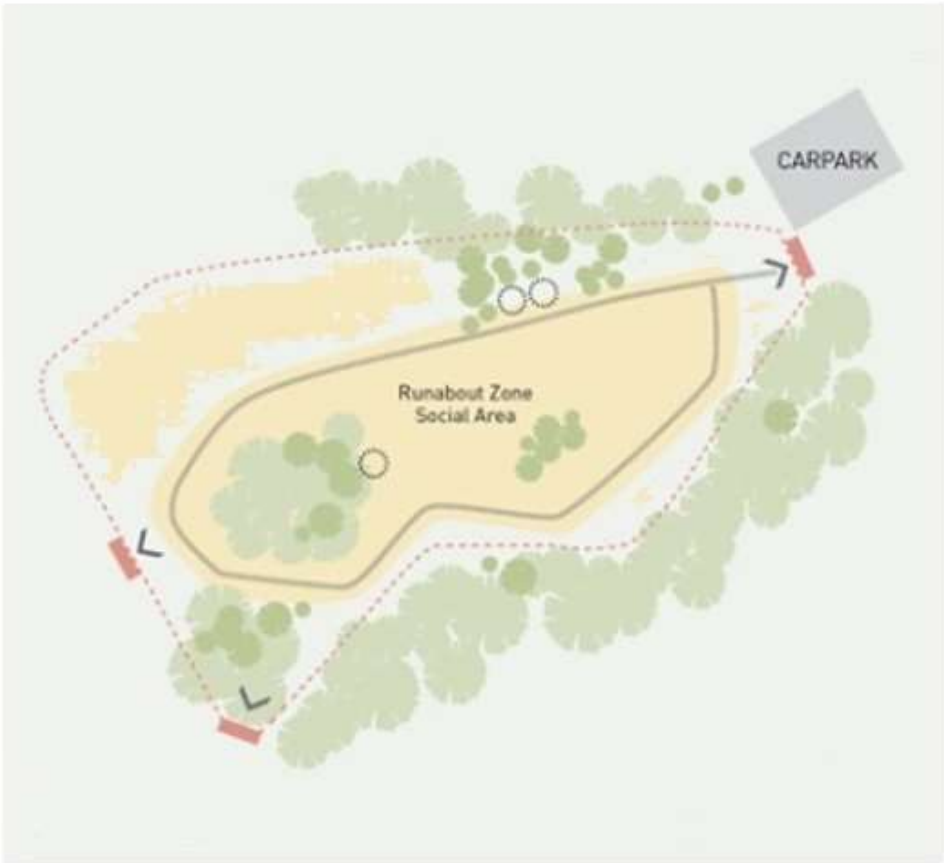
Nillumbik
The Green Wedge Shire

Appendix 2: Maps of designated dog parks in Nillumbik

- Hurstbridge Dog Park - Hurstbridge
- Diamond Creek Dog Park - Diamond Creek
- Eltham North Dog Park - Eltham North

*Updated maps of off-leash areas and designated dog parks currently in design and will be included in final DAMP 2025-2029.

Hurstbridge Dog Park – Hurstbridge



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Hurstbridge Dog Park,
Hurstbridge

Off-leash area

On-leash area

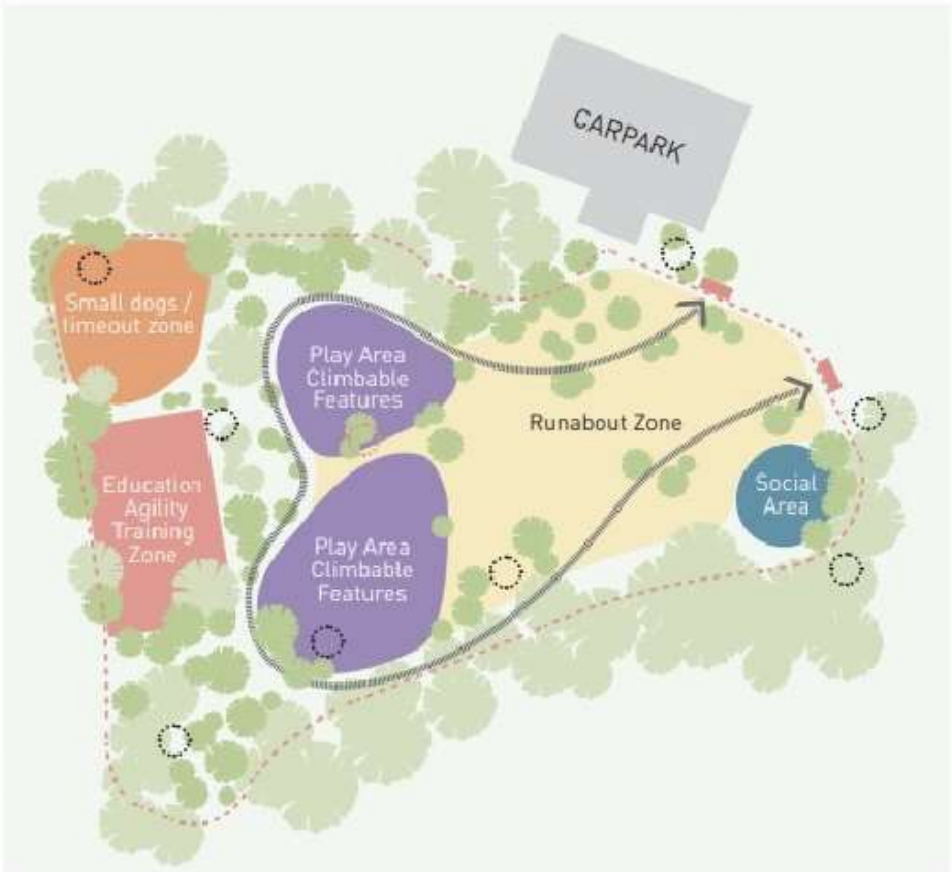
On-leash path

Waterway

Enjoy walking your dog

Nillumbik
The Green Wedge Shire

Diamond Creek Dog Park - Diamond Creek



Looking after your best friend

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Diamond Creek Dog Park, Diamond Creek

Off-leash area

On-leash area

On-leash path

Waterway

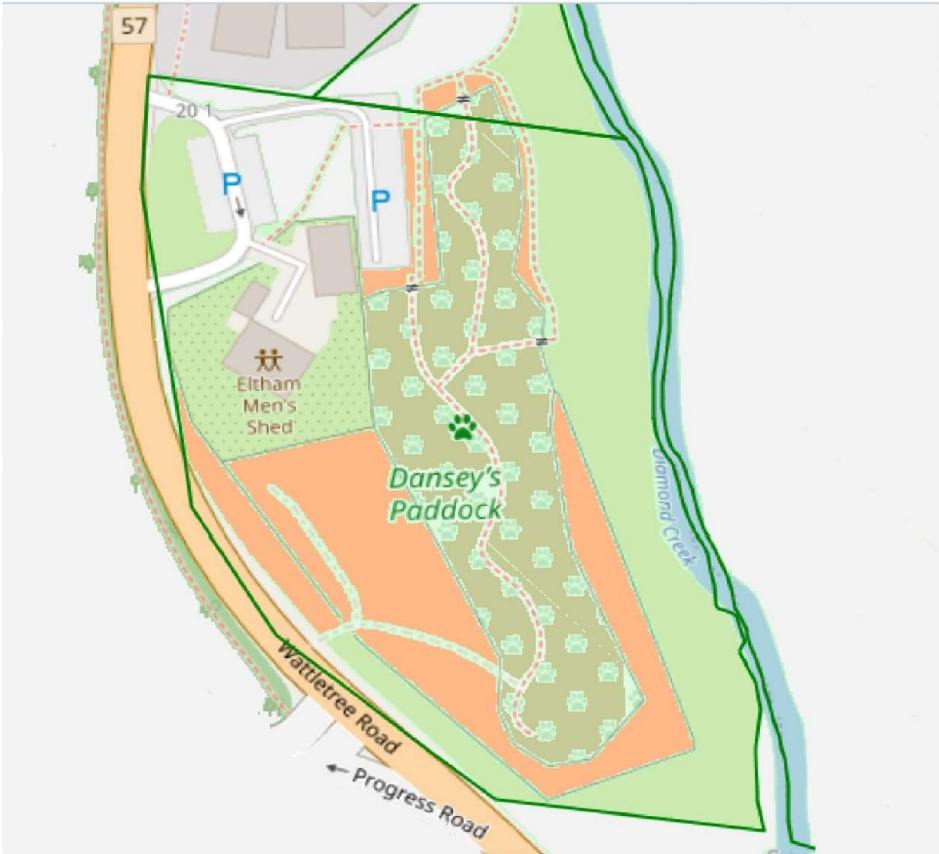
Enjoy walking your dog

Nillumbik
The Green Wedge Shire

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Attachments - 99

Eltham North Dog Park - Eltham North



Looking after your best friend

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Eltham North Dog Park, Eltham North

Off-leash area

On-leash area

On-leash path

Dogs prohibited

No public vehicle access dirt roads

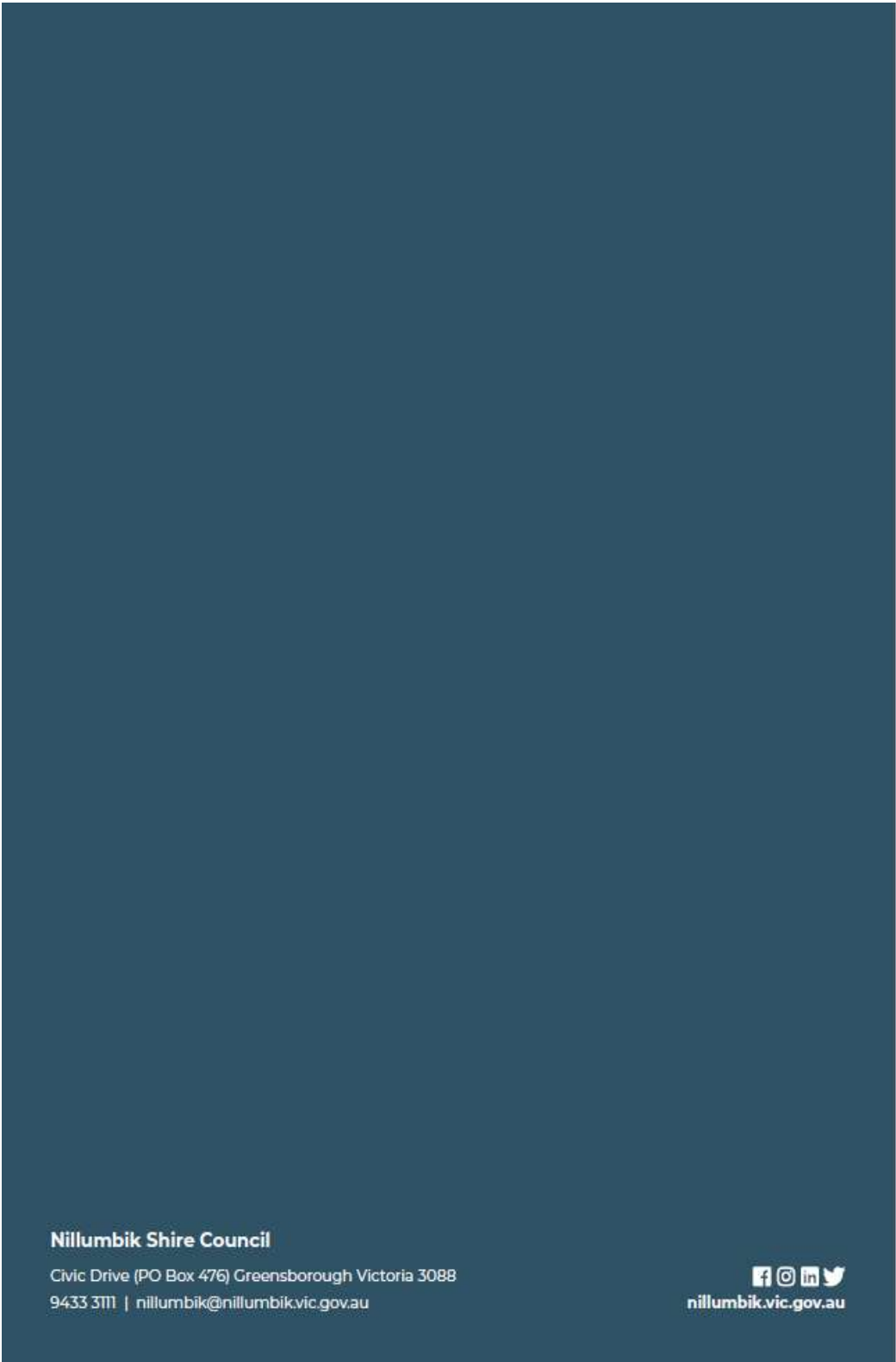
Waterway

Enjoy walking your dog

Nillumbik
The Green Wedge Shire

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Attachments - 100



Nillumbik Shire Council
Civic Drive (PO Box 476) Greensborough Victoria 3088
9433 3111 | nillumbik@nillumbik.vic.gov.au

   
nillumbik.vic.gov.au

CM.003/25 Draft Domestic Animal Management Plan 2025-2029 - Endorsement of Community Engagement
Attachment 1. Draft Domestic Animal Management Plan 2025 - 2029

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Community Engagement Plan – Phase 2

PROJECT NAME AND CONTACT DETAILS

Project contact: Renee Wilcox		Role: Senior Community Safety Officer – Animal Management
Department: Community Safety		Contact: 9433 3231
Project Name: Domestic Animal Management Plan 2025 - 2029		
APPROVALS		
Manager	Name and Date: Elishia Jansz	
Project Sponsor	Name and Date: Renee Wilcox 10/02/2025	
Community Engagement Officer	Name and Date: Bianca Caruso	

ABOUT THE PROJECT

See the [Community Engagement Policy](#) and [Community Engagement Guidelines](#) for help in completing this plan

<p>Project objective Explain your project in a few sentences</p>	<p>Council is required to review the Domestic Animal Management Plan (DAMP), which may include implementation of new initiatives and be adopted by Council by December 2025.</p>
<p>Context What is the background of your project and the history of the project/issue? For example:</p> <ul style="list-style-type: none"> • Council reports and resolutions • Previous decisions made • Media involvement • Public concern or controversy • Previous community engagement 	<p>Council will commence to seek community feedback on the Draft DAMP 2025-2029 on a number of matters relating to cats and dogs including:</p> <ul style="list-style-type: none"> • animal management services • programs or strategies • Introduction of a 24 hour cat curfew, with a 12 month implementation timeframe. • Review of Council's current section 26 order, part 4 to include Wattle Glen War Memorial Reserve. <p>Council officers will encourage the community to register at participate.nillumbik.vic.gov.au and take advantage of the opportunity to provide feedback.</p> <p>We can promote community consultation through:</p> <ul style="list-style-type: none"> • networking • consultation with residents through case investigations • attendance at dog parks • Advertising on confluence signage posted at dog parks • Social Media Posts • Consultation with sporting clubs

	<p>Current DAMP was endorsed in December 2020 including these strategies:</p> <ul style="list-style-type: none"> • Encourage statutory compliance and promote responsible pet ownership • Reduce nuisance caused by cats and dogs • Minimise dog attacks • Enhance community safety by reducing the number of dogs not under effective control in Councils off lead parks and reserves • Review Councils animal management service which include Local Laws provisions and existing Orders made under the Act • Increase registration of cats and dogs • Ensure authorised officers are appropriately trained to conduct their animal management duties • Promote the benefits of desexing cats and dogs • Continue to reunite lost and found cats and dogs to their owners when possible • Continue to provide assistance to vulnerable community members by caring for their animals free of charge • To have a plan in place in case of an emergency • Address the overpopulation of unwanted cats and dogs while minimising euthanasia rates. <p>Community Engagement Plan timeline (Phase 1 & 2):</p> <p>3 June 2024 – 14 July 2024</p> <ul style="list-style-type: none"> • Phase 1 of community consultation was conducted from 3 June 2024 – 14 July 2024 for a period of 5 weeks, on Participate Nillumbik. • The community and key stakeholders were invited to provide feedback and inform Council of “what’s important to them” with relation to responsible pet ownership. • This was conducted through a survey with targeted questions to assist us to understand community sentiment regarding animal management topics including dogs on ovals, confinement of cats and to identify current issues that were not included in the DAMP 2021-2025. <p>November 2024 – January 2025 Consultation findings collated with Community Engagement Report created.</p>
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	<ul style="list-style-type: none"> • Feedback was sought from community on a number of matters including: <ul style="list-style-type: none"> - Animal management services - Programs or strategies - Review of Councils section 26 orders relating to off leash areas and cat control • At the end of the community consultation period, 707 submissions were received with 2041 visits to the website and 7 separate submission received for the draft DAMP 2025-2029. <p>3 March 2025 - 4 April 2025 – Community Engagement</p> <ul style="list-style-type: none"> • Phase 2 of community consultation conducted from 3 March 2025 – 4 April 2025 for a period of 5 weeks, on Participate Nillumbik. • Community engagement will include promoting participation to formulate the DAMP 2025-2029 with QR codes to allow direct access to Participate Nillumbik. • Consultation will also occur through: <ul style="list-style-type: none"> - networking - case investigations - pop ups - attendance at dog parks - advertising on corflute signage posted at dog parks - Consultation with sporting clubs <p>13 May 2025 - PCC meeting Allow opportunity for community feedback following consultation, with Submissions heard at the Planning and Consultation Committee meeting.</p> <p>3 June 2025 - Council briefing Provide Councillor update on community consultation and produce final DAMP for review. following consultation and PCC feedback.</p> <p>24 June 2025 - Council meeting Seek endorsement on final DAMP 2025-2029, to be published and in effect by October 2025.</p>
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	<p>Pet owners, non-pet owners and the general public are passionate about animal related topics and encouraged to express their emotions and opinions in response to the consultation.</p> <p>Additional feedback may be received through social media posts, emails, phone calls and councilor correspondence.</p> <p>Topics that we have seen raised in previous DAMP consultations are:</p> <p>Dog nuisance issues</p> <ul style="list-style-type: none"> - Barking dogs - Dogs not controlled in leash free areas - Dog poo in public spaces - Dogs wandering - Dog attacks <p>Cat nuisance issues</p> <ul style="list-style-type: none"> - Wandering cats creating nuisance - Cats wandering and effects on wildlife - Cats being allowed to be free and controlling vermin - Allowance on time for cats to adapt to new rules - Desexing initiatives available to residents.

STEP 1: IDENTIFY THE NEED OR OPPORTUNITY FOR COMMUNITY ENGAGEMENT

If you answer yes to any of these questions, you most likely need to undertake community engagement as part of your project.

SHOULD WE BE ENGAGING?	Yes	No
Does legislation require Council to engage with the community about the issue? (This includes statutory exhibition periods)	X	
Is the issue politically sensitive? (If Council does not engage the community, is it likely that Council will receive adverse media coverage or complaints?)	X	
Should the community be informed about this issue?	X	
Will the decision being made have a significant social, environmental or economic impact on the community or other stakeholders?	X	
Is this a complex or difficult situation with widely differing views?	X	
Is the decision being made likely to have a financial impact on the community?	X	
Is there, or is there likely to be, strong community concern or interest in the issue?	X	
Is there existing or potential community outrage about the issue?	X	
Has Council asked for community input on this or similar matters in the past?	X	
Would engagement assist Council or Councillors to better understand local values, priorities, needs or issues that relate to your project?	X	

STEP 2: DEFINE THE OBJECTIVE AND SCOPE OF THE ENGAGEMENT

NB: Make sure you should submit a [Communications & Engagement Request](#) to develop a Communications & Marketing Plan for your project.

NEGOTIABLE		NON-NEGOTIABLE	
What aspects of the project can be influenced as part of the engagement process? <ul style="list-style-type: none"> • Dogs on oval – off leash (Current leash free areas or potential update of Section 26 order regarding times of usage of park) • Cat Curfew (Requirement to update the Section 26 order DAA 1994) • Dog desexing initiatives • Cat desexing initiatives (targeted cat desexing program) • Training programs for Authorised Officers • Animal Management Services offered 		What aspects of the project can't be influenced as part of the engagement process? <p>Domestic Animals Act 1994</p> <ul style="list-style-type: none"> • s10 Animal registration • s29 Dog attacks • s32 Nuisance • 84Y Agreements to seize, receive, retain or dispose of dogs or cats • Council's set fees and charges • Nillumbik General Local Law 1 	
What do we want to find out from the community?		<p>Council will commence to seek community feedback on the Draft DAMP 2025-2029 on a number of matters relating to cats and dogs including:</p> <ul style="list-style-type: none"> • animal management services • programs or strategies • Introduction of a 24 hour cat curfew, with a 12 month implementation timeframe. • Review of Council's current section 26 order, part 4 to include Wattle Glen War Memorial Reserve. 	
What key information will the community need or want to know?		<p>The timeline of the DAMP</p> <p>Opportunities given for community consultation</p> <p>Topics raised by the first consultation</p> <p>Results</p>	

NEGOTIABLE		NON-NEGOTIABLE	
	Next community consultation Council meeting dates and outcomes		
What messages do you want to give the community?	<ul style="list-style-type: none">• Give supportive messages• We listen to our community• Give opportunity for feedback• Legislative requirement to prepare a DAMP• Promote responsible pet ownership• Promote our animal management services positively• Consultation with the community, government agencies, animal welfare organisations and domestic animal related not for profit charities.		
What are your engagement timeframes?	DAMP to be completed by October 2025	Is there budget available? Yes (for communications/ advertising etc?)	Amount \$ TBC

STEP 3: IDENTIFY WHO WILL BE ENGAGED

STAKEHOLDERS For assistance refer to the Nillumbik Stakeholders List	WHY ARE THEY STAKEHOLDERS? <ul style="list-style-type: none"> • What is their interest in the project? • How are they impacted? • How do they impact the project? 	Level of Engagement (IAP2 spectrum)
Nillumbik residents, pet owners and non-pet owners	<ul style="list-style-type: none"> • Residents will be the voice to influence change • Residents will be personally impacted by change • Animal owners will need to adapt to change • Time taken to implement initiatives (24 hour cat curfew) 	Consult
Domestic Animal Businesses (DAB)	<ul style="list-style-type: none"> • May provide feedback to the yearly DAB audit process 	Consult
Animal welfare groups/ charities/not for profit agencies	<ul style="list-style-type: none"> • Animal Justice Party – Political Animal Welfare • Rescue groups with 84Y agreements with Council, foster care animals rehomed from our pound and carers may live in our area • Cat Protection society – our contracted cat shelter/pound • RSPCA may contribute to feedback 	Consult
Wildlife Groups	<ul style="list-style-type: none"> • Wildlife Victoria may provide feedback on current cat confinement restrictions • Effects of cats wandering • Dogs in prohibited areas • Wildlife Advocates of Nillumbik 	Consult
Environmental Groups	<ul style="list-style-type: none"> • Landcare groups may provide feedback on domestic animals affecting native wildlife, flora and fauna 	Consult
Internal stakeholders	<ul style="list-style-type: none"> • Communications team – leading consultation, advertising, contribute to drafting final plan • Community Safety Team – animal management and local law services. Draft final plan • Strategic Planning and Environment team - currently working on a project - Threat Abatement Plan for feral cats • Planning Services – land use 	Consult

STAKEHOLDERS For assistance refer to the Nillumbik Stakeholders List	WHY ARE THEY STAKEHOLDERS? <ul style="list-style-type: none"> • What is their interest in the project? • How are they impacted? • How do they impact the project? 	Level of Engagement <u>(IAP2 spectrum)</u>
	<ul style="list-style-type: none"> • Environment and Sustainability team – effects of domestic animals in our environmental sensitive areas • Aged and disability services team – access for council services, standard registration, explanation of assistance dogs and free registration. Opportunity for residents to provide feedback other than online • Emergency Management team– Evacuation and relief work and identifying animals • Recreation and Leisure team – dog parks, urban and rural trails, sporting clubs, skate parks, BMX track and sporting grounds • Waste Management team – dog poo issues, bags in parks and responses • Customer Service – experience with services • Parks Team – mowing and dog poo issues 	
Council executive and Councillors	<ul style="list-style-type: none"> • Ensure plan is completed according to requirements and timeline • Respond to related correspondence • Provide briefings • Attend Council meetings 	Involve
Bureau of Animal Welfare	<ul style="list-style-type: none"> • State Government contact and governing body of <i>Domestic Animals Act 1994</i> 	Consult
Social dog groups	<ul style="list-style-type: none"> • Make contact with groups after prior consultation and concerns raised (Eltham Lower and North groups) 	Consult
Other Local Government Areas (LGA)	<ul style="list-style-type: none"> • Bench mark with other LGA's • Local surrounding councils – Whittlesea Council, Yarra Ranges, Banyule 	Consult

STAKEHOLDERS For assistance refer to the Nillumbik Stakeholders List	WHY ARE THEY STAKEHOLDERS? <ul style="list-style-type: none"> • What is their interest in the project? • How are they impacted? • How do they impact the project? 	Level of Engagement (IAP2 spectrum)
	<ul style="list-style-type: none"> • Other green wedge shires – Baw Baw, Mornington Peninsula, South Gippsland 	

STEP 4: CHOOSE THE RIGHT ENGAGEMENT TOOLS/METHODS

NB: Talk to the Community Engagement Officer for help with this.

TOOL / METHOD	TARGET STAKEHOLDERS	KEY QUESTIONS /INFORMATION
Home Participate Nillumbik	Local community, residents, pet owners and external stake holders	<p>Council will commence to seek community feedback during Phase 2 of community consultation from 3 March 2025 – 4 April 2025 on the Draft DAMP 2025-2029 on a number of matters relating to cats and dogs including:</p> <ul style="list-style-type: none"> • animal management services • programs or strategies • Introduction of a 24 hour cat curfew, with a 12 month implementation timeframe. • Review of Council's current section 26 order, part 4 to include Wilsons Reserve in Wattle Glen. <p>Council officers will encourage the community to register at participate.nillumbik.vic.gov.au and take advantage of the opportunity to provide feedback.</p>
Agora, emails and meetings	Internal Teams	Request input from relevant departments that integrate with Animal Management services (Rec and Leisure, Environment, Planning etc)
Corflutes at dog parks (QR code)	Local community	Did we get this right, Review Draft DAMP 2025-2029
Social Media posts	Public	Did we get this right, Review Draft DAMP 2025-2029
CSO correspondence through case work and recommend Participate Nillumbik	Public/ local community	Encourage opportunity to participate, provide input.
Other Nillumbik Shire departments sharing the opportunity.	Public/Local community	Consult with sporting clubs, encourage opportunity to participate, provide input.

STEP 5: ENGAGE

This is where you can record a brief description of the engagement activities you plan to implement.

ENGAGEMENT ACTIVITY / TOOL / METHOD	DATE	RESOURCES NEEDED	WHO	HOW WILL FEEDBACK BE RECORDED
Social Media	Commence late February/ early March 2025	Content for promoting.	Comms / Community Safety	Monitor – refer to participate
Agora, Internal Comms	late February/ early March 2025	Content requesting feedback	Community Safety	Documented meetings
CSO correspondence	late February/ early March 2025	BAU -Community Safety	Community Safety	Encourage feedback - Refer to participate
Corflute signage	late February/ early March 2025	Content, graphic design, external referral	Comms/ Community Safety	QR code (track usage)
Pop up sessions	Wednesday 12 March 2025 Saturday 22 March 2025	Existing equipment	Community Safety	QR code and documented feedback

STEP 6: REPORT BACK TO THE COMMUNITY AND COUNCIL

WHAT WILL YOU REPORT BACK?	TO WHOM	HOW WILL YOU SHARE IT?	WHEN	RESPONSIBLE
Summary of Community Engagement	Council	Community Engagement Report Phase 1 – Cr Briefing	4 February 2025	Community Safety
Summary of Community Engagement	Engaged participants	Share Community Engagement Report Phase 1 feedback.	February 2025	Comms
Summary of Community Engagement	Key stakeholder groups	Share Community Engagement Report Phase 1 feedback.	February 2025	Comms
Summary of Community Engagement	Community	Publish Community Engagement Report Phase 1 feedback.	February 2025?	Comms

STEP 7: CLOSE THE LOOP (REPORT BACK TO THE COMMUNITY ON THE OUTCOME)

WHAT WILL YOU REPORT BACK?	TO WHOM	HOW WILL YOU REPORT BACK?	WHEN	RESPONSIBLE
Outcome/decision report of Phase 2 (Draft DAMP 2025-2029)	Council	Community Engagement Report Phase 2 – Cr Briefing	3 June 2025	Community Safety
Outcome/decision report of Phase 2 (Draft DAMP 2025-2029)	Engaged participants	Publish Community Engagement Report Phase 2 outcomes.	Late May/early June 2025	Comms
Outcome/decision report Phase 2 (Draft DAMP 2025-2029)	Key stakeholder groups	Share Community Engagement Report Phase 2 outcomes.	Late May/early June 2025	Comms
Outcome/decision report Phase 2 (Draft DAMP 2025-2029)	Community	Share Community Engagement Report Phase 2 outcomes.	Late May/early June 2025	Comms

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Community Engagement Report

Domestic Animal Management Plan 2025



COMMUNITY
SAFETY


Nillumbik
The Green Wedge Shire

Thank you to all the community members who have taken the time to provide feedback on the Domestic Animal Management Plan.

Content

Project background	1
How we engaged	2
What we heard	3
Findings	4
Next steps	5

If you need this information in another format, please call Nillumbik Shire Council on **9433 3111** or email **nillumbik@nillumbik.vic.gov.au**

Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located.

We value the significance of the Wurundjeri Woi-wurrung people's history as essential to the unique character of the Shire.

We pay tribute to all First Nations People living in Nillumbik and 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. Wurundjeri Woi-wurrung people hold a deep and ongoing connection to this place.

Project background

Nillumbik's Domestic Animal Management Plan

The current Domestic Animal Management Plan (DAMP) 2021-2025 was developed in accordance with section 68A of the *Domestic Animal Act 1994* (the Act). Council has a legislated responsibility under the Act to ensure compliance and delivery of animal management services related to community expectations around responsible pet ownership.

Community consultation, involves interaction with our community to better understand the needs and perspectives on the core areas of animal management, animal welfare, responsible pet ownership, Local Laws as well as the importance of educating the community of desexing and microchipping dogs and cats.

This process allows Council to use the insights gained from this consultation to understand community sentiment regarding animal management topics including dogs on ovals, confinement of cats and to identify current issues that are not currently included in the DAMP 2021-2025.

The information gathered through this initial stage of community engagement will support the development of the draft DAMP and enable Council to tailor the revised DAMP effectively.

Community will have an opportunity to provide feedback on the revised DAMP early 2025.

Community consultation ran from 3 June – 14 July 2024


The purpose of this engagement was an opportunity for our community to inform us of what's important to them.

Feedback on the draft plan will be sought from community on a number of matters including:

- animal management services
- programs or strategies
- new Orders that could be made to address responsible pet ownership in the community
- concerns associated with current council policies on animal management.

How we engaged

The below table outlines the various methods used to engage with the community.

	Website	Total of 2,041 visits to the website participate.nillumbik.vic.gov.au/damp-2025
	Posters	A total of 50 posters were displayed throughout the Shire
	Postcards	A total of 500 postcards were distributed throughout the Shire
	Corflute signage	6 signs displayed at dog parks
	Social media	Social media posts and paid targeted ads
	Newsletter	Nillumbik News
	Pop-up information	Community Safety information sessions estimated 110 visits

Website

- Consultation via participate.nillumbik.vic.gov.au/damp-2025

Posters displayed at

- Council office
- Vet clinics
- Pet shops
- Libraries
- Hubs
- Local retailers and registered Domestic Animal Businesses
- Community notice boards at Eltham, St Andrews, Hurstbridge, Panton Hill, Smiths Gully

Pop-ups with community

- Eltham North dog park
- Mainly dog park attendees and promoted the consultation with 30 animal owners
- Diamond Creek Regional Play Space
- Spoke with dog park attendees
- Diamond creek trail users
- Playground families and visitors
- Engaged with approximately 80 people

Social media, facebook ads, pet tales

- Pet Tales is posted every two weeks incorporated DAMP during consultation
- Facebook posts
- Interactive fun quizzes
- CSO's sharing the link to Participate during BAU
- TV screen ads - for Hurstbridge Hub, ECRC, leisure centres, Edendale

Postcards

- CSO's Handed out on patrols to residents
- Also displayed at:
- Vet clinics
Pet shops
Libraries
Hubs
Local retailers and registered Domestic Animal Businesses

Corflute signage

- Eltham North Dog Park
- Adventure Oval Eltham North
- Diamond Hills Reserve Greensborough
- Diamond Creek Dog Park
- Hurstbridge Dog Park
- Wattle Glen War Memorial Park (Wilson Reserve)

Nillumbik News

Published 3 June 2024 "We're inviting the community to provide their feedback regarding domestic animal management and responsible pet ownership through our online survey at [Participate Nillumbik](#) until Sunday 14 July."

What we heard

Below outlines the summary of feedback received.

Number of submissions	707 submissions received
Number of community sessions	2 Pop up sessions
Number of separate submissions	7
Number of website visits	2,041 number of visits to the website

Topics we heard about:

Dogs

- Pets are an important part of our community and family
- Dogs provide positivity to our health and wellbeing
- Sporting ovals are a shared community space for everyone to use
- Sporting ovals are safer areas from snakes
- Dog parks are often overcrowded and create negative interactions with dogs
- Owners are generally responsible with dogs it's a minority that make it difficult for others
- Dog owners help keep areas safer and pick up rubbish
- Parents of sporting children and people exercising on ovals are frustrated with dog urine, dog excrement left and damage done to the grounds/grass.
- Urine and excrement spreading parasites and children run in it
- Dogs cause a nuisance to people, other animals and wildlife
- Barking
- Escaping from properties
- Rushing people
- Dog excrement left on nature strips and public areas
- Request for more environmentally friendly dog poo bags at our ovals
- Dogs recall can be better
- Dog owners are responsible around playgrounds
- Assess dog signage and reconsider rules at Woodridge Linear Reserve
- Assess the usage of Wattle Glen War Memorial Park (Wilson Reserve) would like to see it off leash outside sports times
- Signage needs to be inspected at Griffith Park
- Implement a responsible pet owner test on the website for new pet owners prior to registration
- Childhood education on interacting with pets should be up to the parent and school system. However, it would be nice for Council to add it to existing educational programs.

Cats

- Keep cats indoors/ enclosed to be safe, provide enrichment and protect our Green Wedge Shire.
- Cats can be trained and provided enrichment and kept contained.
- Cats need outside fresh air.
- If a cat curfew is implemented how will Nillumbik support cat owners in transition?
- Residents are frustrated with cats excreting and urinating in their garden and on personal items.
- Notice a significant decline in small birds in our yard such as eastern Spinebill, Fairywrens, Pardalotes and Thornbills.
- Cats are predators and destructive to wildlife.
- Unowned/feral cats are an issue.
- Council should look at desexing programs.
- Many owners have the attitude of allowing their cats to wander.
- Cats should be secured the same as dogs need to be.
- If a 24 hour cat curfew is implemented, please consider the approach. Trapping and officer's resources is costly. Education, support to owners with building enclosures and providing enrichment ideas would be ideal. Offer financial assistance experiencing hardship/low income earners to help transition.
- Keep the current curfew and educate the community add a requirement of cat collar bells.
- Cats should not be locked up 24/7
- Stray/neighbour's cats cause fights, vet bills and stress
- Implement 24 hours curfew with new/ young kitten registrations.
- Cats are nocturnal animals, current curfew is appropriate
- A daytime curfew should relate to keep the cat to the property not inside the house

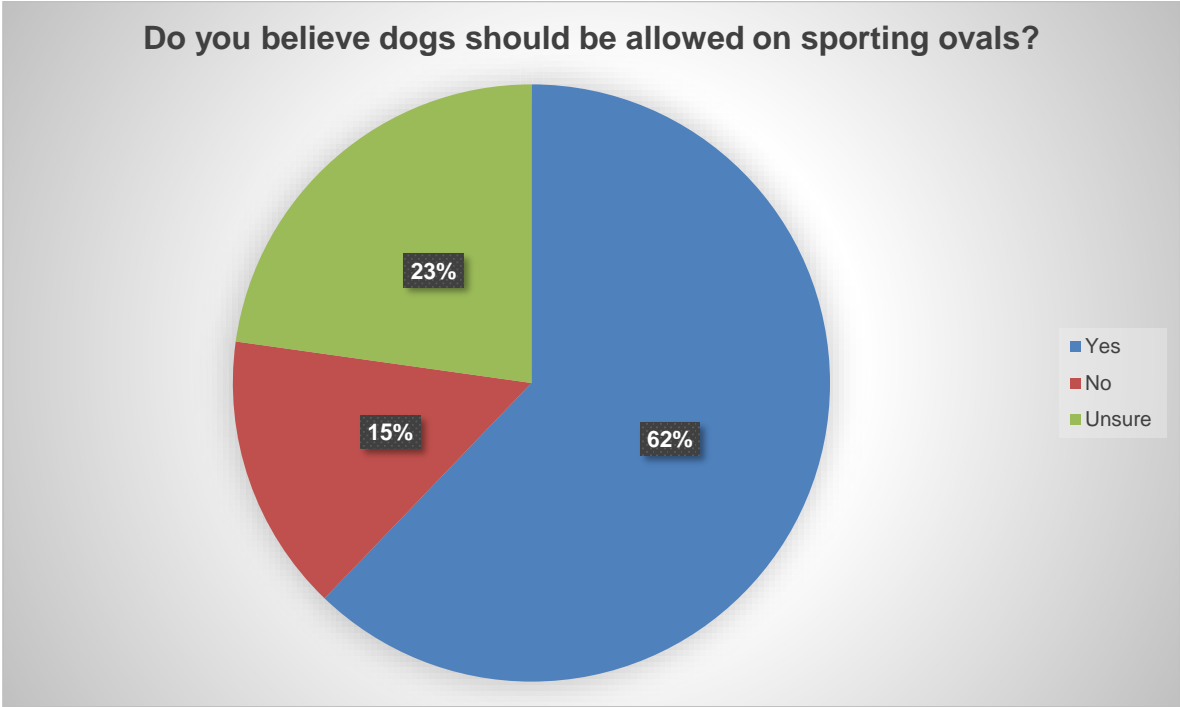
Services provided by Nillumbik that is important to our community

- Great open spaces are available and we are fortunate to have use
- We have a beautiful Green Wedge Shire and should protect it
- Reuniting cats and dogs to the owners
- The Pet Expo annual event
- Pound services
- Education programs especially for children and parents
- Patrols on Diamond Creek trail, nature reserves and parks
- Signage in open spaces
- Response to complaints

Responses

Information obtained from DAMP consultation 3 June – 14 July 2024

Dogs on sporting ovals

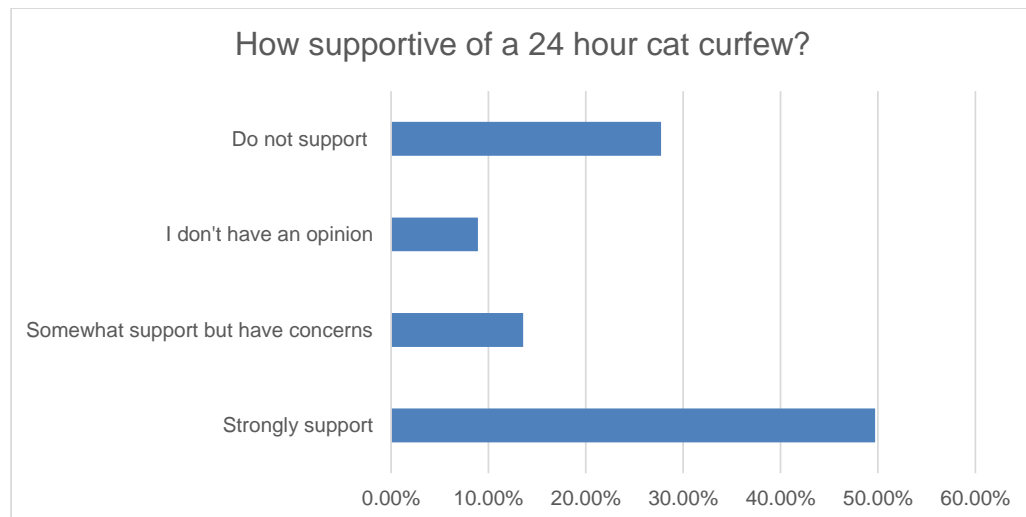


62 per cent (434 respondents) believe dogs should be allowed on sporting ovals in comparison to 23 per cent (159 respondents) do not believe they should be allowed and 15 per cent (105 respondents) are unsure.

93 respondents (13 per cent) indicated they are either a sports club member, player or volunteer.

Cat Curfew

49.71 per cent (346 respondents) are supportive of a 24 hour cat curfew compared to 27.7 per cent (193 respondents) who do not support the curfew. A further 13.56 per cent (96 respondents) were somewhat supportive of the cat curfew but have some concerns with 8.91 per cent (63 respondents) who did not have an opinion.



The main topics that residents and visitors would like Council to provide more information on are:

- Responsibilities of dog owners when walking exercising their dog (46 per cent/293 respondents)
- Cat curfews in your area (38 per cent/255 respondents)
- What 'effective control' of a dog means (33 per cent/227 respondents)
- Dog off leash areas and the rules (20 per cent/150 respondents)

Services to our community that are very important

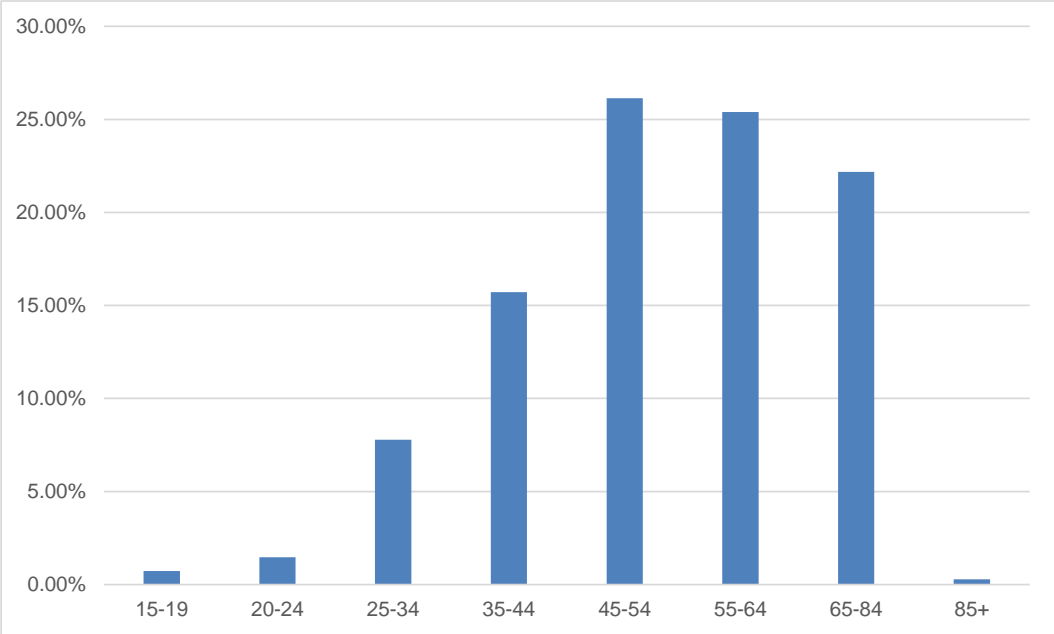
- Provide maintain off lead areas (60 per cent/418 respondents)
- Protect/enforce dog-free nature reserves/environmentally sensitive areas (53 per cent/370 respondents)
- Collect/return stray cats/dogs to their owners (51 per cent/358 respondents)
- Discounted dog/cat microchipping for pensioners (50 per cent/350 respondents)
- Respond to reports of nuisance dogs/cats (47 per cent/329 respondents)

Education for children

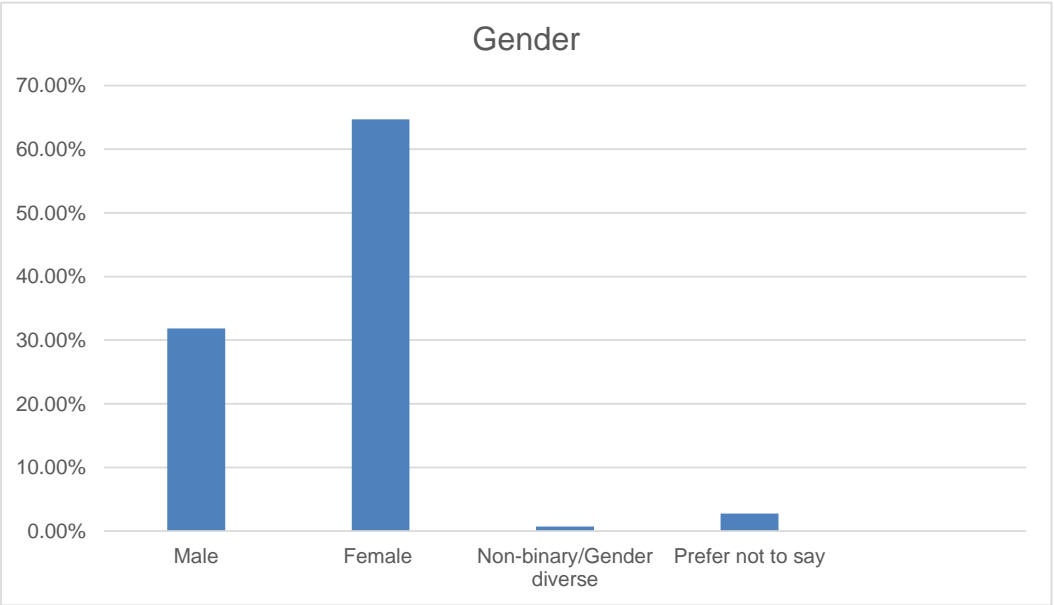
61 per cent (431 respondents) believe that Council should educate children on approaching dogs safely.

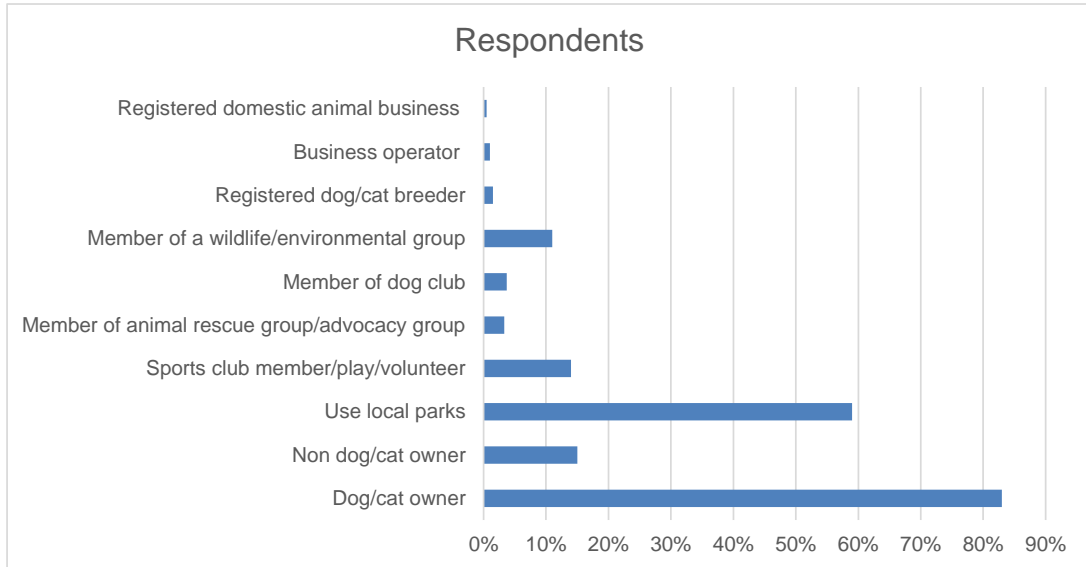
Who we engaged with

Age



Gender





Respondents were given the opportunity to provide a multiple option response to the following:
 Select one or more that describes your link to dogs/cats in Nillumbik

- Dog/cat owner
- Non dog/cat owner
- Use local parks
- Sports club member/play/volunteer
- Member of animal rescue group/advocacy group
- Member of dog club
- Member of a wildlife/environmental group
- Registered dog/cat breeder
- Business operator
- Registered domestic animal business

83 per cent (580 respondents) are dog/cat owners, 58 per cent (406 respondents) use local parks, 15 per cent (106 respondents) are non-dog/cat owner, and 13.5 per cent (93 respondents) are a sports club member, player or volunteers.

The top three ways they heard about the consultation:

- Email - 39 per cent (269 respondents)
- Social Media – Facebook 19 per cent (129 respondents)
- Word of mouth – 17 per cent (119 respondents)

Next steps

Draft a new Domestic Animal Management Plan that will be available for further community feedback early 2025.

It will include the following;

- New barking dog process
- Audit signage at Woodridge Linear Reserve, consult on findings – website page update
- Audit signage at Griffith Park – web page requires update
- Park patrols and trails approach
- Reuniting animals' process
- Cat confinement and educational programs
- Dogs sharing space with sporting clubs
- Waste bins and environmentally friendly poo bags provided by Nillumbik
- Update mapping of dog parks including clear signage indicating areas that are on lead / off lead

How can participants stay informed?

Register for updates or follow the project on Participate Nillumbik
participate.nillumbik.vic.gov.au

For more information contact (Renee Wilcox – Senior Community Safety Officer)
or email (communitysafety@nillumbik.vic.gov.au)



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Community Engagement Process
Proposed sale of land – 311A Yan Yean Road, Plenty

Purpose:

To give public notice and seek submissions on the proposed sale of land at 311A Yan Yean Road, Plenty.

1. A staged process is proposed as follows:
 - a) **Stage 1 – Publish notice and undertake community engagement process under section 114 of the *Local Government Act 2020 (the Act)***
 - publish notice of Council's intention to sell the land on Council's Internet site
 - Submissions open for 4 weeks between – proposed between Friday 28 February to Friday 28 March 2025.
 - Submissions to be received by mail, email or delivered to Council Offices.
 - This phase of community engagement will be promoted through the following:
 - Public Notice on Council's website;
 - Participate Nillumbik; and
 - Letters to adjoining properties (land proposed to be sold).
 - b) **Stage 2 – Hearing of submissions and Council decision**
 - Submissions will be heard at the Planning and Consultation Committee (PCC) meeting on 13 May 2025.
 - Upon considering the written submissions and hearing the verbal submissions at the PCC meeting, a summary report will be provided to a future meeting of Council for consideration before a final decision is made on the sale of land.

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2024-2025 MID-YEAR (JANUARY 2025) LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK (LGPRF) PERFORMANCE SUMMARY: NILLUMBIK SHIRE COUNCIL

										Positive result	Negative result	Exceeding result	* as defined by the LGPRF guidelines set by the Victorian Government	
SERVICE AREA	INDICATOR	MEASURE DESCRIPTION	EXPECTED RANGE*	January 2022	July 2022	January 2023	July 2023	January 2024	July 2024	January 2025	SIMILAR COUNCILS	PERFORMANCE V SIMILAR COUNCILS	PERFORMANCE WITHIN OR EXCEEDING EXPECTED RANGE*	JANUARY 2025 COMMENTARY
Animal Management	Timeliness	Time taken to action animal management requests	1 to 10 days	2.01 days	1 day	2.2 days	1 day	2 days	1 day	1.5 days	2.2 days			Time taken to action animal management requests remains steady. There were 729 animal management requests received in 2024, which on average were responded to within one business day of receipt.
	Service standard	Animals reclaimed from Council	30% to 90%	92.30%	78.70%	95.23%	81.25%	82.65%	66.82%	65.38%	41.40%			Of the 52 animals impounded from 1 July 2024 to 31 December 2024, 34 were reclaimed. An increase in surrendered animals to Council has been observed.
	Service standard	Animals rehomed from Council	20% to 80%	14.41%	7.87%	7.87%	16.80%	16.80%	20.27%	32.69%	54.10%			Of the 52 animals that were impounded from 1 July 2024 to 31 December 2024, 17 were rehomed. This continues the ongoing positive trend for this measure, despite still being lower than similar councils results.
	Service cost	Cost of animal management service per population	\$3 to \$40	NM	\$17.30	NM	\$14.25	NM	\$13.71	NM	\$14.79			This measure is only reported on an annual basis. Therefore, results are compared to the most recent figures available, from July 2024.
	Health and Safety	Animal management prosecutions	0 to 200%	NM	100%	NM	100%	NM	0%	NM	58.90%			There were no animal management prosecutions in 2024. As a result of community education around responsible pet ownership, matters have been resolved without the requirement to refer to court for further prosecution.
Aquatic Facilities	Service standard	Health inspections of aquatic facilities	1 to 4 inspections	3	2	2	2	2	2	1	1.7			Microbiological testing was performed at Diamond Creek Outdoor Pool during the July-December 2024 period.
	Service cost	Cost of aquatic facilities per visit	-\$3 to \$10	(\$14.75)	(\$2.82)	(\$8.81)	(\$0.44)	(\$4.15)	\$1.19	\$0.11	\$12.09			Visitation numbers in 2024-2025 to date are strong, with the community responding strongly to the programs and services being provided. This has resulted in a \$212,000 increase in income (5.75%) on the previous year, driven by an increase in health and wellbeing memberships and increased casual attendance and stadium bookings.
	Utilisation	Number of visits to aquatic facilities per head of municipal population	1 to 10 visits	0.45 visits	5.2 visits	6.75 visits	11.22 visits	6.25 visits	12.47 visits	6.13 visits	12.5 visits			Diamond Creek Outdoor Pool is open from November to March only. Due to the school holiday period and warmer weather, recorded visits are higher for July reporting as Jan-March sees higher visitation. The results are on par with previous results which are in line with other council's results.
Food Safety	Timeliness	Time taken to action food complaints	1 to 10 days	1.7 days	1.68 days	1.78 days	1.93 days	1.31 days	1.78 days	1 day	1.7 days			A continued focus on implementing new procedures has reduced the time taken to action food complaints from 1.78 days to 1 day.
	Service standard	Percentage of required food safety assessments undertaken	50% to 120%	98.82%	98.83%	100.00%	100.00%	100.00%	100.00%	100.00%	90.20%			100% of Class 1 and 2 premises received a food safety assessment in the 2024 reporting period.
	Service cost	Cost of food safety service per premises	\$300 to \$1,200	\$484.22	\$461.55	\$461.55	\$208.94	\$208.94	\$224.78	\$533.00	\$567.29			The cost of service increased for January 2025 as calculations were revised to reflect current LGPRF guidance as part of ongoing review and continuous improvement processes. This brings the service costs in line with similar councils.
	Health and	Percentage of critical and major non-compliance outcome notifications followed up by Council	60% to 100%	94.40%	94.44%	95.00%	100.00%	100.00%	100.00%	100.00%	86.80%			100% of critical and major non-compliant inspection outcomes were followed up within the reporting period.

SERVICE AREA	INDICATOR	MEASURE DESCRIPTION	EXPECTED RANGE*	January 2022	July 2022	January 2023	July 2023	January 2024	July 2024	January 2025	SIMILAR COUNCILS	PERFORMANCE V SIMILAR COUNCILS	PERFORMANCE WITHIN OR EXCEEDING EXPECTED RANGE*	JANUARY 2025 COMMENTARY
	Safety	Food safety samples	50% to 100%	NM	NM	NM	NM	100.00%	100.00%	100.00%	100.00%			100% of food samples required for testing and analysis have been collected.
Governance	Transparency	Council decisions made at meetings closed to the public	0% to 30%	2.80%	2.33%	1.85%	1.98%	1.86%	2.84%	1.43%	9.30%			Council made 70 resolutions at 8 Council and Delegated Committee meetings, of which one was made in a meeting closed to the public under section 66(2) of the <i>Local Government Act 2020</i> . As required by the Act, the reasons why a meeting was closed to the public are recorded in the public version of the minutes.
	Consultation and Engagement	Community satisfaction with community consultation and engagement	40 to 70 out of 100	NA	62.1/100	NA	69.3/100	NA	69.0/100	NA	54.0/100			This measure is reported on an annual basis only via the Annual Community Survey. Therefore, results are compared against the most recent figure from July 2024. Satisfaction with Council's community consultation and engagement remained stable in 2023-2024.
	Attendance	Councillor attendance at Council meetings	80% to 100%	96.10%	95.24%	91.84%	89.29%	100.00%	100.00%	94.29%	92.30%			Council held three Council meetings and two Extraordinary Council meetings from July to December 2024. Two absences were recorded throughout the period against a possible 35 attendances.
	Service cost	Cost of elected representation	\$30,000 to \$80,000	\$22,974.43	\$53,468.00	\$24,149.40	\$51,175.19	\$29,976.67	\$60,788.49	\$23,492.66	\$63,579.96			The cost of governance includes training, conference and seminar costs, travel, mayoral vehicle, mobile, internet, Councillor allowances and other miscellaneous expenditure.
	Satisfaction	Community satisfaction with Council decisions	40 to 70 out of 100	NA	62.6/100	NA	67.7/100	NA	69.0/100	NA	53.0/100			This measure is reported on an annual basis only via the Annual Community Survey. Therefore, results are compared against the most recent figure from July 2024. Satisfaction with Council decisions increased by 1.3% in 2023-2024, the second consecutive increase for this measure.
Libraries	Utilisation	Physical library collection usage	1 to 9 items	1.15 items	6.72 items	2.04 items	8.45 items	2.59 items	10.92 items	5.65 items	5.7 items			The past 6 months have seen a steady increase of 5.66% of loans of physical items when compared to the same period in 2023.
	Service cost	Cost of library service per population	\$10 to \$90	\$39.15	\$41.19	\$41.19	\$43.07	\$43.07	\$44.06	\$45.98	\$37.86			Direct costs are apportioned to member councils of the Yarra Plenty Regional Library (YPRL) by the Library Agreement. Costs have increased due to the general increase of operational costs across the library.
	Resource standard	Proportion of library resources less than 5 years old	40% to 90%	42.31%	91.83%	91.46%	91.14%	83.43%	80.52%	87.15%	61.90%			The YPRL target of 85% of collection items at 5 yrs or under has been exceeded. Collection management practices support YPRL to meet these targets.
	Participation	Active library members in municipality	20% to 40%	7.39%	25.24%	13.78%	25.83%	46.20%	45.75%	49.32%	27.00%			There continues to be a steady increase in the number of registered library members. This results exceeds the expected range for this measure
		Visits per head of population	2 to 6	NM	NM	NM	NM	NM	5.07	2.80	3.50			In comparison to previous periods, we continue to see increasing visitor numbers due to a combination of marketing and key programs.
	Satisfaction	Participation in 4-week key age and stage visit	90% to 110%	95.78%	98.98%	98.52%	97.02%	98.96%	94.50%	100.85%	96.50%			The first home visit of a newborn baby is the commencement of the ten Key Age and Stage (KAS) consultations that are performed as regular health checks within the MCH service. The focus of the KAS visits is on early intervention and preventative care.

SERVICE AREA	INDICATOR	MEASURE DESCRIPTION	EXPECTED RANGE*	January 2022	July 2022	January 2023	July 2023	January 2024	July 2024	January 2025	SIMILAR COUNCILS	PERFORMANCE V SIMILAR COUNCILS	PERFORMANCE WITHIN OR EXCEEDING EXPECTED RANGE*	JANUARY 2025 COMMENTARY
Maternal and Child Health (MCH)	Service standard	Infant enrolments in the MCH service	90% to 110%	101.81%	101.87%	101.85%	101.12%	100.76%	100.00%	101.71%	101.40%			The high-service standard for infant enrolments in the MCH (Maternal and Child Health) service is measured by the ratio of infants enrolled (from birth notifications received) to the total number of birth notifications received.
	Service cost	Cost of the MCH service	\$50 to \$200	\$78.36	\$73.74	\$73.74	\$72.22	\$72.22	\$70.84	\$70.84	\$88.59			This measure is only captured on an annual basis. The cost of service has remained steady in recent years.
	Participation	Participation in the MCH service	70% to 100%	45.94%	80.08%	70.10%	79.87%	67.74%	77.43%	43.73%	78.10%			High participation in the Maternal and Child Health (MCH) service is determined by the ratio of the number of children who attend the service at least once in a year to the total number of children enrolled in the MCH service. This indicator reflects the level of engagement and utilisation of the MCH service. There has been a decline in participation. This has been attributed to parents returning to work earlier in the first year following birth.
	Participation	Participation in the MCH service by Aboriginal children	60% to 100%	44.44%	81.63%	71.79%	73.17%	65.79%	87.23%	34.15%	83.70%			Participation in MCH services by First Nations children has increased by 14.06% since the last financial year. Addressing barriers such as cultural sensitivity, geographic isolation, and historical distrust has improved participation and ensured equitable healthcare for First Nations children.
Roads	Satisfaction	Sealed local road requests per 100km of sealed local roads	10 to 120 requests	96 requests	73.46 requests	32 requests	57.91 requests	25.67 requests	46.11 requests	52.60 requests	64.2 requests			There are 488km of sealed local roads in the Shire. There were 225 customer requests logged in relation to sealed local roads in 2023-2024.
	Condition	Sealed local roads maintained to condition standards	80% to 100%	88.07%	95.10%	N/A	95.28%	N/A	95.47%	NA	96.20%			This measure is only reported on an annual basis. At current, of the 488km of sealed local roads in the Shire, 466km are maintained within condition standards. Despite increasing in recent years, this result remains slightly below those of similar councils.
	Service cost	Cost of sealed local road reconstruction per square metre	\$24 to \$240	\$177.89	\$132.73	N/A	\$166.73	N/A	\$134.32	NA	\$125.98			This measure is only reported on an annual basis. Works in 2023-2024 included mostly smaller road patching pavement rehabilitation jobs.
	Service cost	Cost of sealed local road resealing per square metre	\$5 to \$40	\$13.47	\$10.70	N/A	\$14.90	N/A	\$14.99	NA	\$20.10			This measure is only reported on an annual basis. Costs of raw materials and labour continues to fluctuate, resulting in increased cost of reconstruction works. This service cost includes a mixture of approximately 50% of spray seals and asphalt resurfacing works.
	Satisfaction	Community satisfaction with sealed local roads	50 to 100 out of 100	NA	60/100	N/A	68.5/100	N/A	66.0/100	NA	50.0/100			This measure is reported on an annual basis only via the Annual Community Survey. Satisfaction with sealed local roads decreased by 2.5% in 2023-2024. Road maintenance and repairs rated as the top issue for Community Survey respondents.
	Timeliness	Time taken to decide planning applications	30 to 110 days	87 days	100 days	105 days	102 days	84 days	91 days	74 days	80.6 days			Council is committed to improving decision timeframes. Over the 12-month period, Council has reduced processing times even though there were several staffing gaps and absences within the team. There has also been a strong focus on determining applications with higher gross days.

SERVICE AREA	INDICATOR	MEASURE DESCRIPTION	EXPECTED RANGE*	January 2022	July 2022	January 2023	July 2023	January 2024	July 2024	January 2025	SIMILAR COUNCILS	PERFORMANCE V SIMILAR COUNCILS	PERFORMANCE WITHIN OR EXCEEDING EXPECTED RANGE*	JANUARY 2025 COMMENTARY
Statutory Planning	Service standard	Planning applications decided within required timeframes	40% to 100%	65.01%	60.36%	56.90%	55.99%	68.83%	64.02%	70.23%	67.70%			Council is committed to improving decision timeframes. Over the 12-month period, Council has improved the timeliness of decisions even with staffing gaps and absences within the team. There has also been a strong focus on determining applications with higher gross days.
	Service cost	Cost of statutory planning service per planning application	\$500 to \$4,000	\$2,885.45	\$2,989.05	\$2,989.05	\$2,788.89	\$2,788.89	\$2,590.96	\$2,590.96	\$3,554.68			This measure is only calculated on an annual basis. The cost of service has remained steady in recent years.
	Decision making	Council planning decisions upheld at VCAT	0% to 100%	73.00%	64.00%	55.00%	46.15%	62.50%	48.75%	25.00%	62.40%			This measure has decreased from the 2023-2024 result. Of the 16 decisions referred to VCAT, 3 were upheld, 4 were consented or withdrawn and 9 were not upheld.
Waste management	Service standard	Kerbside collection bins missed per 10,000 households	1 to 20 bins	6.97 bins	6.46 bins	4.13 bins	4.56 bins	3.15 bins	4.11 bins	4.30 bins	6.30 bins			The number of bins reported as missed has remained similar to previous years. Council continues to work with our service provider to reduce the number of missed bins.
	Service cost	Cost of kerbside garbage bin collection service per bin	\$44 to \$164	\$46.02	\$103.21	\$49.51	\$96.96	\$45.23	\$91.04	\$47.79	\$138.13			There has been an increase in the cost of the service per bin due to increasing disposal costs and a slight increase in tonnes.
	Service cost	Cost of kerbside recyclables collection service per bin	\$11 to \$86	\$51.18	\$100.35	\$49.41	\$102.52	\$41.00	\$75.85	\$37.07	\$76.73			There has been a decrease in the cost of the service per bin due to lower recycling processing costs and lower recycling tonnes.
	Waste diversion	Kerbside collection waste diverted from landfill	20% to 60%	75.00%	72.69%	75.00%	72.24%	72.00%	70.61%	71.00%	49.20%			<p>Nillumbik residents diverted 8,300 tonnes of recycling and green waste from landfill between July and December 2024.</p> <p>The diversion rate is fairly consistent with the same time last year, with slightly higher green waste tonnes but slight lower recycling tonnes, along with a small increase in landfill waste. Recycling tonnes have continued to trend downward since 2020-21, however, another contributing factor is the introduction of Victoria's container deposit scheme in November 2023.</p> <p>This result exceeds the expected range for this measure.</p>

Nillumbik Shire Council

Youth Council Advisory Committee

Terms of Reference 2025-2027

Name

Youth Council Advisory Committee (**Advisory Committee**)

Introduction:

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

Policy Statement:

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

Aims:

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

Objectives

- Advocate for opportunities, barriers and/or issues impacting on young people in Nillumbik
- Contribute to the development, implementation, and evaluation of the Nillumbik Youth Strategic Priorities
- Provide feedback and advice to Council on how to best meet local youth needs
- Consider and provide advice to Council on its policies, plans and services that impact young people
- Consider and provide advice on key Government initiatives, programs and reviews
- Represent the views and needs of young people within Nillumbik.
- Assist Council to communicate, consult and engage more effectively with young people in the Nillumbik community.



- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Contribute to a cycle of continually assessing and improving Nillumbik's consultation and engagement with young people

Membership

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

- One representative of the Nillumbik Shire Council (Councillors)
- Up to 15 Young Councillors aged be aged between 15-25 years of age who live, work, volunteer, study and/or recreate in Nillumbik including a Youth Mayor and Deputy Youth Mayor who will chair meetings with support from the appointed Councillor.
- Youth Councillors should represent the diverse and varied needs of young people in Nillumbik, including but not limited to: First Nations, LGBTIQ+, living in rural Nillumbik, people with disability, chronic illness and/ or mental illness, carers, people experiencing or have experienced financial insecurity and culturally and linguistically diverse young people.
- Meetings will be attended and supported by the Manager Community Partnerships or delegate and Team Leader Youth Development.

Member requirements

- Youth Councillors over the age of 18 years of age will be required to obtain a valid Working with Children's Check and complete mandatory child safe training.
- Actively engage with other young people in Nillumbik to inform decision making with a particular focus on engaging with those who are too young to have representation on the committee.
- On commencement of the two-year term, the Youth Councillors will be required to attend all induction and training meetings as scheduled by the Youth Development Team.

Payment

Youth Councillors will be reimbursed for their time and out of pocket expenses through a payment of \$500 per year, paid in two yearly instalments of \$250 and only when 80% attendance is met throughout the year.

Council Directorate

The Advisory Committee falls within Council's Communities directorate and will be managed by Council's Youth Development Team.

Meeting Frequency

The Advisory Committee will be held monthly at the Nillumbik Youth Hub on the first Monday of every month between 4:30pm – 6:30pm.

Additional hours involving evenings, weekends and school holidays may be required at various stages.

Endorsed by Council

These Terms of Reference were endorsed by Council on 25 February 2025.

Next Review Due

February 2027

Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team, within 3 business days for inclusion in the Agenda of the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

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

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

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

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

Working groups and out-of-session meetings

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

Formal out-of-session meetings may be scheduled on occasion by the Chair, when the timing of a matter that would benefit from Advisory Committee advice requires consideration prior to the next Advisory Committee meeting date.

Recruitment Process

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

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

Nillumbik Shire Council provides services and facilities for children and young people and is therefore legally required to comply with the Child Safe Standards and Reportable Conduct Scheme in order to protect children from abuse and harm. The Council has zero-tolerance toward child abuse and is committed to being a child safe organisation where child safety is embedded in the everyday thinking and practice of Council.

Advisory Committee members must follow Council's Child Safe Policy and Child Safe Reporting processes. They are also responsible for promoting children's safety, well-being, and empowerment; ensuring their behaviour is appropriate during interactions with children, and creating a supportive environment for their safety and engagement.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks Policy.

Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

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

- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

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

Selection Panel to make recommendation of members on Advisory Committees

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

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

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

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

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

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

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

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

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

Terms of Appointment

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

Meeting Frequency

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

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Role of Committee members

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

Accountability and Extent of Authority

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

Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.

- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

Evaluation and Review

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

Support to participate in meetings

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

Induction and Orientation

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

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.
- Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality
 - Privacy
 - Health and safety, equal opportunity, bullying and harassment
 - Child Safe Standards
 - Social Media Protocol

Confidentiality

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

Privacy

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

Breaches

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

~ end ~

Nillumbik Shire Council Inclusion and Access Advisory Committee Terms of Reference

To receive the Terms of Reference for the Inclusion and Access Advisory Committee in an alternative format or for assistance, please phone 0438 277 428 (Council welcomes contact via the National Relay Service) or email inclusion@nillumbik.vic.gov.au

Name

Inclusion and Access Advisory Committee (IAAC)

Introduction:

The IAAC provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation to promote disability inclusion.

Policy Statement:

Individuals, local disability services and community group representatives advise Council on actions relating to disability inclusion, as well as other opportunities and challenges related to inclusion in Nillumbik.



Aims:

To make Nillumbik a more welcoming, inclusive and accessible place for people with disability, their families and carers.

Objectives

- Support the development and delivery of actions within Council Plans and Strategies concerning inclusion and access for people with disability and their carers.
- Advocate on barriers and issues affecting people with disability in Nillumbik.
- Consult with and represent the voice and interests of people with disability and carers.
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council.
- Provide a forum for the discussion of issues or barriers which may impact health, safety, wellbeing and resilience of people with disability and carers.
- Support opportunities to raise awareness and create a platform for leadership to promote inclusive communities.

Membership

All Advisory Committee positions are unpaid positions.
The IAAC will consist of up to 14 members, and will include:

- Appointed Councillor to act as chairperson. If a second Councillor is appointed, they are to act as Chair in the appointed Councillor's absence.
- Community representatives, key local disability service providers and community groups and will be selected to represent the diverse needs of the disability community in Nillumbik, including

but not limited to people with disability, their families, carers and advocates.

- A balance of membership representation across groups, including but not limited to representatives living in rural Nillumbik, and from diverse backgrounds including LGBTIQ+, Aboriginal or Torres Strait Islander and Culturally and Linguistically Diverse communities.

Council Directorate

The IAAC falls within Council's Community Services Directorate, and will be resourced by Council's Disability Inclusion and Volunteering Unit.

Meeting Frequency

Meetings are held on the fourth Friday of every second month between 10am - 12pm at the Council Offices, Civic Drive, Greensborough, unless otherwise determined by the Committee.

Meeting days, times and venues may change as voted on by the committee and where quorum has been met.

A quorum at a meeting will consist of:

- Five members.
- One Council officer present for administrative purposes.

Subcommittees and working groups for specific projects may be convened as required and meet on a more regular basis.

Endorsed by Council

These Terms of Reference were reviewed January 2025 and endorsed by Council on (TBC)

Next review Due

May 2027

Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

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

The Informal Meeting of Councillors Record must outline:

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

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

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

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

Working groups and out-of-session meetings

- The Advisory Committee may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time.
- Where appropriate, working groups may be established to provide an opportunity for members to work collaboratively on specific projects or issues. A working group or sub-committee member will be nominated to provide feedback at advisory committee meetings.
- Membership of the working groups will be open to members and non-members by prior agreement of the Chair on a case-by-case basis. A working group member will be nominated to provide feedback at the Advisory Committee meetings.
- Formal out-of-session meetings may be scheduled on occasion by the Chair, when the timing of a matter that would benefit from Advisory Committee advice requires consideration prior to the next Advisory Committee meeting date.

Recruitment Process

Expressions of Interest for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council Officers, and through advertising.

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

Nillumbik Shire Council provides services and facilities for children and young people and is therefore legally required to comply with the Child Safe Standards and Reportable Conduct Scheme in order to protect children from abuse and harm. The Council has zero-tolerance toward child abuse and is committed to being a child safe organisation where child safety is embedded in the everyday thinking and practice of Council.

Advisory Committee members must follow Council's Child Safe Policy and Child Safe Reporting processes. They are also responsible for promoting children's safety, well-being, and empowerment; ensuring their behaviour is appropriate during interactions with children, and creating a supportive environment for their safety and engagement. Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks Policy.

Selection Criteria for Membership of the Inclusion and Access Advisory Committee

Nominees for membership must be able to demonstrate:

- That they live, work or engage in activities in Nillumbik Shire.
- Lived experience, qualifications, skills or expertise in disability and inclusion.
- A strong understanding of the Nillumbik community and the barriers to inclusion for people with disability.
- An ability to represent a broad range of views that reflect the diversity of the disability community.
- An ability to constructively participate in an advisory capacity, and contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community.
- An ability and willingness to celebrate success and achievements.
- Endorsement by their own organisation (if appropriate).
- Strong community networks and linkages.
- A capacity to commit to the Advisory Committee for the required duration.

In addition to the above, representatives of organisations will be selected on the basis of that organisation:

- Having involvement and providing services and programs to Nillumbik residents with disability.
- Having a consistent and substantial presence in Nillumbik.
- Being a not for profit organisation or community group.

- Having capacity to provide a consistent representative for a two-year term.

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

Selection Panel to make recommendation of members on Advisory Committees

- Senior member of Council (CEO or Director/Executive Manager – or delegated Manager).
- Disability Inclusion Unit Officers.

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

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

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

Terms of Appointment

- Members will be appointed for a two-year term from date of endorsement.
- Members completing their two-year term may re-apply for a further two-year term.
- Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent.
- A members' term of appointment may also cease if they fail to attend three consecutive meetings without notice of an apology.

- Where a member resigns before the end of their term, a replacement committee member may be appointed by a Council Officer.
- It is expected that each member attend a minimum of 60 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Role of Committee members

- Commit to serving for two (2) years.
- Prepare for, attend and actively participate in meetings.

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

Accountability and Extent of Authority

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

Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.

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

Evaluation and Review

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

Support to participate in meetings

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

Induction and Orientation

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

- Briefing members on the expectations and requirements of membership of the Advisory Committee.

- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations. Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality
 - Privacy
 - Health and safety, equal opportunity, bullying and harassment
 - Child Safe Standards
 - Social Media Protocol

Confidentiality

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

Privacy

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

Breaches

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

Relevant Council Policies and Strategies

- Nillumbik Shire Council Advisory Committee Policy
- Council Plan 2021 – 2025
- Municipal Public Health and Wellbeing Plan 2021 - 2025

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**CM.007/25 Endorsement of Terms of Reference and EOI process for the Inclusion and Access
Advisory Committee
Attachment 1. Inclusion and Access Advisory Committee ToR**

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Nillumbik Shire Council

Advisory Committee Policy

Description of policy	The Advisory Committee Policy sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.
Policy applies to	Advisory Committee Members Councillors Council staff
Policy category	Revised Policy
Description of revision and Version Number	Version Number: 2

Approved by	Council Resolution
Approval date	27 August 2024
Effective date	27 August 2024
Date of last revision	26 October 2021
Date of next review *	August 2026

* Unless replaced, this policy will still apply beyond the review date.

Related internal procedures	<ul style="list-style-type: none"> • Governance Rule – Meeting Procedures • Councillors Code of Conduct • Employee Code of Conduct • Public Interest Disclosures Procedures • Councillor Staff and Interaction Policy • Guidelines for Reporting Child Safety Concerns • Council's Social Media Protocol • Council's Grievance Procedure
Related policies	<ul style="list-style-type: none"> • Council's Community Engagement Policy • Child Safety and Wellbeing Policy • Working with Children Check Policy • Confidential Information Policy • Information Privacy Policy • Include Access, Equity and Inclusion policy
Related legislation, standards	<ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Equal Opportunity Act 2010</i> • <i>Public Interest Disclosures Act 2012</i> • <i>Privacy and Data Protection Act 2014</i> • <i>Health Records Act 2001</i> • <i>Gender Equality Act 2020</i> • <i>Child Wellbeing and Safety Act 2005</i>

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ATTACHMENT A

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Declaration to abide by the Advisory Committee Policy

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SECTION 1: BACKGROUND

1. Objectives

The term 'Advisory Committee' is used in this Policy to refer to a committee or other group (eg Reference Group) established by Council which does not have delegated authority to determine matters but provides recommendations or guidance to Council from time to time.

Advisory Committees provide advice to Council concerning strategic or policy issues, enhance communication between Council and the community and complement other elements of community engagement.

2. Policy Statement

The Advisory Committee Policy (**the Policy**) sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.

3. Purpose

The purpose of the Policy is to:

- outline Council's expectations of a Councillor who is appointed to, or otherwise becomes a member of, one (or more) of Council's Advisory Committees;
- provide guidance to Council staff that are tasked with the responsibility of support officer/convenor; for one (or more) of Council's Advisory Committees; and
- provide guidance to committee members appointed to an Advisory Committee.

By complying with the Policy, it is expected that Councillors, Council staff and appointed members will fulfil their role as members of Advisory Committees with the necessary levels of courtesy and respect, and avoid any conflict with their role.

4. Scope

The Policy applies to all Councillors and committee members who are appointed to an Advisory Committee and Council staff who are tasked with the responsibility of support officer/convenor.

5. Benefits of an Advisory Committee

Council can use Advisory Committees to seek expert advice to inform decision-making, providing an effective mechanism to involve stakeholders with the acquired skills and expertise to complement the role of Council in planning and policy-making. There is also a potential to test engagement techniques and audiences to improve community engagement outcomes for an issue.

5.1 When to use an Advisory Committee

- When a statutory requirement would produce a better outcome with the involvement of an Advisory Committee.
- To support implementation of a council strategy/plan.
- When a collaborative approach with service providers and stakeholder organisation is desirable or required.
- When a specific issue would benefit from a high level of community input and has been assessed as a high risk initiative.

- If an issue is substantial and the resourcing required for an Advisory Committee justifies the benefits and outcomes achieved.
- If specific or expert input is required and this can be sourced from key stakeholders in the Shire.
- Where collaboration with stakeholders is desirable to enhance the participation of the broader community in an issue.
- When increased community awareness of an issue is required.

5.2 When not to use an Advisory Committee

- When specific statutory processes exclude input from such a group.
- When similar groups already exist for the same (or similar) issue and there is a risk of the same community members belonging to an Advisory Committee.
- When alternate forms of collaboration are identified as being more effective.
- When informing, consulting and involving are more effective methods of engagement for the issue and the level of risk is defined as low or medium.

6. Initiating an Advisory Committee

If the level of engagement is determined to be “Collaborate” in accordance with the level of participation adopted from the IAP2 Spectrum of Public Participation, then Council may develop an Advisory Committee. If this is the case, the following process will proceed.



7. Membership of Advisory Committees

The membership may comprise of:

- Councillor Representative – involvement of Councillors will depend upon needs and interests for each specific issue or activity. Councillors’ involvement may form part of the Councillor statutory appointments each year;
- Independent members – to be defined at the time of establishing the committee with a clearly defined term of membership.

Members will contribute specialist knowledge and expertise to the group, reflecting on and presenting community issues, rather than focusing on personal concerns or individual issues.

8. Responsibilities of the Advisory Committee

Advisory Committees are established to provide input and recommendations to Council, however they are not independent decision making bodies for Council.

The responsibilities of each Advisory Committee will be outlined in the Advisory Committee Terms of Reference (ToR) to be endorsed by Council.

9. Establishment of Advisory Committees

Advisory Committees are established by Council to discuss and consider matters within their ToR and make recommendations to Council in respect of those matters.

The ToR of an Advisory Committee are adopted by Council and address matters such as:

- its composition, including whether its members will be Councillors, Council staff, independent members or a combination;
- the types of matters which it is established, and is empowered, to consider;
- the frequency, timing and proceedings of meetings; and
- the frequency with which it reports to Council.

An Advisory Committee can be established indefinitely, or for a specified term.

10. Process for Membership of Advisory Committees

Public Notice calling for Expressions of Interest of Membership will occur through the use of a nomination form and submitted by the published due date. The process will follow the steps outlined in the Advisory Committee ToR. Nominees need to apply addressing the Selection Criteria.

SECTION 2: ADVISORY COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

11. Role of Councillors and committee members on Advisory Committees

Councillors and committee members are appointed to Advisory Committees to represent Council's and the community's interests in the matters within the scope of the Advisory Committee's Term of Reference.

The position of a Councillor who is appointed to an Advisory Committee is no different to that of any other member of the Advisory Committee. As such:

- all members of an Advisory Committee will undertake induction and orientation training;
- all members of an Advisory Committee are to be provided with the opportunity to contribute to its proceedings; and
- no one member of the Advisory Committee takes precedence over the other members (with the exception of the Chair, when necessary).

Councillors appointed to Advisory Committees cannot exercise any power independently of other members and must not seek to direct other members in their contributions to, or voting on, matters before the Advisory Committee.

Councillors appointed to Advisory Committees are expected to treat all other members of Advisory Committees with courtesy and respect.

A Councillor, and committee member who is appointed to an Advisory Committee is expected to:

- treat all Council staff appointed to provide administrative support with courtesy and respect; and
- refrain from directing, or attempting to direct, Council staff appointed to provide administrative support.

A Councillor who is appointed to an Advisory Committee may request information from Council staff that is relevant to their functions as a member of the Advisory Committee, provided that such requests are made in accordance with the Councillor and Staff Interaction Policy.

12. Council Staff and Resources

Council resources will generally be assigned to Advisory Committees to assist them in their functions, including:

- Council staff to provide administrative support;
- meeting rooms;
- stationery; and
- equipment and facilities.

All Council resources assigned to an Advisory Committee are to be used solely for purposes associated with the Advisory Committee's functions.

13. Expectations, roles and Organisers

Council's Advisory Committee meetings will usually be organised by Council staff. To maximise the meeting's success, good planning is essential and this should include:

- Ensuring all key stakeholders are invited.
- Clearly outlining the meeting's purpose including whether it is to inform, consult, or collaborate.
- Arranging a suitable venue and meeting set-up.
- Determining whether a trained or experienced facilitator is required, especially if a meeting is likely to be contentious.
- Ensuring an Agenda is prepared and made available to participants to inform them about what will be discussed.
- Ensuring meeting notes or minutes are taken and ensuring participants are informed about what will happen next.
- Assisting and supporting the meeting chairperson.

14. Chairperson

The meeting chairperson may also be referred to as the meeting facilitator.

The chairperson's role includes:

- Being fair and ensuring everyone has the opportunity to participate and no-one dominates.
- Keeping the meeting on track and on time.
- Maintaining order by ensuring that the conduct obligations are followed.
- Determining what will happen if the meeting does not run smoothly or in keeping within the conduct obligations.

15. Participants

People participating in Advisory Committee meetings should:

- Turn up on time.
- Bring a positive attitude.
- Have read the material provided and be ready to discuss.
- Understand that the goal is not necessarily to agree but to gain a deeper understanding of an issue through discussion. Be fair and respectful at all times.
- Councillors, Council staff and community members who are not active members or facilitators may attend and observe Advisory Committee meetings.
 - Observers to meetings should be silent and are not permitted to interject or disrupt meetings.
 - Observers to meetings may be asked to leave for matters that are confidential.

16. Process of Advisory Committees in Making Recommendations

Advisory Committees fulfil a purely advisory function and cannot finally determine matters before them for discussion and consideration.

Where a matter is before an Advisory Committee for discussion and consideration, the following process will be followed:

- the Advisory Committee will reach a decision on each matter before it for consideration, which will be evidenced by a resolution supported by a majority of the members and may form a recommendation to Council;
- if a matter considered by the Advisory Committee requires a decision of Council to be actioned, a report will be prepared by a member of Council staff setting out the Advisory Committee's recommendation about the matter; and
- Council will consider a report, including the Advisory Committee's recommendation, and make a final and binding decision in respect of the matter.

A committee does not have an operational role and may not direct Council staff in the performance of their duties. Where a committee wishes to make recommendations to Council, a consensus of all members present is required.

In the absence of such consensus, and provided there is a quorum of at least half of the members (excluding Council staff) present at the meeting, the recommendation should be put to a vote with the majority recommendation being endorsed as the committee's recommendation.

Council staff cannot take part in the vote. In the event of a tie the recommendation cannot progress until a consensus is reached or majority vote met.

All recommendations are to be formally minuted.

Acting on recommendations:

- The support officer/convener will refer the committee's recommendation to the responsible internal department for consideration and action.
- Responsible department undertakes background research and prepares material to inform any required Briefing and/or Report back to Council (or other means advised by the relevant Director).
- Responsible department lists items and reports back to support officer/convener (closing the feedback loop).

A Councillor who is appointed as a member of an Advisory Committee can provide Council with additional insight into the rationale of the Advisory Committee in making its recommendation.

17. Reporting Requirement

In accordance with Council's statutory reporting, a periodic report will be submitted to Council about the work of an Advisory Committee in relation to the goals, objectives and progress.

Any working groups / sub-committee formed by the Advisory Committee should report their findings to the Advisory Committee meeting. This will form part of the Minutes presented to Council for noting.

Minutes from each Advisory Committee meeting are tabled at the next Council Meeting for noting by Council and recorded in the Minutes.

18. Informal Meetings of Councillors and Conflicts of Interest

An Informal Meeting of Councillors is defined in Item 20 of Council's Governance Rule - Meeting Procedures and includes an Advisory Committee meeting with at least one Councillor present.

Conflicts of interest are required to be disclosed by Councillors, Council staff members and Advisory Committee members attending an Advisory Committee meeting. The Governance Rule requires the Chief Executive Officer to ensure that a summary of the matters discussed at the meeting is tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

An Informal Meeting of Councillors means a meeting that is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors, is attended by at least one member of Council staff, and is not a Council Meeting, delegated committee meeting or community asset committee meeting. It does not include a meeting of a club, association, peak body, political party or other organisation.

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

The Informal Meeting of Councillors Record must outline:

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

For further information please refer to the Governance Rule - Meeting Procedures.

19. Privacy and Confidentiality

All Advisory Committee Members must comply with the *Privacy and Data Protection Act 2014* the *Health Records Act 2001* and Council's Information Privacy Policy to protect of personal information of community members, Advisory Committee members and Council staff.

Council is also committed to protecting the privacy of Advisory Committee members. Council respects all personal and confidential information provided by members, and will store all personal information according to the *Privacy and Data Protection Act 2014*.

Councillors, Council staff and Advisory Committee members must not disclose information discussed or disclosed during Advisory Committee meetings that is defined in section 3(1) of the *Local Government Act 2020* as "confidential information" and in accordance with Council's Confidential Information Policy.

Your Advisory Committee member role needs to remain at a professional level at all times.

20. Reporting fraud and corruption

Ethical behaviour is an integral part of responsible, effective and accountable government.

Council has zero tolerance towards acts of fraud and corruption. Suspected or actual fraud, criminal, unethical, corrupt or unacceptable behavior should be reported to the relevant manager, director, CEO or Council staff member for investigation. The Fraud and Corruption Control System applies to allegations of fraud and corruption.

We acknowledge Council's obligations under the *Public Interest Disclosures Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

Disclosures of improper conduct in public office can be made to the Public Interest Disclosure Coordinator, Public Interest Disclosure Officer, CEO, Directors, Managers, or directly to IBAC. Disclosures relating to a Councillor may only be made to IBAC.

21. Equal Opportunity and Anti-Discrimination

Advisory Committee Members are included in *Council's Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy*. These policies also complements the Advisory Committee's Conduct obligations.

In performing their role Advisory Committee Members must take positive action to eliminate discrimination in accordance with the *Equal Opportunity Act 2010* and support Council in fulfilling its obligation to achieve and promote gender equality.

Advisory Committee Members have the right to an environment free of discrimination, harassment, bullying and violence.

Council will ensure that access to and conduct of all Advisory Committee Members activities and programs are unaffected by an individual's race, age, sex, marital status, pregnancy, family commitments, religion, political beliefs, physical features, disability, sexual preference or socio economic background.

Advisory Committee Members also have a responsibility to treat all Advisory Committee Members, Councillors, paid staff and clients equally and in a non-discriminatory manner. Any form of bullying or harassment will not be tolerated.

Measures that are in place to prevent and respond to discrimination or other unfair treatment include:

- Having an *Equal Opportunity Policy* in place which is understood by Advisory Committee Members, Councillors, and paid staff.
- Ensuring all volunteer roles have role descriptions or are covered by a terms of reference.
- Ensuring recruitment decisions are made, taking into account only those facts that are relevant to the applicant's skills, qualifications and ability to perform the role.
- Ensuring that information regarding Equal Opportunity and Resolution Procedures are included in the induction and orientation process.

22. Sexual harassment

Sexual harassment is against the law and will not be tolerated under any circumstances. In performing their role Advisory Committee Members must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010*.

We will not engage in any unwelcome conduct of a sexual nature towards another individual where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the individual harassed would be offended, humiliated or intimidated.

We will take all reasonable steps to eliminate sexual harassment at Council.

23. Bullying, vilification and victimisation

Harassment is a form of discrimination that has the purpose or effect of interfering with a person's work performance whilst creating a workplace that is intimidating and/or hostile. Harassment is defined as behaviour or conduct:

- That is unwelcome or unsolicited.
- That may reasonably be said to offend, humiliate, intimidate or distress the person(s) who are the target of the behavior.

If you believe you have been subjected to or have witnessed bullying behaviour by paid staff or another Advisory Committee Member, you are urged to report this to your program supervisor.

Council aims to cultivate a culture of openness and transparency, where all paid staff and Advisory Committee Members have working relationships characterised by mutual respect.

Council is committed to maintaining a workplace that is free from bullying, vilification and victimisation, where all people are treated with dignity and respect. In performing their role Advisory Committee Members must take positive action to eliminate victimisation in accordance with the *Equal Opportunity Act 2010*.

We will uphold Council's obligations to support a safe workplace, and will not engage in repeated unreasonable behaviour toward another Advisory Committee Member, Councillor or member of Council staff that creates a risk to the health and safety of that other Advisory Committee Member, Councillor or member of Council staff.

We will take all reasonable steps to eliminate bullying, vilification and victimisation at Council.

24. Victorian Charter of Human Rights and Responsibilities / Gender Equality Act

We acknowledge the human rights that are protected under the *Victorian Charter of Human Rights and Responsibilities Act 2006* and undertake to exercise our duties in a manner that is compatible with the rights set out in the Charter.

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

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

We acknowledge this undertaking extends to all our relationships as an Advisory Committee Member, including with other Advisory Committee members, Councillors and Council employees, as well as any member of the public with whom we may have contact, and any decisions we participate in as a Councillor.

We will:

- take all reasonable steps to eliminate all forms of discrimination at Council
- support Council to fulfil its obligation to achieve and promote gender equality

25. Interacting with children and the Victorian Child Safe Standards

The safety and wellbeing of children and young people is everyone's responsibility.

Every child and young person has the right to feel safe and we all have a shared responsibility to protect them from harm and abuse.

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses.

In meeting Council's commitment and obligations to Child Safety and the Standards, you are responsible for adhering to Council's Child Safety and Wellbeing Policy and Guidelines for Reporting Child Safety Concerns.

You are required to observe child safe principles, meet expectations of appropriate behaviour towards and in the company of children and support the safety, participation, wellbeing and empowerment of children, by:

- Taking all reasonable steps to protect children from harm.
- Listening and responding to the views and concerns of children.
- Promote the cultural safety, participation and empowerment of Aboriginal children, culturally and linguistically diverse children and children with a disability
- Where practicable, and unless it is within the scope of their role, adults are not left alone with a child.

Reporting any child safety concerns or allegations of child abuse to Council's Child Safety Officer and the direct supervisor/manager, and ensure any allegation of child abuse be reported to the police or child protection.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks" and ensure the WWCC Policy is listed in related policies.

Council's Child Safety and Wellbeing Policy can be found in your Induction Pack.

26. Communication and media

In all circumstances, media inquiries are to be directed to the Nillumbik Shire Council Communications and Engagement Unit.

Council also has a *Social Media Protocol* that is relevant to all Advisory Committee Members.

Whether using social media at home or at work, you are using it in the context of the Nillumbik Shire Council Social Media Protocol as a 'private user'.

Advisory Committee Members do not have permission to answer questions or make any comments about Council on any social media sites.

27. Personal dealings with Council

When we deal with Council in our private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) we do not expect nor will we request preferential treatment in relation to any such private matter. We will avoid any action that could lead Council staff or members of the public to believe that we are seeking preferential treatment.

28. Protocols

All Advisory Committee members will sign the Advisory Committee Members Conduct declaration (**Attachment A**).

SECTION 3: CONDUCT OBLIGATIONS

29. Conduct of Advisory Committee Members

Nillumbik Shire Council holds a range of meetings throughout the year including, advisory committee meetings, planning consultation meetings, public workshops and various information evenings. These meetings are an important way for Council to engage with the community, share information, receive feedback, consult on new proposals, mediate disputes, and collectively solve problems.

Effective Advisory Committee meetings need to be well conducted so that all participants get the opportunity to express their views and listen to the views of others in a respectful way. Meetings conducted like this are vital for transparent and democratic government and ultimately lead to better and more inclusive decision making.

By their very nature, Advisory Committee meetings will include differing views and not everyone will agree with everything being discussed. If meetings are not managed well this can lead to raised emotions, heated debate and potential or actual conflict. If this happens the benefits of open participation can be lost because some people do not get a chance to have a say, or may feel intimidated or even threatened.

To ensure Nillumbik Shire Council's Advisory Committee meetings operate fairly and transparently, and are as effective as possible, the following conduct obligations and good governance principles apply. The obligations and principles are consistent with and compliment the Code of Conduct contained within Council's Governance Rule - Meeting Procedure.

Councils Advisory Committee conduct obligations centre on **Respect, Accountability and Integrity**. In addition to all legislative requirements and any specific directions or guidance provided by Council, you should recognise the requirements of this Policy as the standards to be adopted in the performance of your role.

30. Integrity

I will maintain high standards of integrity and be diligent in the performance of my role.

I demonstrate this by:

- Behaving in a reasonable, just and non-discriminatory way
- Using Council resources in an honest and responsible manner
- Appropriately disclose or avoid any situation that may create a conflict of interest
- Adhering to Councils guidelines regarding receiving of gifts, benefits and hospitality
- Ensure that personal interest does not influence the way in which my duties are carried out
- Respect and maintain privacy and confidentiality regarding Council business unless Council has officially made the information public
- Ensure all actions and decisions as an Advisory Committee Member are aligned with the aims of the Terms of Reference
- Appropriately report, record and distribute information relating to the Advisory Committee
- Refraining from political activity while publicly representing Council as an Advisory Committee Member.

31. Respect

I respect and acknowledge paid staff and community member's individual values, beliefs, efforts and ideas.

I demonstrate this by:

- Treating everyone fairly, courteously and with respect
- Dressing in an appropriate manner when appearing on behalf of Council
- Abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation
- Seeking to develop a relationship with fellow Advisory Committee Members and paid staff that is cooperative, productive and constructive and based on mutual trust and respect
- Acknowledging the value of diversity and the right of all points of view to be heard and considered
- Avoid criticism of Council, paid staff and other Advisory Committee Members

32. Accountability

I acknowledge and assume responsibility for my actions and behaviour and am entitled to expect the same from others.

I demonstrate this by:

- Being actively engaged in contributing to a safe environment
- Ensuring that a Council officer is present where there is a need to meet with other government or statutory bodies
- Abiding by Councils media and social media policy
- Not being affected by drugs and/or alcohol whilst representing Council
- Ensuring a smoke free work environment
- Ensuring appropriate use of resources, reducing waste and duplication
- Respecting and protecting the physical and intellectual property of Council
- Raising a perceived breach of this Code in good faith

33. Unruly Conduct

Where an Advisory Committee meeting becomes uncooperative, the chairperson may take the following steps:

- If a participant is acting in an uncooperative manner, the chairperson will state the problem and remind the person of the conduct obligations.
- Provide sufficient warning about the need for certain behaviour to stop.
- If a warning does not work, the chairperson may adjourn the meeting while the person is asked to leave. If a person refuses to leave the meeting appropriate authorities may be called.
- Where a meeting is severely disrupted or is deemed to be potentially unsafe, the chairperson will close the meeting.

In attending meetings run by Council, participants agree to accept and abide by the following:

- Mobile phones and other personal devices must be turned off or switched to silent during the course of the meeting.
- Only speak when acknowledged and given the floor by the chairperson.
- Stay within the allotted time provided to speak.
- Be civil and courteous particularly when addressing the meeting.
- Direct remarks, comments or questions through the chairperson when you are speaking.
- Do not interrupt or distract other speakers.
- Comments must relate directly to the matter being discussed.
- Do not use derogatory, defamatory, threatening, or offensive remarks about individuals or groups/bodies.
- Do not use gestures or other means to intentionally disturb the order and decorum of the meeting.
- Observe instructions from the chairperson at all times.

Council acknowledges that this Policy anticipates a more formal meeting structure. Council encourages Advisory Committee meetings and consultations that use a variety of methods to gain community input. While the structure and format of meetings will differ, the same principles of conduct apply.

SECTION 4: DISPUTE RESOLUTION

34. Grievance Procedures

All Advisory Committee Members have the right to fair and equitable treatment of grievances and complaints in a timely and professional manner. It is Council's aim to resolve disputes amicably through conciliation and negotiation.

The Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy can be found in your Induction Pack. If you have any concerns, please speak to Council Officer or supporting team for your Advisory Committee.

35. Breaches

A breach by an Advisory Committee Member means any breach of the conduct obligations included in this Policy or the Terms of Reference of the Advisory Committee.

An Advisory Committee member's term may be terminated by Council resolution for breaching the Advisory Committee Policy, or the Terms of Reference.

ATTACHMENT A

Declaration to abide by the Advisory Committee Policy

I agree to:

- Attend Advisory Committee meetings and provide apologies in advance where attendance is not possible;
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of the project;
- Seek at all times to obtain and represent the views of the broader community;
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- Adhere to instructions given in relation to safe conduct both online and onsite;
- Contribute in a positive way to finding solutions to issues or concerns;
- At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care;
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group;
- Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Committee;
- Allow Council to promote my participation in the Advisory Committee in order to facilitate community feedback and participation;
- Not disseminate confidential information that is discussed at Advisory Committee meetings as advised by the Advisory Committee chair;
- Not disseminate personal information including personal contact information of other Advisory Committee members without consent.
- Not make any media comment on behalf of the Advisory Committee in relation to a project.
- Abide by the Advisory Committee Conduct Obligations, Councillor or Employee Codes of Conduct and
- Abide by the Terms of Reference.

Name: _____

Signature: _____

Date: _____

I am happy to share my email address with the advisory committee ☐

Dietary requirements _____

Working with children check number/Expiry _____

Expiry date _____

**CM.007/25 Endorsement of Terms of Reference and EOI process for the Inclusion and Access
Advisory Committee
Attachment 2. Advisory Committee Policy**

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Positive Ageing Advisory Committee Terms of Reference

Name

Positive Ageing Advisory Committee (PAAC)

Introduction

The Positive Ageing Advisory Committee (PAAC) was established as an advisory committee by Council in 2018.

Policy Statement

The PAAC is an advisory committee in which community representatives can discuss, advise on and action ideas around opportunities and challenges related to ageing in Nillumbik.

Goal

That Nillumbik has an older population that is informed, connected and supported to live well and age even better.

Objectives

- Support the implementation and delivery of actions within Council strategies and plans relating and concerning older people
- Advocate on barriers and/or issues affecting older people to age well in Nillumbik
- Consult with and represent the voice and interests of older residents
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council
- Provide a forum to discuss, facilitate and support local initiatives (where possible) that aim to promote healthy and active ageing across Nillumbik
- Provide a mechanism for Council to communicate, consult and engage more effectively with the wider Nillumbik community
- Act as Ambassadors for positive ageing by actively promoting news, events, activities and issues relating to older people in Nillumbik

Membership

The PAAC will consist of up to 14 members, and will include representation from:

- Representative/s of the Nillumbik Shire Council (Councillor/s)
- Up to ten (10) community representatives will be selected to represent the diverse and varied needs of the older community in Nillumbik including but not limited to living in rural Nillumbik, LGBTIQA+, Aboriginal or Torres Strait Islander, Carers, People with a Disability, and Culturally and Linguistically Diverse communities.



- Up to four (4) representatives of local aged care service providers, or community organisations providing services and programs for older people in Nillumbik.

Council endeavours to maintain the composition of the PAAC at 5:2 of community representatives and service provider representatives.

All Advisory Committee positions are unpaid positions.

Council Directorate

The PAAC falls within Council's Community Services Directorate and will be resourced by Council's Ageing Well team.

Meeting frequency

Meetings are held on the first Friday of every second month between 10.30am – 1.30pm unless otherwise arranged by a Council Officer due to special circumstances.

Meeting days and times may change as voted on by the committee and where quorum has been met.

Subcommittees and working groups for specific projects may be convened as required and meet on a more regular basis.

Endorsed by Council

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

Next review date

February 2027

Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

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

The Informal Meeting of Councillors Record must outline:

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

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

Conflicts of Interest as defined by sections 126-131 of the Local Government Act 2020 Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the Local Government Act 2020 and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

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

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

Co-opted members and Working groups

- The Advisory Committee may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time.
- Where appropriate, working groups and subcommittees may be established to provide an opportunity for members to work collaboratively on specific projects or issues. A working group or sub-committee member will be nominated to provide feedback at advisory committee meetings.
- Membership of the working groups will be open to members and non-members.

Recruitment Process

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

Selection Criteria for Membership of the Positive Ageing Advisory Committee

Nominees for membership must be able to demonstrate:

- Living, working or engaging in activities in Nillumbik Shire.
- Qualification skills and expertise in a specific area – where necessary depending on the issue/project/topic, and or lived experience
- A strong understanding of the local community and the social, cultural and economic influences on ageing
- Good knowledge and understanding of the local issues that are relevant to ageing in Nillumbik.
- Endorsement by their own organisation (if appropriate)
- An ability to represent a broad range of views that reflect the diversity of the ageing community.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

In addition to the above, representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services and programs to older Nillumbik residents
- The nature of the service the organisation provides to older Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

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

Selection Panel to make recommendation of members on Advisory Committees

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

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

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

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

Gender Equality, Diversity and Inclusiveness

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

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

Term of appointment

- Members will be appointed for a two-year term from date of endorsement
- Members completing their two-year term may re-apply for a further two-year term (for a maximum total of 4 years)
- Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent
- A members' term of appointment may also cease if they fail to attend three consecutive meetings without notice of an apology
- Where a member resigns before the end of their term, a replacement committee member may be appointed by a Council Officer

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Public statements

Members of the Committee cannot make public statements on behalf of Council.

Quorum

Decisions can only take place with a quorum defined as the majority of the total number of committee members.

Member responsibilities

- Commit to serving for two (2) years
- Prepare for, attend and actively participate in regular group meetings
- Keep the committee informed of current developments, issues and concerns relating to positive ageing
- Be aware of the activities, interests and concerns of residents, organisations and groups in the Shire
- Help disseminate and communicate information to the Nillumbik community
- Respond to requests for input into and/or feedback on Council activities, policies and reports
- Represent the diverse needs and interests of older people across Nillumbik Shire rather than individual interests or issues, and personal concerns

Code of Conduct

- Work collaboratively
- Be respectful of other members and open to new ideas and ways of thinking.
- Contribute openly, honestly and constructively to the discussion of the Committee
- Respect other members and recognise and encourage individual values, diversity of views and experiences

Accountability and Extent of Authority

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.

- All Advisory Committee members participate in discussions at Advisory Committee meetings.

All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

Monitoring and reporting

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

Evaluation and Review

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

Support to participate in meetings

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

Induction and Orientation

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

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and subcommittees) and decision making processes of Council.

- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct Obligations
- Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality
 - Privacy
 - Health and safety, equal opportunity, bullying and harassment
 - Child Safe Standards
 - Social Media Protocol

Confidentiality

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

Privacy

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

Breaches

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

Relevant Council Policies and Strategies

- Nillumbik Shire Council Advisory Committee Policy
- Council Plan 2021 – 2025 and Council Plan 2025-2029
- Municipal Public Health and Wellbeing Plan 2021 – 2025 and MPHWP Plan 2025-2029

Nillumbik Shire Council

Advisory Committee Policy

Description of policy	The Advisory Committee Policy sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.
Policy applies to	Advisory Committee Members Councillors Council staff
Policy category	Revised Policy
Description of revision and Version Number	Version Number: 2

Approved by	Council Resolution
Approval date	27 August 2024
Effective date	27 August 2024
Date of last revision	26 October 2021
Date of next review *	August 2026

* Unless replaced, this policy will still apply beyond the review date.

Related internal procedures	<ul style="list-style-type: none"> • Governance Rule – Meeting Procedures • Councillors Code of Conduct • Employee Code of Conduct • Public Interest Disclosures Procedures • Councillor Staff and Interaction Policy • Guidelines for Reporting Child Safety Concerns • Council's Social Media Protocol • Council's Grievance Procedure
Related policies	<ul style="list-style-type: none"> • Council's Community Engagement Policy • Child Safety and Wellbeing Policy • Working with Children Check Policy • Confidential Information Policy • Information Privacy Policy • Include Access, Equity and Inclusion policy
Related legislation, standards	<ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Equal Opportunity Act 2010</i> • <i>Public Interest Disclosures Act 2012</i> • <i>Privacy and Data Protection Act 2014</i> • <i>Health Records Act 2001</i> • <i>Gender Equality Act 2020</i> • <i>Child Wellbeing and Safety Act 2005</i>

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Declaration to abide by the Advisory Committee Policy

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SECTION 1: BACKGROUND

1. Objectives

The term 'Advisory Committee' is used in this Policy to refer to a committee or other group (eg Reference Group) established by Council which does not have delegated authority to determine matters but provides recommendations or guidance to Council from time to time.

Advisory Committees provide advice to Council concerning strategic or policy issues, enhance communication between Council and the community and complement other elements of community engagement.

2. Policy Statement

The Advisory Committee Policy (**the Policy**) sets out explicit standards of behaviour to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the requisite level.

3. Purpose

The purpose of the Policy is to:

- outline Council's expectations of a Councillor who is appointed to, or otherwise becomes a member of, one (or more) of Council's Advisory Committees;
- provide guidance to Council staff that are tasked with the responsibility of support officer/convenor; for one (or more) of Council's Advisory Committees; and
- provide guidance to committee members appointed to an Advisory Committee.

By complying with the Policy, it is expected that Councillors, Council staff and appointed members will fulfil their role as members of Advisory Committees with the necessary levels of courtesy and respect, and avoid any conflict with their role.

4. Scope

The Policy applies to all Councillors and committee members who are appointed to an Advisory Committee and Council staff who are tasked with the responsibility of support officer/convenor.

5. Benefits of an Advisory Committee

Council can use Advisory Committees to seek expert advice to inform decision-making, providing an effective mechanism to involve stakeholders with the acquired skills and expertise to complement the role of Council in planning and policy-making. There is also a potential to test engagement techniques and audiences to improve community engagement outcomes for an issue.

5.1 When to use an Advisory Committee

- When a statutory requirement would produce a better outcome with the involvement of an Advisory Committee.
- To support implementation of a council strategy/plan.
- When a collaborative approach with service providers and stakeholder organisation is desirable or required.
- When a specific issue would benefit from a high level of community input and has been assessed as a high risk initiative.

- If an issue is substantial and the resourcing required for an Advisory Committee justifies the benefits and outcomes achieved.
- If specific or expert input is required and this can be sourced from key stakeholders in the Shire.
- Where collaboration with stakeholders is desirable to enhance the participation of the broader community in an issue.
- When increased community awareness of an issue is required.

5.2 When not to use an Advisory Committee

- When specific statutory processes exclude input from such a group.
- When similar groups already exist for the same (or similar) issue and there is a risk of the same community members belonging to an Advisory Committee.
- When alternate forms of collaboration are identified as being more effective.
- When informing, consulting and involving are more effective methods of engagement for the issue and the level of risk is defined as low or medium.

6. Initiating an Advisory Committee

If the level of engagement is determined to be “Collaborate” in accordance with the level of participation adopted from the IAP2 Spectrum of Public Participation, then Council may develop an Advisory Committee. If this is the case, the following process will proceed.



7. Membership of Advisory Committees

The membership may comprise of:

- Councillor Representative – involvement of Councillors will depend upon needs and interests for each specific issue or activity. Councillors’ involvement may form part of the Councillor statutory appointments each year;
- Independent members – to be defined at the time of establishing the committee with a clearly defined term of membership.

Members will contribute specialist knowledge and expertise to the group, reflecting on and presenting community issues, rather than focusing on personal concerns or individual issues.

8. Responsibilities of the Advisory Committee

Advisory Committees are established to provide input and recommendations to Council, however they are not independent decision making bodies for Council.

The responsibilities of each Advisory Committee will be outlined in the Advisory Committee Terms of Reference (ToR) to be endorsed by Council.

9. Establishment of Advisory Committees

Advisory Committees are established by Council to discuss and consider matters within their ToR and make recommendations to Council in respect of those matters.

The ToR of an Advisory Committee are adopted by Council and address matters such as:

- its composition, including whether its members will be Councillors, Council staff, independent members or a combination;
- the types of matters which it is established, and is empowered, to consider;
- the frequency, timing and proceedings of meetings; and
- the frequency with which it reports to Council.

An Advisory Committee can be established indefinitely, or for a specified term.

10. Process for Membership of Advisory Committees

Public Notice calling for Expressions of Interest of Membership will occur through the use of a nomination form and submitted by the published due date. The process will follow the steps outlined in the Advisory Committee ToR. Nominees need to apply addressing the Selection Criteria.

SECTION 2: ADVISORY COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

11. Role of Councillors and committee members on Advisory Committees

Councillors and committee members are appointed to Advisory Committees to represent Council's and the community's interests in the matters within the scope of the Advisory Committee's Term of Reference.

The position of a Councillor who is appointed to an Advisory Committee is no different to that of any other member of the Advisory Committee. As such:

- all members of an Advisory Committee will undertake induction and orientation training;
- all members of an Advisory Committee are to be provided with the opportunity to contribute to its proceedings; and
- no one member of the Advisory Committee takes precedence over the other members (with the exception of the Chair, when necessary).

Councillors appointed to Advisory Committees cannot exercise any power independently of other members and must not seek to direct other members in their contributions to, or voting on, matters before the Advisory Committee.

Councillors appointed to Advisory Committees are expected to treat all other members of Advisory Committees with courtesy and respect.

A Councillor, and committee member who is appointed to an Advisory Committee is expected to:

- treat all Council staff appointed to provide administrative support with courtesy and respect; and
- refrain from directing, or attempting to direct, Council staff appointed to provide administrative support.

A Councillor who is appointed to an Advisory Committee may request information from Council staff that is relevant to their functions as a member of the Advisory Committee, provided that such requests are made in accordance with the Councillor and Staff Interaction Policy.

12. Council Staff and Resources

Council resources will generally be assigned to Advisory Committees to assist them in their functions, including:

- Council staff to provide administrative support;
- meeting rooms;
- stationery; and
- equipment and facilities.

All Council resources assigned to an Advisory Committee are to be used solely for purposes associated with the Advisory Committee's functions.

13. Expectations, roles and Organisers

Council's Advisory Committee meetings will usually be organised by Council staff. To maximise the meeting's success, good planning is essential and this should include:

- Ensuring all key stakeholders are invited.
- Clearly outlining the meeting's purpose including whether it is to inform, consult, or collaborate.
- Arranging a suitable venue and meeting set-up.
- Determining whether a trained or experienced facilitator is required, especially if a meeting is likely to be contentious.
- Ensuring an Agenda is prepared and made available to participants to inform them about what will be discussed.
- Ensuring meeting notes or minutes are taken and ensuring participants are informed about what will happen next.
- Assisting and supporting the meeting chairperson.

14. Chairperson

The meeting chairperson may also be referred to as the meeting facilitator.

The chairperson's role includes:

- Being fair and ensuring everyone has the opportunity to participate and no-one dominates.
- Keeping the meeting on track and on time.
- Maintaining order by ensuring that the conduct obligations are followed.
- Determining what will happen if the meeting does not run smoothly or in keeping within the conduct obligations.

15. Participants

People participating in Advisory Committee meetings should:

- Turn up on time.
- Bring a positive attitude.
- Have read the material provided and be ready to discuss.
- Understand that the goal is not necessarily to agree but to gain a deeper understanding of an issue through discussion. Be fair and respectful at all times.
- Councillors, Council staff and community members who are not active members or facilitators may attend and observe Advisory Committee meetings.
 - Observers to meetings should be silent and are not permitted to interject or disrupt meetings.
 - Observers to meetings may be asked to leave for matters that are confidential.

16. Process of Advisory Committees in Making Recommendations

Advisory Committees fulfil a purely advisory function and cannot finally determine matters before them for discussion and consideration.

Where a matter is before an Advisory Committee for discussion and consideration, the following process will be followed:

- the Advisory Committee will reach a decision on each matter before it for consideration, which will be evidenced by a resolution supported by a majority of the members and may form a recommendation to Council;
- if a matter considered by the Advisory Committee requires a decision of Council to be actioned, a report will be prepared by a member of Council staff setting out the Advisory Committee's recommendation about the matter; and
- Council will consider a report, including the Advisory Committee's recommendation, and make a final and binding decision in respect of the matter.

A committee does not have an operational role and may not direct Council staff in the performance of their duties. Where a committee wishes to make recommendations to Council, a consensus of all members present is required.

In the absence of such consensus, and provided there is a quorum of at least half of the members (excluding Council staff) present at the meeting, the recommendation should be put to a vote with the majority recommendation being endorsed as the committee's recommendation.

Council staff cannot take part in the vote. In the event of a tie the recommendation cannot progress until a consensus is reached or majority vote met.

All recommendations are to be formally minuted.

Acting on recommendations:

- The support officer/convener will refer the committee's recommendation to the responsible internal department for consideration and action.
- Responsible department undertakes background research and prepares material to inform any required Briefing and/or Report back to Council (or other means advised by the relevant Director).
- Responsible department lists items and reports back to support officer/convener (closing the feedback loop).

A Councillor who is appointed as a member of an Advisory Committee can provide Council with additional insight into the rationale of the Advisory Committee in making its recommendation.

17. Reporting Requirement

In accordance with Council's statutory reporting, a periodic report will be submitted to Council about the work of an Advisory Committee in relation to the goals, objectives and progress.

Any working groups / sub-committee formed by the Advisory Committee should report their findings to the Advisory Committee meeting. This will form part of the Minutes presented to Council for noting.

Minutes from each Advisory Committee meeting are tabled at the next Council Meeting for noting by Council and recorded in the Minutes.

18. Informal Meetings of Councillors and Conflicts of Interest

An Informal Meeting of Councillors is defined in Item 20 of Council's Governance Rule - Meeting Procedures and includes an Advisory Committee meeting with at least one Councillor present.

Conflicts of interest are required to be disclosed by Councillors, Council staff members and Advisory Committee members attending an Advisory Committee meeting. The Governance Rule requires the Chief Executive Officer to ensure that a summary of the matters discussed at the meeting is tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

An Informal Meeting of Councillors means a meeting that is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors, is attended by at least one member of Council staff, and is not a Council Meeting, delegated committee meeting or community asset committee meeting. It does not include a meeting of a club, association, peak body, political party or other organisation.

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

The Informal Meeting of Councillors Record must outline:

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

For further information please refer to the Governance Rule - Meeting Procedures.

19. Privacy and Confidentiality

All Advisory Committee Members must comply with the *Privacy and Data Protection Act 2014* the *Health Records Act 2001* and Council's Information Privacy Policy to protect of personal information of community members, Advisory Committee members and Council staff.

Council is also committed to protecting the privacy of Advisory Committee members. Council respects all personal and confidential information provided by members, and will store all personal information according to the *Privacy and Data Protection Act 2014*.

Councillors, Council staff and Advisory Committee members must not disclose information discussed or disclosed during Advisory Committee meetings that is defined in section 3(1) of the *Local Government Act 2020* as "confidential information" and in accordance with Council's Confidential Information Policy.

Your Advisory Committee member role needs to remain at a professional level at all times.

20. Reporting fraud and corruption

Ethical behaviour is an integral part of responsible, effective and accountable government.

Council has zero tolerance towards acts of fraud and corruption. Suspected or actual fraud, criminal, unethical, corrupt or unacceptable behavior should be reported to the relevant manager, director, CEO or Council staff member for investigation. The Fraud and Corruption Control System applies to allegations of fraud and corruption.

We acknowledge Council's obligations under the *Public Interest Disclosures Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

Disclosures of improper conduct in public office can be made to the Public Interest Disclosure Coordinator, Public Interest Disclosure Officer, CEO, Directors, Managers, or directly to IBAC. Disclosures relating to a Councillor may only be made to IBAC.

21. Equal Opportunity and Anti-Discrimination

Advisory Committee Members are included in *Council's Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy*. These policies also complements the Advisory Committee's Conduct obligations.

In performing their role Advisory Committee Members must take positive action to eliminate discrimination in accordance with the *Equal Opportunity Act 2010* and support Council in fulfilling its obligation to achieve and promote gender equality.

Advisory Committee Members have the right to an environment free of discrimination, harassment, bullying and violence.

Council will ensure that access to and conduct of all Advisory Committee Members activities and programs are unaffected by an individual's race, age, sex, marital status, pregnancy, family commitments, religion, political beliefs, physical features, disability, sexual preference or socio economic background.

Advisory Committee Members also have a responsibility to treat all Advisory Committee Members, Councillors, paid staff and clients equally and in a non-discriminatory manner. Any form of bullying or harassment will not be tolerated.

Measures that are in place to prevent and respond to discrimination or other unfair treatment include:

- Having an *Equal Opportunity Policy* in place which is understood by Advisory Committee Members, Councillors, and paid staff.
- Ensuring all volunteer roles have role descriptions or are covered by a terms of reference.
- Ensuring recruitment decisions are made, taking into account only those facts that are relevant to the applicant's skills, qualifications and ability to perform the role.
- Ensuring that information regarding Equal Opportunity and Resolution Procedures are included in the induction and orientation process.

22. Sexual harassment

Sexual harassment is against the law and will not be tolerated under any circumstances. In performing their role Advisory Committee Members must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010*.

We will not engage in any unwelcome conduct of a sexual nature towards another individual where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the individual harassed would be offended, humiliated or intimidated.

We will take all reasonable steps to eliminate sexual harassment at Council.

23. Bullying, vilification and victimisation

Harassment is a form of discrimination that has the purpose or effect of interfering with a person's work performance whilst creating a workplace that is intimidating and/or hostile. Harassment is defined as behaviour or conduct:

- That is unwelcome or unsolicited.
- That may reasonably be said to offend, humiliate, intimidate or distress the person(s) who are the target of the behavior.

If you believe you have been subjected to or have witnessed bullying behaviour by paid staff or another Advisory Committee Member, you are urged to report this to your program supervisor.

Council aims to cultivate a culture of openness and transparency, where all paid staff and Advisory Committee Members have working relationships characterised by mutual respect.

Council is committed to maintaining a workplace that is free from bullying, vilification and victimisation, where all people are treated with dignity and respect. In performing their role Advisory Committee Members must take positive action to eliminate victimisation in accordance with the *Equal Opportunity Act 2010*.

We will uphold Council's obligations to support a safe workplace, and will not engage in repeated unreasonable behaviour toward another Advisory Committee Member, Councillor or member of Council staff that creates a risk to the health and safety of that other Advisory Committee Member, Councillor or member of Council staff.

We will take all reasonable steps to eliminate bullying, vilification and victimisation at Council.

24. Victorian Charter of Human Rights and Responsibilities / Gender Equality Act

We acknowledge the human rights that are protected under the *Victorian Charter of Human Rights and Responsibilities Act 2006* and undertake to exercise our duties in a manner that is compatible with the rights set out in the Charter.

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

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

We acknowledge this undertaking extends to all our relationships as an Advisory Committee Member, including with other Advisory Committee members, Councillors and Council employees, as well as any member of the public with whom we may have contact, and any decisions we participate in as a Councillor.

We will:

- take all reasonable steps to eliminate all forms of discrimination at Council
- support Council to fulfil its obligation to achieve and promote gender equality

25. Interacting with children and the Victorian Child Safe Standards

The safety and wellbeing of children and young people is everyone's responsibility.

Every child and young person has the right to feel safe and we all have a shared responsibility to protect them from harm and abuse.

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses.

In meeting Council's commitment and obligations to Child Safety and the Standards, you are responsible for adhering to Council's Child Safety and Wellbeing Policy and Guidelines for Reporting Child Safety Concerns.

You are required to observe child safe principles, meet expectations of appropriate behaviour towards and in the company of children and support the safety, participation, wellbeing and empowerment of children, by:

- Taking all reasonable steps to protect children from harm.
- Listening and responding to the views and concerns of children.
- Promote the cultural safety, participation and empowerment of Aboriginal children, culturally and linguistically diverse children and children with a disability
- Where practicable, and unless it is within the scope of their role, adults are not left alone with a child.

Reporting any child safety concerns or allegations of child abuse to Council's Child Safety Officer and the direct supervisor/manager, and ensure any allegation of child abuse be reported to the police or child protection.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks" and ensure the WWCC Policy is listed in related policies.

Council's Child Safety and Wellbeing Policy can be found in your Induction Pack.

26. Communication and media

In all circumstances, media inquiries are to be directed to the Nillumbik Shire Council Communications and Engagement Unit.

Council also has a *Social Media Protocol* that is relevant to all Advisory Committee Members.

Whether using social media at home or at work, you are using it in the context of the Nillumbik Shire Council Social Media Protocol as a 'private user'.

Advisory Committee Members do not have permission to answer questions or make any comments about Council on any social media sites.

27. Personal dealings with Council

When we deal with Council in our private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) we do not expect nor will we request preferential treatment in relation to any such private matter. We will avoid any action that could lead Council staff or members of the public to believe that we are seeking preferential treatment.

28. Protocols

All Advisory Committee members will sign the Advisory Committee Members Conduct declaration (**Attachment A**).

SECTION 3: CONDUCT OBLIGATIONS

29. Conduct of Advisory Committee Members

Nillumbik Shire Council holds a range of meetings throughout the year including, advisory committee meetings, planning consultation meetings, public workshops and various information evenings. These meetings are an important way for Council to engage with the community, share information, receive feedback, consult on new proposals, mediate disputes, and collectively solve problems.

Effective Advisory Committee meetings need to be well conducted so that all participants get the opportunity to express their views and listen to the views of others in a respectful way. Meetings conducted like this are vital for transparent and democratic government and ultimately lead to better and more inclusive decision making.

By their very nature, Advisory Committee meetings will include differing views and not everyone will agree with everything being discussed. If meetings are not managed well this can lead to raised emotions, heated debate and potential or actual conflict. If this happens the benefits of open participation can be lost because some people do not get a chance to have a say, or may feel intimidated or even threatened.

To ensure Nillumbik Shire Council's Advisory Committee meetings operate fairly and transparently, and are as effective as possible, the following conduct obligations and good governance principles apply. The obligations and principles are consistent with and compliment the Code of Conduct contained within Council's Governance Rule - Meeting Procedure.

Councils Advisory Committee conduct obligations centre on **Respect, Accountability and Integrity**. In addition to all legislative requirements and any specific directions or guidance provided by Council, you should recognise the requirements of this Policy as the standards to be adopted in the performance of your role.

30. Integrity

I will maintain high standards of integrity and be diligent in the performance of my role.

I demonstrate this by:

- Behaving in a reasonable, just and non-discriminatory way
- Using Council resources in an honest and responsible manner
- Appropriately disclose or avoid any situation that may create a conflict of interest
- Adhering to Councils guidelines regarding receiving of gifts, benefits and hospitality
- Ensure that personal interest does not influence the way in which my duties are carried out
- Respect and maintain privacy and confidentiality regarding Council business unless Council has officially made the information public
- Ensure all actions and decisions as an Advisory Committee Member are aligned with the aims of the Terms of Reference
- Appropriately report, record and distribute information relating to the Advisory Committee
- Refraining from political activity while publicly representing Council as an Advisory Committee Member.

31. Respect

I respect and acknowledge paid staff and community member's individual values, beliefs, efforts and ideas.

I demonstrate this by:

- Treating everyone fairly, courteously and with respect
- Dressing in an appropriate manner when appearing on behalf of Council
- Abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation
- Seeking to develop a relationship with fellow Advisory Committee Members and paid staff that is cooperative, productive and constructive and based on mutual trust and respect
- Acknowledging the value of diversity and the right of all points of view to be heard and considered
- Avoid criticism of Council, paid staff and other Advisory Committee Members

32. Accountability

I acknowledge and assume responsibility for my actions and behaviour and am entitled to expect the same from others.

I demonstrate this by:

- Being actively engaged in contributing to a safe environment
- Ensuring that a Council officer is present where there is a need to meet with other government or statutory bodies
- Abiding by Councils media and social media policy
- Not being affected by drugs and/or alcohol whilst representing Council
- Ensuring a smoke free work environment
- Ensuring appropriate use of resources, reducing waste and duplication
- Respecting and protecting the physical and intellectual property of Council
- Raising a perceived breach of this Code in good faith

33. Unruly Conduct

Where an Advisory Committee meeting becomes uncooperative, the chairperson may take the following steps:

- If a participant is acting in an uncooperative manner, the chairperson will state the problem and remind the person of the conduct obligations.
- Provide sufficient warning about the need for certain behaviour to stop.
- If a warning does not work, the chairperson may adjourn the meeting while the person is asked to leave. If a person refuses to leave the meeting appropriate authorities may be called.
- Where a meeting is severely disrupted or is deemed to be potentially unsafe, the chairperson will close the meeting.

In attending meetings run by Council, participants agree to accept and abide by the following:

- Mobile phones and other personal devices must be turned off or switched to silent during the course of the meeting.
- Only speak when acknowledged and given the floor by the chairperson.
- Stay within the allotted time provided to speak.
- Be civil and courteous particularly when addressing the meeting.
- Direct remarks, comments or questions through the chairperson when you are speaking.
- Do not interrupt or distract other speakers.
- Comments must relate directly to the matter being discussed.
- Do not use derogatory, defamatory, threatening, or offensive remarks about individuals or groups/bodies.
- Do not use gestures or other means to intentionally disturb the order and decorum of the meeting.
- Observe instructions from the chairperson at all times.

Council acknowledges that this Policy anticipates a more formal meeting structure. Council encourages Advisory Committee meetings and consultations that use a variety of methods to gain community input. While the structure and format of meetings will differ, the same principles of conduct apply.

SECTION 4: DISPUTE RESOLUTION

34. Grievance Procedures

All Advisory Committee Members have the right to fair and equitable treatment of grievances and complaints in a timely and professional manner. It is Council's aim to resolve disputes amicably through conciliation and negotiation.

The Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy can be found in your Induction Pack. If you have any concerns, please speak to Council Officer or supporting team for your Advisory Committee.

35. Breaches

A breach by an Advisory Committee Member means any breach of the conduct obligations included in this Policy or the Terms of Reference of the Advisory Committee.

An Advisory Committee member's term may be terminated by Council resolution for breaching the Advisory Committee Policy, or the Terms of Reference.

ATTACHMENT A

Declaration to abide by the Advisory Committee Policy

I agree to:

- Attend Advisory Committee meetings and provide apologies in advance where attendance is not possible;
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of the project;
- Seek at all times to obtain and represent the views of the broader community;
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- Adhere to instructions given in relation to safe conduct both online and onsite;
- Contribute in a positive way to finding solutions to issues or concerns;
- At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care;
- Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group;
- Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Committee;
- Allow Council to promote my participation in the Advisory Committee in order to facilitate community feedback and participation;
- Not disseminate confidential information that is discussed at Advisory Committee meetings as advised by the Advisory Committee chair;
- Not disseminate personal information including personal contact information of other Advisory Committee members without consent.
- Not make any media comment on behalf of the Advisory Committee in relation to a project.
- Abide by the Advisory Committee Conduct Obligations, Councillor or Employee Codes of Conduct and
- Abide by the Terms of Reference.

Name: _____

Signature: _____

Date: _____

I am happy to share my email address with the advisory committee

☐

Dietary requirements _____

Working with children check number/Expiry _____

Expiry date _____

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Nillumbik Shire Council

Recreation Trails Advisory Committee

Terms of Reference

Name

Recreation Trails Advisory Committee

Introduction:

The Recreation Trails Advisory Committee is a group consisting of members of the Nillumbik community, who will gather to disseminate and consider information in order to support council on the development of recreation trail strategies and plans.

Policy Statement:

The Advisory Committee Policy sets out explicit standards of behavior to help Advisory Committee Members perform their duties and functions as Advisory Committee Members to the required level.

Aims:

The aim is to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and strengthen community participation in the development and review of new and existing recreation trails within the Shire of Nillumbik.

Objectives

- Create a forum for dissemination of trail development information and feedback on key trail development proposals.
- Provide feedback and information to Council on works and other matters as they may arise along the trails, including the monitoring of trail usage and condition.
- Consider and provide recommendations to Council on Recreational Trail development proposals and funding applications relating to the Northern Regional Trails Strategy and Nillumbik Trails Action Plan.
- Consider and provide feedback on key Government initiatives relating to the trails in order to maximise community benefit, including the preparation of proposals and funding applications.



Membership

The Advisory Committee membership will consist of up to 14 members and will include representation from:

- Two Nillumbik Shire Council representatives (Councillors) – one as Chair, one as alternate Chair.
- Up to 12 community representatives who live within the Shire, selected to reflect a range of interests, expertise and experience including:
 - Friends of or Landcare representative/s
 - Community horse riding representative/s
 - Cycling representative/s
 - Walking group representative/s
 - General community representative/s, (urban and rural)
 - Tourism representative/s
 - Person/s with a disability or advocate on behalf of people with a disability
- Should one or more of the above representative groups not be filled during the initial expression of interest process, a position may remain vacant - to be filled at a later stage

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

Council Directorate

The Advisory Committee falls within Council's Operations Directorate and will be managed by Council's Recreation and Leisure team.

Meeting Frequency

The Advisory Committee will be held up to 6 times per year in June, August, October, December, February, April.

Meeting duration will be up to a maximum of 2 hours.

Subcommittees around specific projects may be convened as required and meet on a more frequent basis.

Broader community involvement will be advertised as required for on-ground activities.

Endorsed by Council

These Terms of Reference were endorsed by Council on 25 February 2025.

Next Review Due

February 2027

Informal Meetings of Councillors and Conflicts of Interest

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team, within 3 business days for inclusion in the Agenda of the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

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

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

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

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

Working groups and out-of-session meetings

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

Formal out-of-session meetings may be scheduled on occasion by the Chair, when the timing of a matter that would benefit from Advisory Committee advice requires consideration prior to the next Advisory Committee meeting date.

Recruitment Process

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

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

Nillumbik Shire Council provides services and facilities for children and young people and is therefore legally required to comply with the Child Safe Standards and Reportable Conduct Scheme in order to protect children from abuse and harm. The Council has zero-tolerance toward child abuse and is committed to being a child safe organisation where child safety is embedded in the everyday thinking and practice of Council.

Advisory Committee members must follow Council's Child Safe Policy and Child Safe Reporting processes. They are also responsible for promoting children's safety, well-being, and empowerment; ensuring their behaviour is appropriate during interactions with children, and creating a supportive environment for their safety and engagement.

Advisory Committee members engaged in child-related activities may be required to obtain and maintain a valid Volunteer Working with Children Check, in accordance with the Council's Working with Children Checks Policy.

Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

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

- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

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

Selection Panel to make recommendation of members on Advisory Committees

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

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

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

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

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

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

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

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

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

Terms of Appointment

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

Meeting Frequency

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

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Role of Committee members

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

Accountability and Extent of Authority

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

Monitoring and reporting

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.

- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

Evaluation and Review

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

Support to participate in meetings

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

Induction and Orientation

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

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and sub-committees) and decision making processes of Council.
- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct obligations.
- Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality
 - Privacy
 - Health and safety, equal opportunity, bullying and harassment
 - Child Safe Standards
 - Social Media Protocol

Confidentiality

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

Privacy

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

Breaches

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

~ end ~

CM.009/25 Recreational Trails Advisory Committee Terms of Reference and Expression of Interest Process
Attachment 1. Recreation Trails Advisory Committee - Terms of Reference

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Nillumbik Shire Council: Quarter 2, 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	
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 (RAP) at the August 2024 Council Meeting.</p> <p>The RAP has been submitted to Reconciliation Australia for preliminary feedback. Final adoption of the RAP is subject to feedback from the Wurundjeri Cultural Heritage Aboriginal Corporation, before being submitted to Reconciliation Australia for final review and approval. Launch of the RAP is anticipated for July 2025.</p> <p>The Reconciliation Action Plan Working Group met on 2 December 2024 to provide support and input into Reconciliation in Nillumbik events, activities and initiatives in 2025.</p>	On Track
Continue to implement the Disability Action Plan 2020-2024	Communities	<p>Key activities undertaken as part of the Disability Action Plan this quarter included:</p> <ul style="list-style-type: none"> • Annual International Day of People with Disability Grants - \$6,465 expended from a grant pool of \$7,000, with 7 grants awarded; • Lego Masters social events for the autism community; • Launch of a new Wheelchair Basketball program at the Diamond Valley Sports and Fitness Centre, and a new inclusive basketball program for children at the Eltham Wildcats; • Workshops for people with disability to create artwork using textiles recycled by a new recycling machine at the Banyule Nillumbik Tech School; • Creation of a new sensory friendly garden and a sensory friendly scavenger hunt at Hohnes Rd Playhouse in Eltham; • An event focusing on mental health issues for people with intellectual disability and autism; • A theatre performance and art market celebrating the 50th anniversary of local service Araluen; and • Accessible Work Experience (AWE) program - Disability Work Experience at Edendale Community Environment Farm and Eltham Leisure Centre. The AWE pilot year finished with participants, support workers and staff providing positive feedback and advocating to continue the program. Some of the participants requested and were offered ongoing volunteer roles. 	On Track
Continue to implement the Gender Equality Action Plan 2022-2025	Communities	<p>Milestones and timelines for development of the next (second) Gender Equality Action Plan have been presented to the internal Gender Equality Action Plan working group.</p> <p>Safe and Together training was provided to Early Years and Maternal and Child Health staff focused on creating a family violence informed child welfare system and training in responding to disclosures of family violence.</p>	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

Action	Directorate	Commentary	Status
Continue to implement the Youth Strategy 2022-2026 in partnership with our Youth Council	Communities	<p>Quarter 2, 2024-2025 marks the end of Year 3 of the Nillumbik Youth Strategy 2022-2026. A Year 3 Implementation Plan report has been prepared and will be presented to the Executive Leadership Team (ELT) and Councillors in early 2025, highlighting the milestone achievements for Year 3 implementation.</p> <p>Key deliverables during Quarter 2 included:</p> <ul style="list-style-type: none"> • Commencement of weekly drop-in programs at Nillumbik Youth Hub. Since opening, the Youth Hub has delivered a total of 35 drop-in programs on a Tuesday, Wednesday & Thursday during school terms, with over 180 young people participating; • Nillumbik Freeza hosted their final event for the year, a Short Film Festival. The event was highly successful, selling out the largest cinema at Hoyts Greensborough (112 tickets). Over 30 short films were submitted as part of the competition; • Hosted an online Neurodiversity Affirming Parent Workshop which received over 167 registrants; • Engaged with over 1,250 school students through school-based projects; and • 'Against All Odds', a grant-funded project focused on reducing gambling harm among young people, launched with a survey to help us understand the gambling environment in Nillumbik. The survey received 73 responses, plus more engagements through workshops and conversations. <p>A draft Year 4 Implementation Plan has been drafted and will be presented to Council in early 2025. The Year 4 Implementation Plan marks the final year of delivery for the Strategy. The majority of actions delivered across Years 1-3 of the Strategy have either been completed or transitioned across into the Youth Development Business Plan.</p> <p>The Year 4 implementation plan therefore only summarises remaining actions in the final delivery of the Strategy that are above Council's business as usual' activities, including any previous actions that were yet to commence or have been identified as additional priorities through the Youth Summit and the Youth Council.</p>	On Track
Continue to innovate Living & Learning Nillumbik offerings and services to support health and wellbeing outcomes across the community, and provide life-long learning opportunities	Communities	<p>To support health and wellbeing across the Nillumbik community, Living & Learning Nillumbik is expanding its offerings by integrating mental health workshops, fitness programs, and creative arts into their services.</p> <p>Providing lifelong learning opportunities through skill development, intergenerational programs, and accessible online platforms will further enhance community engagement with our services and activities.</p> <p>Collaboration with local health services and a focus on environmental wellbeing will also create a holistic approach to lifelong learning and overall health for our program participants.</p>	On Track
Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025	Communities	<p>Implementation of the Year 4 Action Plan is underway. Key highlights during the quarter include:</p> <ul style="list-style-type: none"> • Older People Expo (focusing on health, service access and social connection); • Food Festival (focusing on food systems, nutrition and sustainability for families); • Pilot collaboration with the Rainbow Youth Group on a clothing upcycle workshop; • 16 Days of Activism Against Gender-based Violence events and grants program; • Implementation of the Healthy Catering Guidelines; • Progress on the 'Addressing alcohol culture in sports clubs' project; and • Gambling harm research completed with young people throughout the Shire. <p>Current challenges and opportunities include:</p> <ul style="list-style-type: none"> • FReeZA funding has been unexpectedly cut with very short notice, which has critical consequences for youth school holiday programs; • Some actions were on hold during the local election caretaker period and new Councillor induction process. These are due to re-commence early in 2025; • Unsuccessful grant addressing food insecurity in Nillumbik. Limited resources to responding to increasing local need; • Student on placement developing homelessness resources and referral kit to respond to emerging local need and strengthen internal knowledge; and • Relationships, engagement and participation with some Access, Equity and Inclusion priority groups, particularly culturally and linguistically diverse communities and the LGBTIQ+ community, continues to be a challenge due to limited capacity and resourcing. 	On Track
Commit resources to and implement an expanded program of environmental volunteering	Planning, Environment and Strategy	An internal working group continued to look at and implement ways to increase visibility and promotion of volunteer groups throughout the Shire, including advertising activity dates in Nillumbik's Environment and Sustainability e-News.	On Track

Action	Directorate	Commentary	Status
Place and Space <p>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</p>			
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 the unprecedented State Government policy change in the implementation of the Housing Statement.</p> <p>Council is currently awaiting advice from the State Government in relation to the release of the Plan for Victoria, final housing targets and Activity Centre changes. 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 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
Implement annual actions in support of the Green Wedge Management Plan 2019	Planning, Environment and Strategy	<p>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.</p> <p>The new (x5) and rollover (x10) priority actions in the GWMP are being progressed throughout 2024-2025.</p>	On Track
Continue to implement annual actions in the Arts and Culture Strategy 2022-2026	Communities	<p>Key actions undertaken in this quarter included:</p> <ul style="list-style-type: none"> • Ongoing planning for the Nillumbik Prize for Contemporary Art 2025, with the process currently at the review of applications stage. Shortlisting has resulted in 24 finalists selected from a record number of 468 applications this year; • 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 the Visual Arts collection changeover in Council's public buildings, including Hurstbridge Hub and Eltham Community and Reception Centre; • Application for a major public art grant by Creative Victoria for "Women in Public Art" in collaboration with Yarra Plenty Regional Library; and • Development of a multi-phase implementation plan for the Creative Infrastructure Framework, which involves building assessment and engagement of stakeholders to convert existing buildings into exhibition and creative spaces. 	On Track
Continue to implement the Recreation and Leisure Strategy 2022-2030	Operations	<p>Actions undertaken to progress implementation of the strategy this quarter included:</p> <p>Events/Campaigns:</p> <ul style="list-style-type: none"> • Nillumbik Children's Mini Food Fair event at Edendale Community Environment Farm in Eltham; • This Girl Can Campaign in November 2024; and • Third Annual Women in Sport Breakfast at the Eltham Community and Reception Centre in November 2024. <p>Grants submitted:</p> <ul style="list-style-type: none"> • Hurstbridge Dog Park Application. <p>Infrastructure projects:</p> <ul style="list-style-type: none"> • Completion of the Yarrambat Solar Panels project; and • Commencement of construction of the Eltham Lower Park Dog Park upgrade. <p>Equity Impact Assessments:</p> <ul style="list-style-type: none"> • Vic Health Active Travel project; and • Women in Sport Breakfast. <p>Tenders completed:</p> <ul style="list-style-type: none"> • Tender evaluation completed and contract awarded for the Plenty War Memorial Oval Lighting Upgrade; and • Playground renewals tender awarded. 	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

Action	Directorate	Commentary	Status
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>This action was completed in Quarter 1.</p> <p>Council considered and adopted the Wattle Glen Public Realm Framework at the August 2024 Council Meeting. In principle support for the framework was also 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>	Complete
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. The endorsed submission was subsequently lodged with the Minister for Planning in late October 2024.</p> <p>Council officers are awaiting further State Government updates on planning policy reforms before further proceeding with this action.</p>	Minor Issues
Complete and adopt a new Integrated Transport Strategy	Planning, Environment and Strategy	<p>This action was completed in Quarter 1, 2024-2025.</p> <p>Actions in the strategy are being undertaken and updates on progress will be provided via quarterly reporting to Council.</p>	Complete
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>No progress has been undertaken this quarter in regard to progressing the amendments to implement the Major Activity Centre Structure Plans for Diamond Creek into the Nillumbik Planning Scheme.</p> <p>Officers await imminent planning reforms being developed by the State Government in advancing its Housing Statement, and will need to review the reforms and implications for these amendments before updating Council and further progressing the amendments.</p> <p>Council is currently awaiting further advice and updates from the State Government in relation to the planning reforms before proceeding further with this action.</p>	Minor Issues
Continue to develop a masterplan for community facilities in Diamond Creek, including recreation, social and cultural infrastructure	Planning, Environment and Strategy	<p>There has been no further progress on this action during this quarter.</p> <p>Given the size of the contract (\$300,000 over two financial years), this project will be presented to the new Council in early 2025, 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.</p> <p>Subject to reconfirmation of the project, preparation of procurement inputs and processes would be undertaken to advance the project.</p>	Minor Issues
Continue to implement the adopted place-making framework to support shared outcomes between community and Council	Communities	<p>Actions undertaken as part of the framework during the quarter included:</p> <ul style="list-style-type: none"> • 9 initiatives were supported for the 2024 Festive Grant program across the Shire. Acquittals for these projects will be due in the next quarter; • the Place Activation and Event Grant Program is still open for applications. This program included an additional one-off Large Event stream (stream 2 - \$30,000) to fund new and emerging events that activate public places in Nillumbik. Stream 1 applications will be assessed on an ongoing basis, whilst Stream 2 applications will be assessed by an external panel; and • Soft Launches for listening posts outside Eltham Library and at Kangaroo Ground War Memorial Park are being planned for next quarter to bring further awareness of the work undertaken by the Place Activation team. 	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

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 Year 1 Biodiversity Implementation Plan (2024-25) has been prepared and will be considered for adoption at a Council Meeting in early 2025.</p> <p>The Year 1 Key Urban Tree Canopy Actions (2024-25) has been prepared and will also be considered for adoption at a Council Meeting in early 2025.</p> <p>These first year implementation plans for our new strategies build upon and further our work to protect and enhance the Shire's unique and highly valued Green Wedge environment. Actions in the implementation plans will be monitored throughout the year and an achievement report provided to Council at the end of the first year.</p>	On Track
<div> <div>Sustainable and Resilient</div> <div>To manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future</div> </div>			
Continue to implement annual actions in the Climate Action Plan 2022-2032	Planning, Environment and Strategy	<p>During Quarter 2, the following actions were undertaken to progress implementation of the Climate Action Plan:</p> <ul style="list-style-type: none"> • Submission of a grant application seeking State Government funding to install solar and batteries at Research Park Pavilion, Hurstbridge Football and Cricket Pavilion and Lower Eltham Park Pavilion to enhance community energy outage resilience and reduce ongoing club electricity costs; • A successful grant application to install solar, a battery and a generator at Hurstbridge Hub that will enable the hub to operate for our community during electricity outages. Works will commence in 2025; • Commenced a 6-month program of upgrading all remaining mercury vapour streetlights across the Shire to LED; • Conducted a trial of a draft of Council's proposed new ESD Policy and implementation matrix by testing it during the design process for the new Yarrambat Horse and Pony Pavilion and the Eltham Lower Pavilion redevelopment designs; • Installed 20kW of solar at Yarrambat Football and Cricket Pavilion, taking Council's total solar installations to over 1MW (1000kW); • Delivered energy efficiency works at Council facilities, such as draught-proofing at Meruka Childcare in Eltham and commencement of a 14-site LED lighting and ceiling fan upgrade project; • Conducted annual fire management inspections; and • Completed two drainage projects in Eltham North and Research to reduce flooding risk at targeted locations. 	On Track
Continue to establish a climate action hub at Edendale Community Environment Farm	Culture and Performance	<p>The Nillumbik Environment and Climate Action Hub (NECAH) implementation plan was presented to the previous Councillor group in July 2024. Positive feedback was received to continue with the implementation.</p> <p>The feedback recognised the need to focus implementation on people who want to implement improved environmental outcomes, but have ability and opportunity barriers stopping them. There was also recognition that the speed of implementation is also dependent on resources and that given budget constraints, the current focus is on implementing within existing resources.</p> <p>A review of existing web content and structure for the NECAH rollout was also completed this quarter, with support from Council's Communications team.</p>	On Track
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	<p>Nillumbik's first public high-speed Electric Vehicle charging stations located on Council land were installed this quarter in Eltham Town Centre. They are operated by Evie Networks, located on four carpark spaces that are being leased from Council.</p> <p>Installation of the charging stations supports Council's overarching targets of 100% zero-emissions transportation by 2035 and net zero community emissions by 2035.</p>	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	<p>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.</p> <p>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.</p>	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

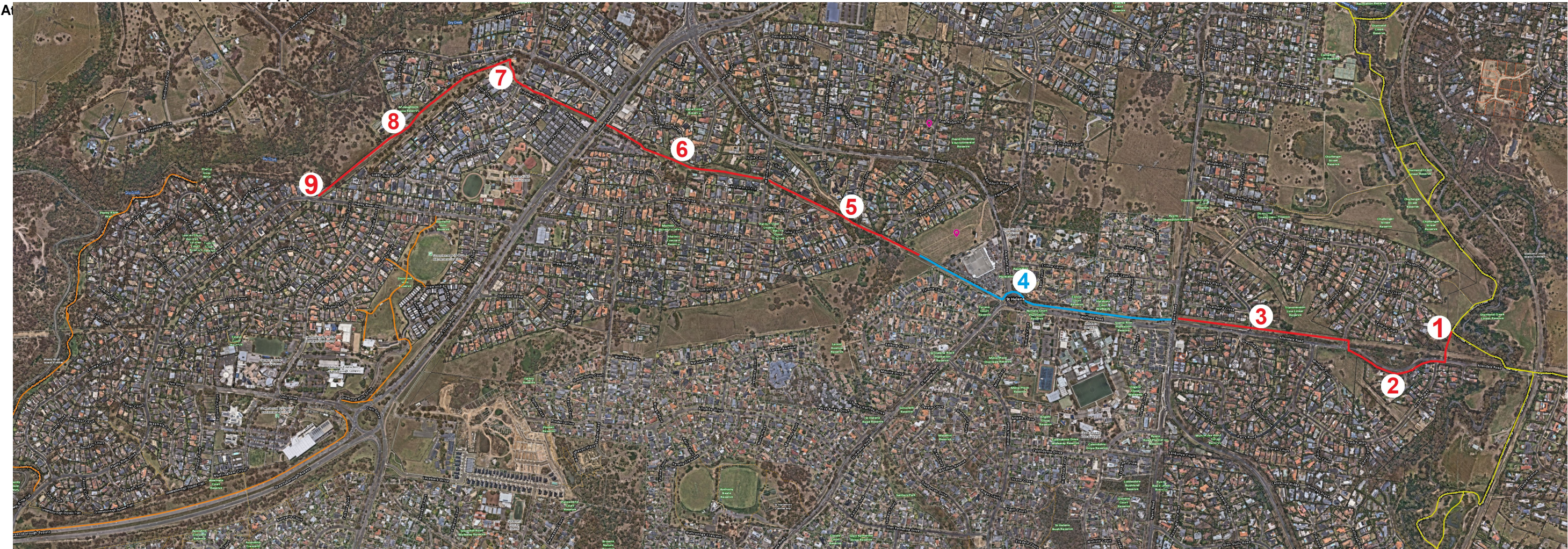
Action	Directorate	Commentary	Status
Develop a roadmap regarding ESD principles into the planning scheme, subject to the State Government's impending changes to the Victorian Planning Provisions and subsequent review of such changes	Planning, Environment and Strategy	<p>In late October 2024, the State Government released a draft Ministerial Direction - Climate Change for technical consideration and submissions with a very tight timeframe for feedback.</p> <p>Council officers as Council's representatives to membership as part of the Northern Alliance for Greenhouse Action, reviewed and recommended the Northern Alliance for Greenhouse Action (NAGA) submission to the draft Direction - part of a suite of ESD/Climate policy positions by the State Government in early November 2024.</p> <p>No timeline has been identified by the State Government for further ESD policy changes (Stage 2), however it is likely to be aligned with the release of the State Government's Plan for Victoria, on which Council is awaiting further advice and updates.</p>	On Track
Continue to implement annual actions in the Economic Development Strategy 2020-2030	Planning, Environment and Strategy	<p>Key work undertaken as part of the strategy this quarter included:</p> <ul style="list-style-type: none"> • Two Nillumbik businesses - A Fitting Connection and The Dattner Group, won awards at NorthLink's Northern Business Achievement Awards. Local entrepreneur Azzy Light was also the Shire's Young Business Achiever nominee; • The Shop in our Shire All I Want For Christmas campaign received 713 community entrants from customers of 171 businesses; • The Business Precinct waste reduction program at Eltham Village has been completed to support businesses with their waste reduction practices; • The Home Based Business Survey received over 290 responses. Analysis of the survey is currently taking place; • The Home Based Business Forum had over 50 attendees with a satisfaction rate of 4.5 out of 5; • The Small Business Mentoring program continues to be a great success with sessions booked out a number of months in advance; and • A Winning Government Grants and Tenders business workshop was undertaken. 	On Track
Complete a review of the Integrated Water Management Strategy	Operations	<p>Progress was made on the grant application and position description for the role of Integrated Water Management Officer which will be responsible for the development of the Strategy.</p> <p>The grant application is proposed to be submitted in January 2025.</p>	On Track
Responsible and Accountable			
Continue to advocate on key issues in line with Council's Advocacy Plan	Governance, Communications and Community Safety	<p>Council presented its advocacy priorities to Liberal and Labor candidates for the Jagajaga and McEwen electorates during the quarter. Some of those priorities were highlighted as part of a community forum with Senator Bridget McKenzie, which was organised by the Liberal candidate for McEwen, Jason McClintock.</p> <p>In October, Nillumbik participated in a meeting with other Northern Council Alliance (NCA) member councils and local MP and Minister for Prevention of Family Violence, Vicki Ward to highlight challenges around family violence in the northern region.</p> <p>In December, Council received confirmation about two successful grant applications through the Federal Government's Thriving Suburbs Program: Diamond Creek Men's Shed will receive \$965,000 to renovate the current facility, while Yarrambat War Memorial Park will receive \$901,103 to build new inclusive change rooms and amenities. Council will match funding for both projects dollar for dollar. Both projects have been put forward as advocacy priorities.</p> <p>In November, Council submitted some information to the Mobile Black Spot Program Community Noticeboard, to help highlight some of the priority areas in Nillumbik where residents experience poor and unreliable mobile and internet connectivity.</p> <p>Nillumbik also hosted a visit from local member Kate Thwaites MP at the Eltham Lower Park to discuss plans and construction details for the park's upgrade, including the dog park, and also met with local member for Warrandyte, Nicole Werner MP to discuss issues for parts of Nillumbik that fall within the Warrandyte electorate.</p>	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

Action	Directorate	Commentary	Status
Report quarterly on the annual budget	Operations	<p>The 31 December 2024 Financial Report will presented to Council's Audit and Risk Committee on 24 February 2025 and to Council at the 25 February 2025 Council Meeting.</p> <p>Council's overall financial position at the end of the second quarter of 2024-2025 remains sound, with active monitoring of operating items remaining a priority.</p>	On Track
Continue to implement the Communications Strategy 2022-2025	Governance, Communications and Community Safety	<p>Actions undertaken as part of the strategy this quarter included:</p> <ul style="list-style-type: none"> • Work on a Social Media roadmap is almost complete, following engagement with the Communications Team and other teams across Council that have their own social media accounts. The roadmap will provide a useful guide for teams to help determine the best channel to use for different information and audiences to help provide a more strategic approach to the way we use social media; • Council's Communications and Engagement team is also improving the way it uses QR codes, and embracing their value as a tool to help measure engagement with a range of different communication materials, while also providing the community with an easy way to access further information through our website. This also helps further establish Council's website as a 'source of truth' for the community when seeking Council-related information; • Analysis of a communications survey was completed. Data has so far been used to begin a refresh of Nillumbik News. Work in improving the connection between news pages on Council's website, social media posts and Nillumbik News stories is also being guided by data we collect, while strengthening the effectiveness of Council's website; • The Writing Style Guide update is almost complete. Next steps will involve engaging with the Wurundjeri Woi-wurrung Aboriginal Cultural Heritage Corporation to capture any feedback around correct use of indigenous related terms and words; and • Work is underway on an update to the Issues Management Communications Plan. However, given State Government changes to the role of Local Government in emergencies, this will need further involvement from the Emergency Management team. 	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 maintained its strong performance, ranking first overall across all industry sectors in the Customer Service Benchmarking Australia (CSBA) telephone mystery shopping program. This reflects consistent service quality and customer engagement excellence; • Enhanced complaint capture and reporting processes to maintain sector leadership in resolution. Piloted by three teams, the new approach improves reporting speed, issue clarity, and assignment efficiency, with a full rollout planned for the next quarter; and • Completed stage 2 of our training on managing complex complaints and challenging customer interactions. Delivered through 12 sessions to 110 frontline staff, this initiative enhances staff confidence, improves customer outcomes, and fosters a safer work environment. 	On Track

CM.010/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 2
Attachment 1. Council Plan Quarterly Performance Report 2024-2025 - Quarter 2

Action	Directorate	Commentary	Status
Continue to deliver our capital works program	Operations	<p>The 2024-2025 Capital Works program is progressing well at the mid-point of the financial year and we are ahead of the targeted 40% completion in most areas.</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> <p>The other ongoing concern is the long lead times being experienced when seeking approvals or works from other authorities such as electrical, water and gas utilities. Officers are working hard to reduce these lead times with early engagement and provision of additional information wherever possible.</p> <p>Quarters 3 and 4 will see a number of key projects delivered as part of the Capital Works program for 2024-2025. These include:</p> <ul style="list-style-type: none"> - Ryans Reserve Upgrade; - Alistair Knox Park Changing Places and Universal Design; - Eltham North Adventure Playground Car Park Sealing; - Kangaroo Ground Tennis Club Car Park Upgrade; - Diamond Creek Tennis Courts Rejuvenation; and - Herberts Lane Playspace. 	On Track



Waypoint	Summary wayfinding
1	Existing Maroondah Aqueduct Trail joins Diamond Creek Trail at Allendale Rd, Diamond Creek. The Maroondah Aqueduct Trail extension separates from the Diamond Creek Trail at the starting point
2	Cross Allendale Road at Arcadia Way and follow existing footpath route
3	Cross back over Allendale Road at Ornsay Crescent and continue along Aqueduct Trail
4	Note: section of trail from Ryans Rd enters Banyule LGA - marked in blue
5	Continue along Aqueduct Trail - to Mariono Way
6	Continue along Aqueduct Trail - to Diamond Creek Road
7	Cross Diamond Creek Road and continue on Aqueduct Trail - crossing Sugar Gum Boulevard and veering South-West
8	Continue on Aqueduct Trail to Plenty River Drive
9	Trail ceases at Plenty River Drive

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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
Kate Jewell
Jennifer Kemp
Ben Kenyon
Sav Koletas
Stewart Mala
Anastasia Matete
Sarah Mayman
Daniel McGrath
Karen McPherson
Raymond Micallef
Robert Mitchelmore
Tim Oldfield
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 s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 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 –

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

This instrument is authorised by a resolution of **Nillumbik Shire Council** on 25 February 2025.

THE COMMON SEAL of NILLUMBIK)
SHIRE COUNCIL was affixed hereto)
On the day of February 2025)
On the authority of the Council and)
signed by:)

..... Councillor

..... Chief Executive Officer

Informal Meeting of Councillors Record

The Meeting commenced at 5.33pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 3 December 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, Tracey Varley, Rebecca Burton, Mike Dean, Craig King, Nicole Johnson, Katie Camilleri, Heath Gillett and David Keep
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Hurstbridge Tree Removal Works	No disclosures were made
2	Verbal Report on the Appointment of Councillors to Internal and External Committees	No disclosures were made
3	Youth Council Advisory Committee Terms of Reference 2025-27	No disclosures were made
4	Local Sports Infrastructure Funding Stream	No disclosures were made
5	CEO Update with Councillors - 3 December 2024 <ul style="list-style-type: none"> Quarterly update on CEO KPI's Road Safety Around Nillumbik Schools Yan Yean Rd Stage 2 update Active Transport Fund (Federal Grant possibility 50/50) 	No disclosures were made

The Meeting concluded at 7.54pm

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 5.30pm

MEETING DETAILS:	Title:	Council Meeting Pre-Meet
	Date:	Tuesday 10 December 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, Frank Vassilacos, Emma Christensen
	Other:	Elisha Jansz, Scott Allen, Ben Cash, Craig King, Yasmin Green, Lance Clark, Jamie - Louise Nelson, James Hartington, Rebecca Burton
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Planning for development of Council Plan 2025-2029 and review of Community Vision - Nillumbik 2040 and Financial Plan	No disclosures were made
2	Councillor appointments to Internal Advisory Committees	No disclosures were made
3	Councillor appointments to External Organisations	No disclosures were made
4	Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	No disclosures were made
5	Neighbourhood Safer Places - Annual Update	No disclosures were made
6	Tender Report - Contracts for 2425-011 - Play Space Renewal Projects – Six Sites	No disclosures were made
7	Quarterly Risk and Safety Report - September 2024	No disclosures were made
8	Council Plan Quarterly Performance Report 2024-2025 - Quarter 1	No disclosures were made
9	September Quarter Financial Report	No disclosures were made
10	Informal Meetings of Councillors Records - 10 December 2024	No disclosures were made

The Meeting concluded at 6.27pm

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 6:15pm

MEETING DETAILS:	Title:	Extraordinary Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 17 December 2024
	Location:	Hybrid meeting / Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, and Cr John Dumaresq Cr Kate McKay (virtual)
	Council Staff:	Carl Cowie, Blaga Naumoski, Frank Vassilacos, Emma Christensen, Tracey Varley, Daniel Tarquinio, Hasanoff
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Building and Works to Construct four (4) shops at 2 Malley Court, Plenty - 86/2024/06P	No disclosures were made

The Meeting concluded at 6:50pm

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 5.30pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 4 February 2025
	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, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Nichole Johnson, Cassie Zurek, Kirsten Reedy, Elishia Jansz, Renee Wilcox, Michael van Oosterwijck, Narelle Hart, Rebecca Burton, Natalie Campion, Saleh Hadi, Angela Lampard, Jodie Hoskins, Katia Croce
	Other:	Kate McCluskey
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Nillumbik Community Health and Wellbeing Profile	No disclosures were made
2	Development of the Municipal Public Health and Wellbeing Plan 2025-2029	No disclosures were made
3	Biodiversity Strategy Year 1 (2024/25) Implementation Plan and future priorities and resourcing	No disclosures were made
4	Domestic Animal Management Plan Review 2025-2029	No disclosures were made
5	Arts and Cultural Strategy - Review of Year 2 Action Plan and presentation of Year 3 Action Plan	No disclosures were made
6	Draft ToR and EOI process for the Inclusion and Access Advisory Committee	No disclosures were made
9	Draft ToR and EOI process for the Positive Ageing Advisory Committee	No disclosures were made
8	Recreation Trails Advisory Committee - Expressions of Interest & Terms of Reference	No disclosures were made
9	Proposed sale of Council land at 311A Yan Yean Road, Yarrambat	No disclosures were made
10	CEO Update with Councillors - 4 February 2025	No disclosures were made

The Meeting concluded at 10.46pm

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 8:50 am

MEETING DETAILS:	Title:	Councillor workshop day 1
	Date:	Thursday 6 February 2025
	Location:	RACV Country Club Healesville
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, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Elishia Jansz, Heath Gillett, Steven Blight, Alex Stewart, Bianca Hubble, Yasmin Green
	Other:	Margaret Devlin
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Budget overview/financial landscape	No disclosures were made
2	Budget 2025-2026	No disclosures were made
3	Capital works	No disclosures were made
4	Council Plan	No disclosures were made

The Meeting concluded at 6:00 pm

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 8:50 am

MEETING DETAILS:	Title:	Councillor workshop day 2
	Date:	Friday 7 February 2025
	Location:	RACV Country Club Healesville
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, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Melika Sukunda
	Other:	Margaret Devlin
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Revenue and Rating Plan discussion	No disclosures were made
2	Advocacy strategies	No disclosures were made
3	Communications	No disclosures were made
4	Working together	No disclosures were made

The Meeting concluded at 12.45 pm

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 5:30pm

MEETING DETAILS:	Title:	CEO Employment Matters Committee
	Date:	Tuesday 11 February 2025
	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, Blaga Naumoski
	Other:	Margaret Devlin
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	CEO Employment Matters	No disclosures were made

The Meeting concluded at 7:20 pm

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 8:15pm

MEETING DETAILS:	Title:	Councillor information session
	Date:	Tuesday 11 February 2025
	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, Melika Sukunda, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Katia Croce, Emma Christensen, Megan Medhurst (left 9pm)
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update	No disclosures were made
2	Future Homes Planning session	No disclosures were made
3	Budget workshop follow up and discussions	No disclosures were made

The Meeting concluded at 9:59pm

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