

# Council Meeting

to be held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 22 August 2023 commencing at 7:00pm.

## Attachments

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

Thursday 17 August 2023

Distribution: Public

Civic Drive, Greensborough  
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## Nillumbik Shire Council

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 Attachments
 

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# Council Meeting

held at the Civic Centre, Civic Drive, Greensborough  
on Tuesday 25 July 2023 commencing at 7:00pm.

## Minutes

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

Friday 28 July 2023

Distribution: Public

Civic Drive, Greensborough  
PO Box 476, Greensborough 3088  
Telephone 9433 3111  
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**Council Meeting Minutes**

**25 July 2023**

**Nillumbik Shire Council**

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**Council Meeting Minutes**

**25 July 2023**

**Nillumbik Shire Council**

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 25 July 2023.  
The meeting commenced at 7.02pm.**

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**Councillors present:**

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

**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
Rosa Zouzoulas	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Dimitra Barnes	Acting Manager Governance and Property

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**1. Welcome by the Mayor**

**2. Acknowledgement of Country**

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

**3. Good Governance Pledge**

The Good Governance Pledge was ready by Cr Frances Eyre.

**4. Prayer**

A prayer was read by Betsy Dere and Oscar Gomez from the Spiritual Assembly of the Baha'is of Nillumbik.

**5. Apologies**

Nil

**Council Meeting Minutes**

**25 July 2023**

**6. Presentations**

**Sporting Presentations - 25 July 2023**

**Tyler Habel (Swipers Gully Ward)** Tyler receives \$250 as a contribution for being selected to participate in the World BMX Championships.

Nillumbik Shire Council wishes Tyler every success with their future sporting pursuits.

**Council Meeting Minutes**

**25 July 2023**

**7. Confirmation of Minutes**

**COM.001/23 Confirmation of Minutes Council Meeting held Tuesday 27 June 2023**

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**Summary**

Confirmation of the minutes of the Council Meeting and the Confidential Council Meeting held on Tuesday 27 June 2023.

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

**SECONDED: Cr Frances Eyre**

**That Council:**

- 1 Confirms the minutes of the Council Meeting and the Confidential Council Meeting held on Tuesday 27 June 2023 (**Attachment 1** and **Attachment 2**).
- 2 Resolves that the Confidential Council Meeting minutes (**Attachment 2**) remains confidential in accordance with section 3(1) of the *Local Government Act 2020*.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**8. Disclosure of conflicts of interest**

Nil

**9. Petitions**

Nil

**10. Questions from the gallery**

**David Smith** has submitted the following questions:

**Question 1**

Is the mission of the Shire of Nillumbik to tax all of the Shire for the sole benefit of Eltham and Diamond Creek?

**Question 2**

Why are the rates burdened on the residents of Plenty the highest in the Shire when Plenty is not a designated activity center, has no 20 year plan and has no planned infrastructure investment by the Shire?

**Response**

Rates and charges are calculated in line with the rate capping framework established by the Victorian State Government. Victorian councils must use property values as the basis for distributing the rating burden across the municipality and in keeping with this, rates and charges are not apportioned based on service utilisation, location or other methodologies.

The allocation of funding is not based on geographical location, rather, Council's annual budget process considers service delivery and capital works programming based on community and infrastructure requirements, and legal obligations.

Council levies rates and charges under the *Local Government Act 1989* in order to fund and deliver essential community infrastructure and services. These rates are a statutory charge that applies to all land owners.

**Kelvin Granger / Dean Hurlston on behalf of Council Watch** have submitted the following question:

**Question 1**

Can council please advise the dollar (\$) amount of "cost shifting from State Government" they estimate they incurred in 2022/23 Financial Year?

**Response 1**

Council recognises the very real impacts cost-shifting has on the long term financial sustainability of all Victorian councils. Council acknowledges that increasing cost burdens have resulted in influencing service and amenity delivery however, there is no classification specifically attributable to capturing cost-shifting.

**Anthony Millar** has submitted the following question:

**Question 1**

**Can you please explain why the council is not following due process with objection notice in relation to planning matters?**

**Council Meeting Minutes**

**25 July 2023**

**Response 1**

Council follows all planning processes in accordance with the requirements of the *Planning and Environment Act 1987* and the Nillumbik Planning Scheme. Council understands that Mr Millar is concerned about a development in Discovery Drive Diamond Creek. Officers have responded to Mr Millar and explained that no planning permit was required for the development and the issued building permit accords with the building regulations and design standards with respect to overlooking and overshadowing.

**Question 2**

**Can you please explain why the planning department is letting external parties sign off plans without objections being dealt with in accordance with due process?**

**A complaint has not been raised and nothing has been done to rectify issue.**

**“I am now forced to engage a lawyer.”**

**The first part is a question second part is now going to be the outcome**

**Response 2**

Building permits can be issued by a registered private building surveyor in Victoria. Building designs must be assessed by the relevant building surveyor engaged by the land owner to ensure the design accords with the requirements of the Building Regulations and design standards. Where a design accords and does not seek to vary a building regulation, a building permit can be issued by the registered private building surveyor. Council cannot intervene where the design is compliant.

**Darren Zdravko Zilic** has submitted the following questions:

**Question 1**

Is the lords prayer still held prior to council meetings?

**Response 1**

The decision of Council to endorse the new Governance Rule – Meeting Procedure at the last Council meeting which removed the Prayer from the Order of Business is subject to a Notice of Rescission listed for consideration on tonight's Council meeting. Once a Notice of Motion to rescind a resolution has been received, no action could be taken to implement the resolution. That means that the Prayer will remain on the Agenda until Council decides on the rescission motion.

**Question 2**

In the short term what is Nillumbik Council doing about the housing crisis across our region.

**Response 2**

Council has partnered with other Councils across the region and is advocating to Government:

- to review housing growth direction across Melbourne;
- for improved delivery mechanisms for the creation of new social and affordable housing; and
- for planning reform to reduce barriers in Growth Area Councils to facilitate infill growth and greenfield development.

## **Council Meeting Minutes**

**25 July 2023**

**Paul Ellis** has submitted the following question:

### **Question 1**

In relation to council moving to drop the traditional prayer, whilst maintaining the "Welcome to Country" performance. Is council aware that around %50 of the residents of the shire may be offended by such a move, which could be argued to be an offence under the Charter of Human Rights and Responsibilities Act (Vic) 2006 Section 14 (1)(b), (2) and Section 19. Along with Section 19 of the Equal Opportunities Act 2010 (Vic)

### **Response 1**

Council is aware that based on the latest census data from 2021, the predominant religious affiliation in Nillumbik Shire was Western (Roman) Catholic, comprising 21.8% of the population. Meanwhile, nearly half of the residents, totalling 49.9%, identified as having no religious affiliation, and 3.9% chose not to disclose their religious preference.

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

Beginning Council Meetings with an Acknowledgement of Country is consistent with Council's Access, Equity & Inclusion policy which recognises First Nations community as a priority group in Nillumbik. A Welcome to Country will be arranged once per year, on the occasion of the appointment of the Mayor.

The decision of Council to endorse the new Governance Rule – Meeting Procedure at the last Council meeting which removed the Prayer from the Order of Business is subject to a Notice of Rescission listed for consideration on tonight's Council meeting. Once a Notice of Motion to rescind a resolution has been received, no action could be taken to implement the resolution. That means that the Prayer will remain on the Agenda until Council decides on the rescission motion.

**Sharrin Murphy** has submitted the following question:

### **Question 1**

In relation to Item 13. NOM 001/23.

At the June council meeting, some councillors ignored the Council Officer's recommendation, based on reasonable evidence, to remove the prayer from the agenda of future council meetings. This is despite the fact that 51% of Nillumbik residents indicated in the latest Census that they are not associated with any religion.

Therefore, why does council think it necessary to include a prayer at every meeting, when the Councillor Oath and the Good Governance Pledge already provide clear directions for councillors to carry out their civic responsibilities with diligence and integrity, make sound decisions in a spirit of fairness, and serve the needs and well-being of their community?

### **Response 1**

The decision of Council to endorse the new Governance Rule – Meeting Procedure at the last Council meeting which removed the Prayer from the Order of Business is subject to a Notice of Rescission listed for consideration on tonight's Council meeting.

Council is aware that based on the latest census data from 2021, the predominant religious affiliation in Nillumbik Shire was Western (Roman) Catholic, comprising 21.8% of the population. Meanwhile, nearly half of the residents, totalling 49.9%, identified as having no religious affiliation, and 3.9% chose not to disclose their religious preference.

**Council Meeting Minutes**

**25 July 2023**

As this matter is list on the Agenda tonight for Council consideration, we are unable to pre-empt the decision of Council.

**Michael Dove** has submitted the following question:

**Question 1**

In relation to Item 13, NOM 001/23

At Boroondara City Council, I am aware that a legal challenge will definitely occur if a prayer continues to be included in the council meeting agenda. The case will argue that it contravenes sections of the Local Government Act (2020) and the Victorian Charter of Human Rights and Responsibilities Act (2006).

The case centres around the proposition that Freedom (emphasis) of Religion is important, but it does not trump Freedom (emphasis) from Religion in the conduct of public government.

Assuming Boroondara does not acquiesce and accept the legal case, it appears highly probable that the prayer will be found to be illegal in the courts. This will have significant repercussions for the minority of councils in Victoria that persist with this anachronistic and divisive practice.

Has Council considered the potential of a legal challenge that could result in a significant financial cost for Council and Nillumbik ratepayers, with associated adverse media coverage and reputational risk?

**Response 1**

The assertion made regarding the unlawfulness of including the prayer under the Victorian Charter of Human Rights and Responsibilities Act and the Local Government Act has not undergone legal scrutiny in a court of law. Currently, there is no existing case law or precedent in Australia that indicate the inclusion of the prayer is considered unlawful. Council will consider and take into account as circumstances evolve and new information or legal perspectives emerge.

As this matter is list on the Agenda tonight for Council consideration, we are unable to pre-empt the decision of Council.

**Meralyn Klein** has submitted the following questions:

**Question 1**

Why did Council who states it is inclusive and represents the community decide to remove the prayer from Council meetings without consultation with the faith community in Nillumbik?

**Question 2**

Given that Councillors are voted on to Council to represent the public and over 50 percent of the population believe there is a God, what was the basis for removing the prayer from the Council meetings?

**Response**

The decision of Council to endorse the new Governance Rule – Meeting Procedure at the last Council meeting which removed the Prayer from the Order of Business is subject to a Notice of Rescission listed for consideration on tonight's Council meeting. Prior to making the decision Council undertook a process of community engagement. This public engagement via Council's Participate Nillumbik platform commenced on 1 March and concluded on 30 March 2023.

**Council Meeting Minutes**

**25 July 2023**

Based on the latest census data from 2021, the predominant religious affiliation in Nillumbik Shire was Western (Roman) Catholic, comprising 21.8% of the population. Meanwhile, nearly half of the residents, totalling 49.9%, identified as having no religious affiliation, and 3.9% chose not to disclose their religious preference.

As this matter is list on the Agenda tonight for Council consideration, we are unable to pre-empt the decision of Council.

**Nada Cunningham** has submitted the following question:

**Question 1**

I would like to know why, given the current discussions on neighbourhood character and biodiversity, No 43 Antoinette Boulevard Eltham has been able to flout the bush residential quality - and planning regulations - of Antoinette Boulevard by painting the iconic mud brick house white and gradually removing the garden to set up a large concrete parking lot - presumably for a business given the number of cars present every day?

**Response 1**

Council is aware of the activity that has recently taken place at 43 Antoinette Boulevard Eltham and have an ongoing planning investigation underway. Whilst the specifics cannot be provided, a thorough and comprehensive investigation is currently active and appropriate enforcement action is occurring.



**Council Meeting Minutes**

**25 July 2023**

**11. Reports of Advisory Committees**

**AC.006/23 Advisory Committee Report - 25 July 2023**

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**Distribution:** Public

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

**Author:** Dimitra Barnes, Acting 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. Youth Council Formal Advisory Meeting held 5 June 2023.

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

**SECONDED:** Cr Natalie Duffy

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

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**11. Reports of Advisory Committees**

**AC.006/23 Advisory Committee Report - 25 July 2023**

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Council Meeting Minutes

25 July 2023

12. Officers' reports

CM.057/23 Climate Action Plan Year 1 (22/23) Annual Performance Report and Year 2 (23/24) Implementation Plan

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Distribution: Public

Manager: Rosa Zouzoulas, Director Planning, Environment and Strategy

Author: Leigh Northwood, Manager Strategic Planning and Environment

**Summary**

Council's Climate Action Plan 2022-2032 was adopted in April 2022 and its Year 1 (2022-2023) Implementation Plan was endorsed in July 2022.

The purpose of this report is to present the Climate Action Plan Annual Performance Report – Year 1 (divided into **Attachment 1 and Attachment 2**) for noting; and the Year 2 (2023/24) Annual Implementation Plan (**Attachment 3**) for consideration of adoption.

This work supports Council's ongoing response to its declaration of a Climate Emergency in April 2022:

*"As a Green Wedge Shire, Nillumbik Council is acutely aware of the multiple threats facing all communities and ecosystems as a result of climate change. This requires urgent action by all levels of government, including local government.*

*Council therefore Declares a Climate Emergency, commits to a climate emergency response, and will proactively integrate climate change mitigation and adaptation into all Council actions".*

The overall position, as reflected in the annual performance reporting suggests that Council has made solid progress on delivering on the goals, objectives and targets of the Climate Action Plan.

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Geoff Paine

**SECONDED:** Cr Natalie Duffy

**That** Council:

1. Receives and notes the Nillumbik Climate Action Plan – 2022/23 Annual Performance Report (**Attachment 1 and Attachment 2**); and
2. Endorses the Climate Action Plan Year 2 Implementation Plan (2023/24) (**Attachment 3**).

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.057/23 Climate Action Plan Year 1 (22/23) Annual Performance Report and  
Year 2 (23/24) Implementation Plan**

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**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.058/23 Ryan's Reserve Rejuvenation Project - Concept Plan Community Consultation**

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**Distribution: Public**

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

**Author: Rebecca Burton, Manager Recreation and Leisure**

**Summary**

The purpose of this report is to seek approval to undertake community consultation on the draft concept plans for the Ryan's Reserve Rejuvenation Project (**Attachment 1**).

Community consultation on the draft concept plans will be open from 31 July 2023. Public submissions will close 11.59pm on Sunday 20 August 2023 and will be considered by the Planning and Consultation Committee on 12 September 2023.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Karen Egan**

**That Council**

1. Endorses the draft concept plans for the Ryan's Reserve Rejuvenation Project (**Attachment 1**) for the purposes of community consultation.
2. Undertakes community consultation for the period 31 July 2023 to 20 August 2023 inviting written submissions for the Ryan's Reserve Rejuvenation Project.
3. Considers public submissions at the Planning and Consultation Committee meeting to be held on 12 September 2023.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.058/23 Ryan's Reserve Rejuvenation Project - Concept Plan Community Consultation**

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Council Meeting Minutes

25 July 2023

12. Officers' reports

CM.059/23 Indigenous Voice to Parliament Referendum

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Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

The purpose of this report is to provide Councillors with a succinct summary of the information publicly available with regards to the *Indigenous Voice to Parliament*, with a view for Councillors to establish an organisation stance on the 2023 referendum.

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Natalie Duffy

**SECONDED:** Cr Frances Eyre

**That Council:**

1. Adopts an organisational stance to support, in principle, the *Uluru Statement from the Heart* and the *Indigenous Voice to Parliament*:
  - a) In doing so, Council recognises and acknowledges that the *Indigenous Voice to Parliament* is a complex socio-political issue, with differences of opinion existing even amongst First Nations communities and individuals.
  - b) Furthermore, Council recognises and acknowledges that adopting an organisational stance to support the *Indigenous Voice to Parliament* is a reflection of the collective opinion of Councillors, and does not necessarily reflect the opinions of individual Councillors, Council officers, volunteers or affiliates.
2. Recognising the complex socio-political nature of this issue, acts as an objective source of information regarding the referendum in providing education and resources to the broader Nillumbik community.

**CARRIED**

Cr Karen Egan called for a division

For: Crs Natalie Duffy, Frances Eyre, Geoff Paine, Peter Perkins and Ben Ramcharan

Against: Crs Karen Egan and Richard Stockman

*The Mayor, Cr Ben Ramcharan declared the Motion Carried.*

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.059/23 Indigenous Voice to Parliament Referendum**

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**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.060/23 Audit and Risk Committee member appointment**

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**Distribution:** Public

**Manager:** Carl Cowie, Chief Executive Officer

**Author:** Blaga Naumoski, Director Governance, Communications and Community Safety

**Summary**

The *Local Government Act 2020* requires each Council to establish an Audit and Risk Committee to oversee the Council's management of risk, internal controls and financial reporting. As part of the establishment of the Committee, the Act requires that the independent members be appointed. It is a requirement under the Act that the independent members are suitably qualified and have relevant experience.

The Committee meets four times each year and the minutes are presented at a subsequent Council meeting.

The Audit and Risk Committee comprises three members who are independent and two positions for Councillors (currently Mayor and Deputy Mayor). The position of Chairperson is held by one of the independent members.

Council currently has one vacancy for an independent member on its Audit and Risk Committee, following the recent resignation of committee member Chris Eddy.

Applications for the vacant position on the Committee have been invited through externally advertisements. Council received 55 applications.

A formal evaluation process was undertaken by an independent panel consisting of the CEO, Independent Committee Member John Watson (Chairperson) and Director Governance Communications and Community Safety. After conducting interviews of shortlisted applicants, it is recommended that Jonathon Kyvelidis be appointed as an independent member to the Committee.

The remaining two independent members are due for renewal on 1 September 2023. It is recommended that the current independent members John Watson and Gregory Hollyman be reappointed for a term of three years effective from 1 September 2023, in line with the Committee Charter.

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Geoff Paine

**SECONDED:** Cr Frances Eyre

**That Council:**

1. Appoints Jonathon Kyvelidis as an independent member of the Audit and Risk Committee for a three year term effective from 31 July 2023 and advises Mr Kyvelidis accordingly.
2. Notifies the other applicants of Council's decision and thanks them for their application.
3. Reappoints John Watson and Gregory Hollyman as independent members for a three year term effective from 1 September 2023 and advises them accordingly.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.060/23 Audit and Risk Committee member appointment**

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**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.061/23 Contract Report - Contract 2324-005 Telecommunications Services and Hardware**

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**Distribution: Public**

**Manager: Jeremy Livingston, Director Culture and Performance**

**Author: Daniel Tarquinio, Manager Information Technology**

**Summary**

This report recommends entering into a new business services (VTS) agreement with Telstra for the provision of telecommunications services and hardware to enable continual provision of telephony, mobile voice and data, internet and site connectivity services.

This is a business as usual contract requirement, and the contract term is for a period of three (3) years.

Currently, Council utilises Telstra to provide:

- Telephony services which includes incoming and outgoing landlines;
- Mobile voice and data services which includes incoming and outgoing mobile voice calls and mobile data (3G/4G/5G for phones and tablets);
- Internet services which include all web and data traffic to and from the world wide web;
- Connectivity services between Council sites which include dedicated connectivity from eight Council sites into our primary data centre located at our Civic Centre offices.

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

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Frances Eyre**

**SECONDED: Cr Natalie Duffy**

**That Council:**

1. Accepts the VTS business services agreement by Telstra and enters into the following Contract.  
Number: 2324-005  
Title: Telecommunications Services and Hardware  
Term: 3 years from Agreement Signing Date
2. Authorises the Director of Culture and Performance to finalise and execute the contract documentation.
3. Authorises the Director of Culture and Performance to review and approve adjustments to the telecommunications services via the contracted agreement that are a result of changes to operational requirements throughout the term of the contract.

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.061/23 Contract Report - Contract 2324-005 Telecommunications Services  
and Hardware**

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**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.062/23 Informal Meetings of Councillors Records - 25 July 2023**

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**Distribution: Public**

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

**Author: Dimitra Barnes, Acting Manager Governance and Property**

**Summary**

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

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 27 June 2023.

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

1. L&LN Neighbourhood House Advisory Committee Meeting held 19 June 2023;
2. Councillor Briefing held 20 June 2023;
3. Health and Wellbeing Partnership Forum held 21 June 2023
4. Biodiversity Strategy Councillor Update held 27 June 2023
5. Council Meeting Pre-Meet held 27 June 2023; and
6. Environment & Sustainability Advisory Committee Meeting held 28 June 2023.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Natalie Duffy**

**SECONDED: Cr Karen Egan**

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

**CARRIED UNANIMOUSLY**

**Council Meeting Minutes**

**25 July 2023**

**12. Officers' reports**

**CM.062/23 Informal Meetings of Councillors Records - 25 July 2023**

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**Council Meeting Minutes**

**25 July 2023**

**13. Notices of Motion**

**NOM.001/23 Notice of Rescission - CM.045/23 Seeking Adoption of Council's Governance Rule - Meeting Procedures 27 June 2023**

Cr Peter Perkins and Cr Karen Egan advised of their intention to rescind a Council Resolution made on 27 June 2023 as follows:

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Karen Egan**

**That** Council rescind the Council decision made on 27 June 2023 that refers to item CM.045/23 Seeking Adoption of Council's Governance Rule - Meeting Procedures.

**CARRIED**

Cr Geoff Paine called for a division

For: Crs Natalie Duffy, Karen Egan, Peter Perkins and Richard Stockman

Against: Crs Frances Eyre, Geoff Paine and Ben Ramcharan

*The Mayor, Cr Ben Ramcharan declared the Motion Carried.*

**Council Meeting Minutes**

**25 July 2023**

**NOM.002/23 Notice of Motion - Seeking Adoption of Council's Governance Rules - Meeting Procedure**

Conditional on the rescission motion tabled by Cr Perkins and Cr Egan in relation to Officers reports CM.045/23 - Seeking Adoption of Council's Governance Rule - Meeting Procedure being carried, Cr Peter Perkins hereby give notice of my intention to move the following notice of motion at the Council Meeting to be held on 25 July 2023.

**Council Resolution**

**MOVED: Cr Peter Perkins**

**SECONDED: Cr Karen Egan**

**That Council:**

1. Notes that ten submissions in relation to the draft Governance Rule – Meeting Procedures were received, and that these submissions were considered and submitters were provided with the opportunity to be heard by the Planning and Consultation Committee on 06 June 2023.
2. Having considered the written and verbal submission and pursuant to section 60 of the *Local Government Act 2020*, adopts the Governance Rule – Meeting Procedures as presented to the Council meeting on 27 June 2023 with the following amendment:
  - a. Retain the Prayer in the Order of Business.
3. Requests that officers review council process to allow for multi-faith prayer participation to ensure Council remains inclusive and respectful.
4. Notes that Council's existing Governance Rule - Meeting Procedure adopted on 25 August 2020 ceases to apply.
5. Requests that Officers write to all respondents to the public engagement to express Council's gratitude for their contribution and to advise them of the Council's resolution.

**CARRIED UNANIMOUSLY**



**Council Meeting Minutes**

**25 July 2023**

**14. Delegates' Reports**

**15. Supplementary and urgent business**

Nil

**16. Confidential reports**

**17. Close of Meeting**

The meeting closed at 8.26pm.

Confirmed:

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Cr Ben Ramcharan, Mayor

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## Youth Council Formal Advisory Committee Minutes



<b>Date:</b>	Monday 3 July 2023
<b>Time:</b>	4.30pm – 6.30pm
<b>Venue:</b>	Council Chambers
<b>Chair:</b>	Youth Deputy Mayor Orianna Edmonds
<b>Minute Taker:</b>	Nicola Clutton
<b>Committee Members:</b>	Ayelet Yahav Zloof, Emily Yin, Fieke Van Der Kamp, Josh Adams, Martina Charalambous, Niamh Coffey, Orianna Edmonds, Scarlett Magnanini, Sophie McDonald, Soren Kean
<b>Councillor Representative</b>	Mayor Cr Ben Ramcharan
<b>Other:</b>	Corrienne Nichols, Nichole Johnson, Katie Camilleri, Nicola Clutton, Frances Biggar
<b>Apologies:</b>	Cr Natalie Duffy, Elysia Cheche, Bailey Cumming, Kirra Imbriano,

### Order of business

#### 1. Welcome

Orianna Edmonds welcomed all attendees to the Youth Council Meeting. Observers were reminded their role is to observe only, unless called upon by the Chairperson to participate.

#### 2. Acknowledgment of Country - Youth Deputy Mayor Orianna Edmonds

Orianna acknowledged the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.

#### 3. Icebreaker - Fieke van der Kamp

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

No conflicts of interest were declared.

#### 5. Minutes of previous meeting (2 minutes)

That the minutes of the meeting held 5 June 2023 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Fieke

Minutes seconded by: Martina

## 6. Outstanding Action Items

N/A

## 7. Item of business 1: Biodiversity in Nillumbik

Beth Hamilton, Environmental Project Officer took Youth Council members through early discussions on attitudes and ideas for the future Nillumbik Biodiversity Strategy and how Nillumbik can engage young people in the Biodiversity conversation.

Youth Council feedback included:

- Like to see Council to run spotlighting events specifically for young people.
- Advertising volunteer events and opportunities towards young people, via communication methods that young people will see.
- Put up signs around nature reserves that promote simple tasks that could be done every day to help with biodiversity, small things young people and community could do.
- Engage our local scouting groups, these groups are already doing night walks in the area and have an interest in environment and biodiversity.
- Introduce the topic of biodiversity at the young age groups, introduce native plants and the importance of them to school students.
- Have resources for teachers available online, that they can distribute and easily incorporate into class rooms lessons.
- School presentations that are supported or followed up by volunteering opportunities at the school; e.g., planting day.
- Show young people how they can make a difference, don't just have a presentation that talks about the problem.
- A good connection to make could be with the Eastern Alliance for Sustainable Learning.
- Promote the online citizen science apps to young people and the importance of them, [iNaturalist](#).

## 8. Item of business 2: Child Safety Policy

*Lynn Turner, Early Years Services Liaison Officer, presented to the Youth Council on the draft Nillumbik Child Safety and Wellbeing Policy.*

The new policy includes the 11 new [Child Safe Standards](#) that came into effect in Victoria. Lynn explained the Child Safe Standards, Council's role and the importance of collecting feedback from young people on this policy.

Feedback from Youth Council included:

### **Plain language summary**

- Youth Council felt that the description for Standard one has a strong focus on Aboriginal children/young people, however there isn't a mention of other cultures and this isn't as strongly articulated in Standard 5. This could be addressed if Nillumbik were to develop their own 1 page summary of the Policy and commitment to Child Safety.

### **Statement of Commitment**

- Strengthen language around keeping children/young people safe from harm (this appears to be missed in the current commitment) – More of a focus around Commitment to Standard 7 and 9.

- What is Council's commitment will be to listening the voice of young people and children of all ages outside of Youth Council? Youth Council would like to see this embedded into practices/processes. E.g. Community Engagement guidelines/policy.
- Third paragraph, '*remove barriers to participation*' - Youth Council feel that this needs an end of the sentence. E.g., "remove barriers to participation across Council".
- Statement focuses on listening to the voices of children and young people but missed emphasis on *empowering children and young people to know their rights and speak out*.
- The Commitment is very long – would like to see a simple sentence that can be adopted that could be used across Council publications, website, registration forms, recruitment processes etc.

#### **Promotions/awareness**

- Youth Council are interested in a simple, plain language summary (1 page) with visuals for children, young people, parents and broader community.
- A video would also be helpful that could promote the new policy to community, introducing the standards and Nillumbik's commitment, and really clear information on what to do / how to speak up if you feel something is not right.
- Youth Council felt that education and promotion to parents is important.

### **9. Item of business 3: Youth Development Updates**

#### **Youth Hub consultation**

The Nillumbik Youth Hub consultation is now live, Nillumbik is inviting young people aged between 12 – 25, and those who have a young person in your family, or work with young people to have their say on the draft designs for Nillumbik's first Youth Hub.

The draft concept plans include scope for a main entry and reception area, kitchen upgrade, large multi-purpose room, program and consulting rooms, office space and a covered outdoor area.

To check out the concepts and tell us what you think of the designs go to: [participate.nillumbik.vic.gov.au/youth-hub](https://participate.nillumbik.vic.gov.au/youth-hub)

#### **Clean Energy Youth Event**

Local environmental group Clean Energy Nillumbik are hosting school engagement workshops that focus on Climate Anxiety in late July, Youth Council are invited to participate. Nicola to send all information on these events to Youth Council via email.

#### **Community Leaders Program**

Nillumbik Leaders will provide the tools needed to inspire, support, and help develop the leadership skills of Nillumbik community members. The program focuses on developing individuals' leadership skills, fostering community engagement, promoting diversity and inclusivity, and establishing a robust network of leaders and stakeholders within the community.

The program will run from August to December 2023, over nine fortnightly sessions at Hurstbridge Community Hub on Wednesday evenings from 6-9pm. This program is only open to community members 18 and over. For further information visit: [Nillumbik Leaders - Nillumbik Shire Council](#)

### **Youth Development staffing update**

Nicola Clutton – Team Leader Youth Development provided an update to the Youth Council that she will be going on Maternity Leave as of the 4 August, her role of managing the Youth Council will be taken over by new Team Leader of Youth Development. The team will introduce the new Team Leader in the next Youth Council Meeting. Youth Council can continue to reach out to Frances Biggar or Katie Camilleri in the transition.

### **10. Item of business 5: Council Meetings**

Officers update Youth Council on any upcoming Council Briefings, Meetings and PCC speaking opportunities.

- Planning & Consultation Committee (PCC), 7pm Tuesday 8 August 2023 – Youth Hub Community Engagement Findings

Youth Council members are encourage to attend and present at the upcoming PCC meeting on the Youth Hub Community Engagement Findings. Officers will be able to support through this process and provided members with any information they may require.

To register to speak Youth Council members must complete an online form by 5pm the Monday before the Meeting (7<sup>th</sup> August 2023).

<https://www.nillumbik.vic.gov.au/Council/Meetings-and-committees/Council-meetings/Speak-at-a-Planning-and-Consultation-Committee-meeting>

### **11. Next meeting date and location**

Youth Council Formal Meeting, Monday 7 August 2023, Council Chambers.

## Youth Council Formal Advisory Committee Minutes



<b>Date:</b>	Monday 7 August 2023
<b>Time:</b>	4.30pm – 6.30pm
<b>Venue:</b>	Council Chambers
<b>Chair:</b>	Youth Mayor Kirra Imbriano
<b>Minute Taker:</b>	Katie Camilleri
<b>Committee Members:</b>	Ayelet Yahav Zloof, Bailey Cumming, Elysia Cheche, Emily Yin, Fieke Van Der Kamp, Kirra Imbriano, Josh Adams, Martina Charalambous, Niamh Coffey, Orianna Edmonds, Scarlett Magnanini, Sophie McDonald
<b>Councillor Representative</b>	Mayor Cr Ben Ramcharan
<b>Other:</b>	Nichole Johnson, Katie Camilleri, Meg Exell, Frances Biggar, Molly Jessop, Molly Eames
<b>Apologies:</b>	Cr Natalie Duffy, Soren Kean, Corrienne Nichols,

### Order of business

#### 1. Welcome (2 minutes)

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

#### 2. Acknowledgment of Country (2 minute) Youth Mayor Kirra Imbriano

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, we pay our respects to Elders past, present and future, and extend that respect to all First Nations People. We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge that sovereignty was never ceded.

#### 3. Icebreaker (10 minutes) Emily Yin

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

No conflicts of interest were declared.

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

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

#### 5. Minutes of previous meeting

The minutes of the meeting held 3 July 2023 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Martina Charalambous

Minutes seconded by: Fieke Van Der Kamp

## **6. Outstanding Action Items**

No outstanding action items.

## **7. Item of business 1: Youth Led Initiatives – 16 Days of Activism and Climate Action**

*Frances Biggar, Youth Development Officer*

Officers delivered a brainstorm activity to get Youth Council input into two upcoming youth led project opportunities:

- **16 Days of Activism against Gender-based Violence campaign, 25 November to 10 December 2023:** Youth Council are interested in doing an open mic event in the lead up (week prior) to the 16 days campaign. This could include local bands, guest speakers, food trucks, and promote key messages about the 16 Days of Activism campaign and ways to get involved. They also want to pre-film reels with Youth Council (or other young people) and post a video a day during 16 days of activism sharing different messages

Working group: Emily, Josh, Scarlett, Sophie, Kirra, Elysia, Niahm

**Action:** Frances will organise a working group meeting over the next month to progress further.

- **Climate Action project:** Youth Council were interested in hosting a Changemakers workshops with local schools and partnering with Edendale Farm. Other ideas included hosting a clothing swap, mending workshop, creating an art project (for example with coffee cups to represent visual message around climate action) and hosting games that promote key messages such as sorting rubbish to help young people learn about recycling

Working group: Orianna, Scarlett, Martina, Niahm, Josh

**Action:** Frances to organise a working group meeting over the coming months to progress further.

## **8. Item of business 2: Life Skills**

*Molly Jessop, Youth Development Officer*

Officers consulted with Youth Council on Life Skills education sessions being rolled out through our school holiday programing. The sessions so far have consisted of:

- Centrelink information sessions (Services Australia)
- Tax 101 (ATO)
- Healthy eating on a budget

Feedback from Youth Council included:

- Keeping session topics broader might attract more young people



- Provide 'options' for topics – giving more of a choice of what people want to go to
- Weekend might work better than school holidays or week night
- If on school holidays best to do early afternoon (rather than 4pm)
- Not all young people would know what Centrelink is – better topic might be financial literacy
- Live streaming sessions or recording so information can still be available
- Online can be easy to forget or young people might feel a bit 'over' online workshops
- More likely to attract more friends/young people if it is in person
- Other recommended topics included: Personal safety/party safe, how to keep up physical health & wellbeing after high school (ways to stay active), support for transitioning between school to work/study, living alone basics, general first aid.

#### **9. Item of business 3: Youth Hub Update**

*Katie Camilleri, Coordinator Youth and Community Development*

Officers provided an update on the Youth Hub consultation and engagement period.

- A total of 85 responses were received from the online survey provided on Participate Nillumbik. Over 93% of these respondents indicated they support the draft concept plans
- A total of 181 stakeholders also participated across 13 workshops

Key findings of the engagement were shared with Youth Council.  
The Youth Engagement Findings Report will be made publically available by September.

Youth Council members are encourage to attend the PCC on 8 August 2023 held from 7pm in Council Chambers or can view online here:

<https://www.nillumbik.vic.gov.au/Council/Meetings-and-committees/Council-meetings/Watch-and-listen-to-Council-and-Committee-meetings>.

#### **10. Item of business 4: Youth Development Updates**

*Frances Biggar and Molly Jessop*

Upcoming youth development events include:

- [Find your Bandmates](#) session - Sunday 13 August, 1-4pm, Hurstbridge Community Hub
- [Skate, Scooter and BMX comp @ Wattle Festival](#) – Sunday 27 August, Hurstbridge Skate Park
- 2024 [Contemporary writing prize](#) (free entry for under 21) - Entries close at 5pm on 2 October 2023.

Eltham Town Square youth activity – Local traders have raised safety concerns regarding behaviour and littering. General discussion as to any thoughts on ways to address this and make it a safe and enjoyable place for everyone:

- This is a common issue other young people have also experienced and noticed this happening around sunset/dinner
- In particular, Youth Council have noticed issues such as selling of vapes to younger children and cat calling
- One consistent older adolescent group in the evenings
- Address directly with local High School
- Poor lighting is a factor
- Ban vaping in the area – enforcing this would be a deterrent
- Looking at prevention opportunities – e.g., why are young people not hanging out in dedicated spaces such as skate park and Alistair Knox Park
- PSOs to do a lap of Eltham Town Square (more police presence)
- Needs to be a direct approach with the young people involved (rather than addressing broadly with a school)
- Install CCTV
- Playing music

#### Child Safety

- Youth Council were thanked for their contribution and feedback on the Child Safe Policy
- The policy will soon be going to our Executive Management team for review
- With regards to versions of the policy that will be age appropriate and easily read this action is with our Communications team.
- Council's community engagement templates will also be updated to embed stronger engagement processes with children and young people right across Council.

### 11. Item of business 5: Council Meetings

*Nichole Johnson*

Upcoming Council meetings:

- Tuesday 8 August 2023 PCC – Youth Hub Community Engagement Findings and Fabbros Field

Upcoming Community engagement opportunities:

- Draft Housing Strategy – Expressions of interest are now open for a Community Reference Group to help shape Council's draft Housing Strategy. This is an opportunity to ensure the voices of young people are represented. More information at <https://participate.nillumbik.vic.gov.au/draft-housing-strategy-2023>.
- Ryans Reserve located at Broad Gully Road, Diamond Creek will be rejuvenated to create a fantastic new community park with funding received as part of the Victorian Governments 'Growing Suburbs Fund'. More information at <https://participate.nillumbik.vic.gov.au/ryans-reserve>

### 12. Other Business

Reminder about training: The Y's Advocacy in Action training  
Monday 21 August, 4:30pm-6:30pm  
Council Offices - Manna Gum Rooms 1&2

**13. Next meeting date and location**

Youth Council Formal Meeting, Monday 4 September 2023, Council Chambers.

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Council Plan 2021-2025 – Year 2 Action Plan (FY 2022-2023); Quarter 4 (Apr-Jun 2023) Update

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress 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					
Equity & Inclusion	We champion equity, diversity, access and inclusion for people of all abilities, ages, cultural identities, gender identities, geographic locations, religions, sexualities, and socio-economic backgrounds				
	Further develop an Inclusive Sports and Facilities Framework	Annual (Q4)	Operations	<p>A 10-year rolling implementation plan for sports pavilion facilities has been developed and embedded into a sports clubs database.</p> <p>Facilities have been prioritised based on short term (2022-2025), medium term (2025-2028) and long term (2028-2031) requirements.</p> <p>Capital Works for 2023-2024 have been approved and subject to grant funding.</p>	COMPLETE
	Implement the Disability Action Plan 2020-2024	Annual (Q4)	Communities	<p>Key highlights undertaken in the Disability Action Plan in 2022-2023 has included:</p> <ul style="list-style-type: none"><li>• 10 grants awarded to local community groups and disability services as part of International Day of People with a Disability;</li><li>• Activate Inclusion Sports Day, with 69 local special development school students taking part in a range of adapted sports at the Diamond Valley Sports and Fitness Centre;</li><li>• A sensory friendly storytime and meet the animals session at Edendale Community Environment Farm as part of Council's first disability specific Children's Week events;</li><li>• Four informal drop-in sessions held across the Shire to promote disability specific emergency planning resources for at risk community members, families and carers;</li><li>• A new guide was created through the Good Access 4 Good Business program to help local business owners understand how being more accessible and inclusive is good for their business; and</li><li>• An Annual Prevention of Violence Against Women with Disability session 'Understanding and Responding to Violence against Women with Disability' held by Council's Disability Inclusion team in partnership with Berry Street Family Violence.</li></ul> <p>This action will carry over into the 2023-2024 Annual Action Plan as 'Continue to implement the Disability Action Plan 2020-2024'.</p>	ON TRACK
	Implement the Gender Equality Action Plan 2022-2025	Annual (Q4)	Communities	<p>Progress on delivery of Council's Gender Equality Action Plan in 2022-2023 has included:</p> <ul style="list-style-type: none"><li>• Development and implementation of a standalone Sexual Harassment Policy and Procedure and Active Bystander Policy;</li><li>• An online reporting platform established to report incidents of sexual harassment, bullying and/or discrimination;</li><li>• Council adoption of a Mutual Respect Charter;</li><li>• 72 Gender Impact Assessments completed on Council policies, projects, programs and services;</li><li>• A review of Council's position and remuneration benchmarking process and identified opportunities for improvement to reduce the gender pay gap;</li><li>• A range of information and learning opportunities for our employees to increase financial literacy for women and gender diverse people;</li><li>• A mentoring and coaching program for women and gender diverse employees;</li><li>• A review of recruitment processes, procedures and templates to remove bias, promote flexible work and job share opportunities, and challenge gender stereotypes; and</li><li>• An update of Council's Parental Leave Policy to include equal leave for both parents (removal of primary and secondary leave), extended access to leave until the child is 18 months of age, and superannuation for periods of unpaid parental leave.</li></ul> <p>This action will carry over into the 2023-2024 Annual Action Plan as 'Continue to implement the Gender Equality Action Plan'.</p>	ON TRACK
	We actively work towards reconciliation and the process of healing with the Wurundjeri Woi Wurrung people and recognise them as the Traditional Owners of the land and waterways of Nillumbik				
	Continue to work towards reconciliation with Traditional Owners and other First Nations communities	Quarterly	Communities	<p>Council continues to meet on a monthly basis with Wurundjeri Woi-Wurrung Traditional Owners to seek cultural guidance on relevant programs, projects, services and events.</p> <p>Proposed next steps for the Reflect Reconciliation Action Plan (RAP), including consolidation of community engagement findings and establishment of the RAP Working Group, have been delayed due to extended leave of the Aboriginal Partnerships Officer due to illness.</p> <p>Council recognised Reconciliation Week from 27 May to 3 June 2023. On 1 June 2023, Council hosted a flag raising ceremony with Council officers, Councillors, Nillumbik Reconciliation Group and members of the public in attendance.</p> <p>The 2023 Nillumbik Reconciliation grants supported community-led projects that promoted truth-telling, recognition, community connection, cultural and social inclusion and access and participation for First Nations People. The 2023 grant round supported 8 organisations, including Catholic Ladies' College, Allwood Neighbourhood House, Montsalvat, Nillumbik Reconciliation Group, Kangaroo Ground Preschool, Warrandyte Historical Society, Diamond Hills Preschool and Gurwidj Neighbourhood House.</p> <p>This action will carry over into the 2023-2024 Annual Action Plan.</p>	ON TRACK
Health & Wellbeing	We address the social, environmental and economic factors of health to improve health and wellbeing outcomes for our communities				
	Implement the Nillumbik Health and Wellbeing Plan 2021-2025	Quarterly	Communities	<p>Key activities implemented this quarter has included:</p> <ul style="list-style-type: none"><li>• The annual Health and Wellbeing Partnership Forum was held on 21 June 2023 at the Eltham Community and Reception Centre;</li><li>• This event brought together approximately 50 key internal and external stakeholders representing 18 organisations, including Headspace, Women's Health in the North, Aligned Leisure, the Department of Health, the Department of Education, and Health and Wellbeing Advisory Committee members. Participants mapped 83 initiatives across the Shire that aligned across all six Health and Wellbeing Priority Areas;</li><li>• The initiatives mapped will inform new and continuing actions in the Nillumbik Health &amp; Wellbeing Plan - Year 3 Action Plan (2023-2024).</li></ul> <p>• To recognise IDAHOBIT (International Day Against Homophobia, Biphobia, Transphobia and Intersex Discrimination) in 2023, Council ran or supported the following community-facing events:</p> <ul style="list-style-type: none"><li>• An IDAHOBIT themed session for the Nillumbik Neighbours 'Social Support Group' for older people;</li><li>• A 'Pride Meet Up' for the youth Rainbow Social Group;</li><li>• The launch of the Midsumma 2024 Exhibition Grant;</li><li>• The Eltham Library (online) Drag Storytime event; and</li><li>• Supported Aligned Leisure who recognised IDAHOBIT with rainbow active wear and pride playlists in fitness classes.</li></ul> <p>Council was also successful in securing \$10,000 in the 'tier 1' funding stream of the VicHealth Alcohol Harm Prevention Grant.</p> <p>This action will continue in the 2023-2024 Annual Action Plan as 'Implement annual actions in the Nillumbik Health and Wellbeing Plan 2021-2025'.</p>	ON TRACK
	Commence investigation into opportunities to expand volunteering opportunities, including supporting Council auspice Landcare groups and expanding "Friends of" groups	Annual (Q4)	Communities	<p>A presentation was developed to brief the Executive Leadership Team on funding options for the Environmental Volunteering New Initiative, in line with Council strategic objectives and priorities including the Volunteering Framework, Climate Action Plan, Biodiversity Strategy and other key policies, in collaboration between the Volunteer Development Officer, Environmental Works, Biodiversity and Edendale Farm teams.</p> <p>Along with allocated funding in the 2023-2024 Annual Budget, this action will be implemented in 2023-2024.</p>	COMPLETE
	Embed the adopted Events Policy to ensure a clear, consistent and equitable approach in the support and delivery of events in the Shire	Annual (Q4)	Communities	<p>Council's Events Policy has been adopted and is available on Council's website for the community to access. Guidelines supporting the policy have been developed and are also available on Council's website to support event and festival organisers with their projects and events.</p>	COMPLETE

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
Ages & Stages	We work towards creating an age-friendly community where all people regardless of their age or ability can live a good quality of life				
	Undertake a feasibility study for a dedicated youth space within the Shire	Annual (Q4)	Communities	<p>DB Architects were engaged in May 2023 and commenced on the draft designs ready for public consultation. A range of workshops were held across May and June seeking input from Council staff, Councillors and the Youth Council on the draft designs prior to finalising for public consultation.</p> <p>A Community Engagement Plan has also been developed to support the project and was presented and supported by the Executive Leadership Team and Council. The draft designs were presented to the June Council Meeting seeking endorsement for public consultation. The public consultation on the draft designs ran from 30 June to 20 July 2023.</p> <p>This action will continue in 2023-2024 Annual Action Plan as 'Progress the delivery of a dedicated youth space within the Shire'.</p>	COMPLETE
	Continue to innovate Living & Learning Nillumbik offerings and services to support health and wellbeing outcomes across the community, and provide life-long learning opportunities	Annual (Q4)	Communities	<p>Council's Living &amp; Learning Neighbourhood House, Learn Local and Carers Hub offerings and services continued to focus on supporting the health and wellbeing of the diverse communities our neighbourhood houses are located in, including Eltham, Diamond Creek and Panton Hill. A diverse range of lifelong learning opportunities have been offered.</p> <p>Key data for 2022-2023 included:</p> <ul style="list-style-type: none"><li>• 2,242 enrolments, an increase of 534 from 2021-2022;</li><li>• 53 volunteers attended the three Living &amp; Learning Nillumbik neighbourhood houses each week;</li><li>• 170 enrolments into pre-accredited training courses at Living &amp; Learning Nillumbik;</li><li>• 104 enrolments into Barista training courses at Living &amp; Learning Nillumbik;</li><li>• Paid tutoring opportunities provided to 60 tutors each term to deliver a diverse range of high-quality programs; and</li><li>• 163 local carers have accessed a range of subsidised activities through the Living &amp; Learning Nillumbik Carers Hub.</li></ul> <p>Council will continue action in this space in the 2023-2024 Annual Action Plan with the action 'Undertake community engagement to further understand community needs with respect to lifelong learning'.</p>	COMPLETE
	Implement the Youth Strategy in partnership with our Youth Council 2022-2026	Quarterly	Communities	<p>Key activities delivered in 2022-2023 has included:</p> <ul style="list-style-type: none"><li>• Commencement of the Youth Hub project;</li><li>• Delivery of the Daily Grind youth employment program, with six young people supported in placements at cafes across the Shire;</li><li>• Acknowledgement of outgoing Youth Council members for 2021-2023 at the April 2023 Council Meeting;</li><li>• Delivery of a range of Autumn school holiday programs in April including a movie night at Eltham Library and a 'craftersnoon' at Hurstbridge Hub;</li><li>• Hosting 'Understanding gaming and gambling addiction' parent and worker sessions;</li><li>• Hosting the Hit The Ground Running Youth Worker induction program; and</li><li>• Delivery of a youth focused event for IDAHOBIT 2023.</li></ul> <p>This action will continue as 'Continue to implement the Youth Strategy 2022-2026 in partnership with our Youth Council' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	Commence an audit of facilities to identify opportunities to implement age-friendly improvements for community facilities	Quarterly	Communities	<p>Foundational and planning work to support the delivery of this action has been undertaken.</p> <p>The facilities audit and urgent identified works has been budgeted for the 2023-2024 facilities renewal program, and accordingly, the completion of this action will be undertaken as part of the 2023-2024 Annual Action Plan.</p>	COMPLETE
Place and space - to protect, enhance, maintain, plan and design places and spaces that strengthen identity, reinforce character, improve accessibility, encourage social connection and enjoyment, support biodiversity and respect the environment					
Identity	We celebrate and prioritise the protection of our heritage, arts and culture, places and spaces by focusing on the diversity of experiences that have shaped our shared history				
	Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to implement stage 1 and 2 sites of heritage significance via the Heritage Overlay into the planning scheme	Annual (Q4)	Planning, Environment and Strategy	<p>Permanent C149 Planning Scheme Amendment material has been lodged with the Department of Transport and Planning via the State Government Amendment Tracking System (ATS). Council is awaiting approval from the Minister for Amendment C148 (interim) pursuant to Section 20(4) interim Heritage Overlay. Council is also awaiting formal authorisation from the Minister to prepare and exhibit Amendment C149 to apply the Heritage Overlay.</p> <p>This action has been carried over into the 2023-2024 Annual Action Plan.</p>	ON TRACK
	We value, appreciate and enjoy our Green Wedge Shire, including our rural areas and leafy urban areas, which we work hard to protect and enhance				
	Adopt a Municipal Planning Strategy following community consultation and seek authorisation from the Minister for Planning to prepare and exhibit an amendment to include into the Planning Scheme	Quarterly	Planning, Environment and Strategy	<p>Key activities for this action during this quarter have included:</p> <ul style="list-style-type: none"><li>• May 2023 - Draft planning scheme ordinance and amendment material prepared for lodgement in the State Government Amendment Tracking System (ATS); and</li><li>• June 2023 - As a key milestone to this action, Council formally adopted the Municipal Planning Strategy (MPS); and</li><li>• Along with adopting the MPS, Council also resolved to request the Minister for Planning to authorise the preparation and exhibition of an amendment to the Nillumbik Shire Planning Scheme to insert the MPS into the planning scheme.</li></ul> <p>Next steps in 2023-2024 include lodgement in the ATS to seek authorisation from the Minister to prepare and exhibit amendment to implement the MPS into the planning scheme.</p>	ON TRACK
Identity	Implement the Green Wedge Management Plan 2019	Annual (Q4)	Planning, Environment and Strategy	<p>Key actions from the Green Wedge Management Plan undertaken have included:</p> <ul style="list-style-type: none"><li>• Continued partnerships with the Eastern Region Pest Animal Network; Rivers to Ranges Peri-Urban Weed Management Partnership and Regional Deer Control Partnerships;</li><li>• In partnership with Deakin University and Plan-it Rural, Council instigated a project to better understand agricultural opportunities in Nillumbik. The project aims to provide Council with valuable information including soil type and depth, climate change impacts and other geophysical characteristics; and</li><li>• Continued support to landowners by providing a free land management advisory service, land management incentive program grants and delivery of grant-funded deer control support for landowners.</li></ul> <p>This action will continue as 'Implement annual actions in support of the Green Wedge Management Plan 2019' in the 2023-2024 Annual Action Plan.</p>	ON TRACK

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
	We recognise and celebrate our community's significant contributions to art and culture				
	Implement the Arts and Culture Strategy 2022-2026	Quarterly	Communities	<p>Delivery of the Arts and Culture Action Plan - Year 1 has progressed, with actions including:</p> <ul style="list-style-type: none"><li>• Development of the first draft of the Creative Infrastructure Framework;</li><li>• Completion of public art projects at Eltham Gateway, Eltham North Adventure Playground and Civic Drive Amphitheatre, and new projects for Diamond Hill Preschool and Alistair Knox Park underway;</li><li>• Completion of ArtsACTION professional development program for artists, with 19 artists completing the program;</li><li>• Managing Council's art, public art and civic collections, with roll-out of Council's Collection Database now complete;</li><li>• Acquisition and display of collection artworks, as well as public art commissioning, and a new dedicated position on the Arts and Cultural Advisory Committee, along with regular consultation, have all strengthened Nillumbik's connection to Wurundjeri Woi-wurrung heritage and culture;</li><li>• Support of Community Fund grant recipients for Arts and Heritage projects;</li><li>• Developing new partnerships for the Nillumbik Prize for Contemporary Writing, with Writers Victoria; and</li><li>• Delivery of the Nillumbik Prize for Contemporary Art.</li></ul> <p>This action will continue as 'Continue to implement annual actions in the Arts and Culture Strategy 2022-2026' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	Continue to investigate suitable sites for a gallery, performance and exhibition spaces	Annual (Q4)	Communities	<p>A Cultural Infrastructure Audit was undertaken to investigate suitable sites for gallery, performance and exhibition spaces.</p> <p>A draft Creative Infrastructure Framework is being developed, based on the outcomes of the audit. The Infrastructure Framework project approach will be presented to Council in Quarter 2 of 2023-2024. Community engagement on the draft will also be undertaken in that quarter.</p> <p>This action will continue as 'Investigate creative infrastructure development opportunities through the Creative Infrastructure Framework' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	Develop a Performing Arts Policy	Annual (Q4)	Communities	<p>At the May 2023 Council Meeting, Council formally resolved to not pursue this action. This Council Plan commitment of developing a policy pre-dates the adopted Arts and Culture Strategy 2022-2026.</p> <p>The need for a policy is now superseded by an evidence-based strategy that has been developed with full consideration of the community's priorities.</p>	ABANDONED
Natural Environment	We understand and value biodiversity and its importance to human health and wellbeing, and take action to protect and enhance biodiversity in Nillumbik				
	As part of our biodiversity strategy review, investigate measures to protect wildlife across a range of settings, including roadsides	Annual (Q4)	Planning, Environment and Strategy	<p>This action is contingent on the outcome of the Biodiversity Strategy review action below. Key actions undertaken this quarter included:</p> <ul style="list-style-type: none"><li>• April 2023 - Appointment of NGH (consultants);</li><li>• May 2023 - Council briefing on Phase 1 community engagement;</li><li>• June 2023 - Council endorsement of Phase 1 community engagement at the Planning and Consultative Committee Meeting;</li><li>• Phase 1 community consultation - what we've heard and what should underpin our biodiversity strategy;</li><li>• June 2023 - Councillor workshop covering the Shire's biodiversity baseline data.</li></ul> <p>Next steps include:</p> <ul style="list-style-type: none"><li>• July 2023 - draft technical inputs submitted to Council from the consultants; and</li><li>• August 2023 - Councillor workshop covering wildlife protections.</li></ul>	ON TRACK
	Continue to review our Biodiversity Strategy to provide renewed focus for Council, the community and our partners	Quarterly	Planning, Environment and Strategy	<p>Key actions completed in the quarter included:</p> <ul style="list-style-type: none"><li>• April 2023 - Appointment of NGH (consultants);</li><li>• May 2023 - Council briefing on the draft Phase 1 community engagement to support this action;</li><li>• June 2023 - At the June 2023 Planning and Consultation Committee Meeting, Council endorsed the Phase 1 community engagement plan (to occur during the period of 26 June to 30 July 2023), and requested the report "What we've already heard from our community – A collation of recent Shire community consultation findings to inform the Nillumbik Biodiversity Strategy in 2023" be made available on Council's website;</li><li>• June 2023 - Councillor workshop to discuss biodiversity baseline data; and</li><li>• Draft technical inputs from the consultant were submitted to Council in late July 2023.</li></ul> <p>This action will continue as 'Complete and adopt the new Biodiversity Strategy, including investigation into measures to establish and enhance the urban tree canopy and protect wildlife' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
Open Space	We carefully protect, plan, maintain and improve open spaces, streetscapes and places to ensure that they are safe, accessible and enjoyable				
	Commence review of Council's tree management policy and supporting guidelines	Annual (Q4)	Planning, Environment and Strategy	<p>The policy was reviewed in October 2022, with preliminary work undertaken and further supporting documentation being sought.</p> <p>Further work will be completed as part of the 2023-2024 Annual Action Plan action "Complete a review of Council's tree management policy and supporting guidelines".</p>	ON TRACK
	Investigate measures to enhance the urban tree canopy	Annual (Q4)	Planning, Environment and Strategy	<p>The new General Local Law 1, which came into effect on 22 December 2022, includes Clause 52 - Protection of Amenity Trees, which enhances the protection of substantial trees on private land that is not in a bushfire prone area (BPA) or covered by a Bushfire Management Overlay (BMO).</p>	COMPLETE
	We continue to enhance the Shire's shared trail network, working proactively to improve connectivity				
	Continue developing a trails network implementation framework, including missing links and local connectivity	Annual (Q4)	Operations	<p>A trails action plan is being reviewed in preparation to present to Council for adoption. The action plan will guide works which need to be undertaken to support missing links and social connectivity.</p> <p>Completion of this work will occur towards the end of 2023.</p>	DEFERRED
	We facilitate participation in sports, leisure and recreational activities				
	Implement the Recreation and Leisure Strategy	Quarterly	Operations	<p>The Year 1 action plan has been completed with internal teams assisting with reporting against actions.</p> <p>In this quarter, actions included hosting and delivering the Rainbow Golf Cup event at Yarrambat Park. There were 72 participants on the day, who rated their overall experience a 4.9 out of 5. 100% of participants felt safe participating in this event, and 100% were interested in attending another event.</p> <p>This action will continue as 'Continue to implement the Recreation and Leisure Strategy 2022-2030' in the 2023-2024 Annual Action Plan.</p>	ON TRACK

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
Neighbourhood Character	We respect and enhance the unique neighbourhood character in our communities to ensure a considered approach to planning and development				
	Continue to develop a Neighbourhood Character Strategy	Quarterly	Planning, Environment and Strategy	<p>Key actions in this quarter included:</p> <ul style="list-style-type: none"><li>• April 2023 - Updates to the draft Neighbourhood Character Study were undertaken;</li><li>• May 2023 - Councillor briefing on the draft Neighbourhood Character Study for Phase 3 community engagement occurred;</li><li>• June 2023 - At the June 2023 Planning and Consultation Committee Meeting, Council endorsed placing the Neighbourhood Character Study out for Phase 3 community engagement (for a period of 5 weeks); and</li><li>• Phase 3 community engagement commenced.</li></ul> <p>Next step is to prepare the Phase 3 Community Engagement Outcomes Report. This action will continue in the 2023-2024 Annual Action Plan as 'Complete and adopt the new Neighbourhood Character Strategy'.</p>	ON TRACK
	We promote place making and shaping and advocate for the continuation and enhancement of local character				
	Implement the place-making framework to support shared outcomes between community and Council	Annual (Q4)	Planning, Environment and Strategy	<p>Work to embed the place-making framework across Council and in the community has been completed, including mapping and place-making tools and resource to support the framework. Implementation of the framework is now complete, with work continuing with other departments within Council to embed the framework into future actions.</p> <p>This will continue in the 2023-2024 Annual Action Plan as 'Continue to implement the adopted place-making framework to support shared outcomes between community and Council'.</p>	COMPLETE
	Continue to develop the Wattle Glen Public Realm Framework	Quarterly	Planning, Environment and Strategy	<p>Advice was provided by the Department of Transport in March that has allowed for further development of concepts. Due to resourcing issues, some tasks have been allocated to a consultant for input. Delays have been experienced due to procurement processes. A Request for Quote (RFQ) was issued in early April with delivery of concept drawings in May 2023. A Councillor briefing is scheduled for July 2023 to present concepts.</p> <p>The completion of this action is scheduled for the 2023-2024 financial year, as reflected in the 2023-2024 Council Plan Action Plan.</p>	ON TRACK
Movement & Place	We work to understand what residents, businesses and visitors need from modes of transport, to ensure that getting around is easy, accessible, safe and sustainable				
	Seek authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement the Major Activity Centre structure plans for Diamond Creek and Eltham into the planning scheme	Annual (Q4)	Planning, Environment and Strategy	<p>Key actions undertaken this quarter has included:</p> <ul style="list-style-type: none"><li>• April and May 2023 - Re-drafting and submission back to the Department of Transport to finalise Planning Scheme Amendment authorisation (C143);</li><li>• May 2023 - Planning Scheme Amendment C143 updated Activity Centre Zone 1 schedule and formally lodged in the State Government's Amendment Tracking System (ATS);</li><li>• June and July 2023 - Planning Scheme Amendment C144 re-drafting and submission back to the Department of Transport to finalise authorisation (C144); and</li><li>• Mid/late July 2023 - C144 updated Activity Centre Zone 2 schedule to be formally lodged in ATS.</li></ul> <p>Currently awaiting formal authorisation from the Minister to prepare and exhibit amendments C143 (Eltham MAC Structure Plan) and C144 (Diamond Creek MAC Structure Plan).</p> <p>This action will continue as 'Progress the planning scheme amendment process to implement the Major Activity Centre structure plans for Diamond Creek and Eltham into the planning scheme' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	We champion the notion of living locally; making it easier for people to meet most of their daily needs within the Shire				
	Continue to develop a masterplan for community facilities in Diamond Creek, including recreation and community precincts and buildings	Quarterly	Planning, Environment and Strategy	<p>Key actions undertaken this quarter has included:</p> <p>Phase B:</p> <ul style="list-style-type: none"><li>• March 2023 - Preparation of procurement for technical inputs (geotechnical, survey, traffic and parking, and contamination assessments/surveys);</li><li>• April 2023 - Procurement of technical services to support the project;</li><li>• May/June 2023 - Preparation of technical inputs;</li><li>• June/July 2023 - Review of technical inputs to inform Phase B 2.a (needs analysis and costings).</li></ul> <p>This action will continue as 'Continue to develop a masterplan (phase B) for community facilities in Diamond Creek, including recreation and community precincts and buildings' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	We work with our community, neighbouring councils and transport and planning agencies to advocate for improved transport solutions				
	Continue development on an Integrated Transport Strategy	Quarterly	Planning, Environment and Strategy	<p>Council received a second draft of the Integrated Transport Strategy from consultants in April 2023.</p> <p>A presentation of the draft Integrated Transport Strategy was provided to the Executive Leadership Team in June 2023 to agree on next steps.</p> <p>This action will continue as 'Complete and adopt a new Integrated Transport Strategy' in the 2023-2024 Annual Action Plan.</p>	ON TRACK
	We continue to deliver on our road management responsibilities; working to enhance infrastructure that aligns with the character of the neighbourhood				
	Continue review of road sealing policy to support capital works decision-making	Annual (Q4)	Planning, Environment and Strategy	<p>Actions completed in this quarter included:</p> <ul style="list-style-type: none"><li>• Formation of a working group to support the policy development;</li><li>• A draft priority list was circulated to the working group for feedback; and</li><li>• Further changes to be drafted and follow up working group meeting to be scheduled.</li></ul> <p>A briefing to Council on the policy review is estimated for Quarter 2, 2023-2024.</p>	MINOR ISSUES



Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
Sustainable and resilient - to manage and adapt to changing circumstances that affect our community to ensure it remains sustainable and resilient, both now and into the future					
Climate Change	We work proactively to reduce Council's direct contribution to climate change, and support our community to do the same				
	Commence implementing the Climate Action Plan 2022-2032	Quarterly	Planning, Environment and Strategy	<p>A report on Year 1 implementation and the Year 2 implementation plan has been presented to the Executive Leadership Team and to a Councillor briefing. 54 of the 56 actions in the Year 1 plan are 'completed' or 'on track'. Key highlights from the Year 1 plan included:</p> <ul style="list-style-type: none"><li>• A climate action training module was designed to support the upskilling of Council staff in understanding climate change and how they can be involved in climate action as part of their role. 60% of all Council staff have completed the training to date;</li><li>• Community consultation was undertaken to help explore the opportunity for Edendale Community Environment Farm to take on a Climate Action Hub role. Most respondents were supportive and work on this is progressing;</li><li>• Council secured grant funding to deliver a multi-year 'Disaster Resilient Nillumbik Program' that will aim to lessen the effect of potential catastrophic natural events by enhancing community disaster preparedness and resilience;</li><li>• Local community climate action groups have formed a 'Climate Action Alliance'; and</li><li>• Council's ongoing membership of the Cities Power Partnership, which is Australia's largest network of cities and towns who are 'leading the way to a vibrant, zero emissions future'.</li></ul> <p>A report has also been presented to the Executive Leadership Team (and soon to Councillors) on the Net Zero Roadmap, Electric Vehicle transition and using Edendale Community Environment Farm as an Environment &amp; Climate Action Hub.</p> <p>Implementation of the Climate Action Plan will continue as part of the 2023-2024 Annual Action Plan.</p>	ON TRACK
Sustainability	We favour sustainable and innovative investment; focussing on renewable energy initiatives				
	Continue to deliver the Solar Farm project in Plenty	Quarterly	Planning, Environment and Strategy	Progress on the delivery of the Solar Farm at the former Plenty landfill site has been delayed, reflective of the impacts of the global economic and energy crisis. Council will continue to monitor the above-mentioned challenges with LMS Energy (project contractor) in relation to the future progress of this project.	DEFERRED
	Promote Council's transition to electric vehicles, and explore placement opportunities for future electric charging stations	Annual (Q4)	Planning, Environment and Strategy	<p>Key actions undertaken to date include:</p> <ul style="list-style-type: none"><li>• Installation of additional Electric Vehicle (EV) charging infrastructure for passenger fleet vehicles at Civic Drive;</li><li>• Three all-wheel-drive vehicles have been placed on order with delivery scheduled by the end of 2024. These vehicles will replace existing all-wheel drive vehicles that are in regular use in the pool car fleet;</li><li>• Council is currently investigating the electrical infrastructure requirements that will enable transition of fleet vehicles based at the Council's Operations Centre and Edendale Community Environment Farm; and</li><li>• Council participated in a collaboration with the Northern Councils Alliance in assessing and developing a Regional Community EV Transition Plan. The specific Nillumbik report identifies placement opportunities and timing for the development of public EV charging infrastructure across the Shire.</li></ul> <p>The corresponding 2023-2024 Annual Action Plan action is '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'.</p>	ON TRACK
	Review Environmental Sustainable Development (Building, Design and Works) Policy so that innovative and sustainable outcomes in capital works projects can be pursued	Annual (Q4)	Operations	This action is yet to commence as a result of insufficient resourcing. As part of Council's budgeting discussions in February 2023, it was agreed that this action would be carried over to the 2024-2025 Annual Action Plan where budget would be allocated to support delivery of this action as part of the major initiative budget.	DEFERRED
Business & Tourism	We support businesses, industries and events, and encourage investment within Nillumbik				
	Implement the annual actions in the Economic Development Strategy 2020-2030	Quarterly	Planning, Environment and Strategy	<p>Key work completed as part of the delivery of the strategy includes:</p> <ul style="list-style-type: none"><li>• The inaugural Nillumbik Small Business Week held in May, including five business related events with over 100 businesses attending;</li><li>• Participated in the Project Steering Committee of the Yarra Ranges Tourism Destination Management Plan, Workforce Plan and Local Area Plan;</li><li>• Promoted the Shop in our Shire Winter season;</li><li>• Delivered the Creative Industries Networking event – Good Art is Good Business, with 55 businesses attending;</li><li>• 3 Business in Nillumbik e-newsletters distributed to over 1,600 businesses;</li><li>• A Women in Business seminar facilitated with students from Catholic Ladies College, Eltham;</li><li>• The first group session of the Circular Economy Pilot program with Monash Business School, with 10 businesses participating;</li><li>• Delivered a tourism industry learning project with William Angliss students, providing experience and ideas to Hurstbridge businesses;</li><li>• An increase in followers for the Visit Nillumbik Instagram page (now at 2,323 followers), and the Visit@Nillumbik Facebook page (4,720 followers); and</li><li>• The Business Victoria Small Business Bus visited Greensborough in May.</li></ul> <p>Actions to deliver on this strategy will continue as part of the 2023-2024 Annual Action Plan.</p>	ON TRACK
	Continue to embed the Better Business Approvals program to make it easier for businesses to obtain necessary planning and other types of permits	Annual (Q4)	Planning, Environment and Strategy	<p>The Better Business Approvals program has continued to deliver a suite of resources and marketing assets to support new and existing businesses.</p> <p>The resources include a 10-part podcast series, fact sheets, flyers, videos and website enhancements. A new internal training module has also been developed for Council officers to enhance the profile of the business concierge function within Council.</p> <p>To assist in developing the resources, key stakeholders were engaged, including traders associations, local real estate agents and industry bodies. Increased promotion of these resources will continue into 2023-2024.</p> <p>The Your Business is our Business Podcast has been promoted to businesses and is available online via Council's website.</p> <p>The Supporting Business in Nillumbik staff training module is now completed. To date, 100 current staff have completed the module. The module will be provided to new staff in areas that directly relate to our business community.</p>	COMPLETE
Resilience & Recovery	We support individuals, families and the community to be mentally and physically healthy, safe and enabled to participate in relief and recovery processes arising from crisis or emergency				
	As the COVID-19 pandemic continues to impact both the community and the operations of Council, continue to monitor and mitigate risks to ensure that Council continues to deliver important projects and services to the community	Quarterly	Culture and Performance	Once again, service provision was not adversely affected this quarter by the COVID-19 pandemic, as the community returns to a 'new normal'. While some Council officers continue to test positive to the virus, it has not directly impacted on service levels or the delivery of key projects throughout 2022-2023.	COMPLETE

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
Responsible and accountable - to facilitate the best possible outcomes for our community, by demonstrating strong leadership and working actively to achieve the community's objectives					
Good Governance	We act in the best interests of our community				
	Continue to advocate on key issues ahead of the Victorian State election, as well as manage a pre-budget submission to the elected Victorian Government	Quarterly	Governance, Communications and Community Safety	<p>The Victorian Government Budget 2023 committed to starting work on every 2022 election commitment.</p> <p>For Nillumbik, this has resulted in:</p> <ul style="list-style-type: none"><li>• \$1.5 million for infrastructure upgrades to Eltham Woods Childcare Centre;</li><li>• \$400,000 for Research Preschool;</li><li>• \$2 million for a new pedestrian bridge across Diamond Creek in Eltham North;</li><li>• Unspecified funding to upgrade the Diamond Creek Dog Park; and</li><li>• \$5 million of \$32 million for a new shared-use path along the Hurstbridge Rail Line between Montmorency and Eltham stations – a successful outcome of joint advocacy by Nillumbik and Banyule Councils.</li></ul> <p>Council has continued its advocacy on behalf of our community by:</p> <ul style="list-style-type: none"><li>• Working with the Northern Councils Alliance on key regional issues, including Affordable Housing for Key Workers and the Community Electric Vehicle Transition Plan;</li><li>• Developing successful motions at the Australian Local Government Association (ALGA) National General Assembly on funding support for biodiversity, funding support for Regional Assessment Services, Youth Outreach and Support Services and support for a national electricity grid to support net zero emissions targets.</li><li>• Meeting and advocating to Federal Government Ministers in Canberra.</li></ul> <p>The 2023-2024 Annual Action Plan action 'Continue to advocate on key issues in line with Council's Advocacy Plan' will continue work in this space.</p>	COMPLETE
	We continue to exercise sustainable and responsible financial management				
	Report quarterly on the annual budget	Quarterly	Operations	<p>The final quarter (30 June 2023) Financial Report will be presented to Council's Audit and Risk Committee on 28 August 2023, and then to Council at the October 2023 Council Meeting.</p> <p>Council's overall financial position at the end of the financial year remains sound.</p>	COMPLETE
Risk Management	We continue to meet Council's responsibilities for emergency management by working with the community and partner agencies, especially in relation to bushfire				
	Implement the Bushfire Mitigation Strategy 2019-2023 as outlined in the Municipal Fire Management Plan	Quarterly	Governance, Communications and Community Safety	<p>All identified actions from the three-year Bushfire Mitigation Action Plan remain on track.</p> <p>Significant progress has been made in the grant funded Communities First program to support the community to be better prepared for bushfire and other emergencies.</p> <p>Progress includes:</p> <ul style="list-style-type: none"><li>• Implementation of a new initiative for Neighbourhood Connection Grants, with 8 x \$250 grants awarded to residents to host events that build resilience through social connection;</li><li>• 6 x Communities First Grants of up to \$2,000 were awarded to local community groups to deliver projects that build connected communities that are better prepared for emergencies;</li><li>• 2 x Connected St Andrews Project Grant applications received for review by a community assessment panel;</li><li>• 2 x Climate Action, Coffee and Chat drop-in sessions have been held to support residents with emergency planning;</li><li>• Expression of Interests (EOIs) opened for the community to participate in Introduction to Emergency Planning Workshops in collaboration with the State Emergency Service (SES), Country Fire Authority (CFA) and Red Cross; and</li><li>• Planning commenced for an emergency management exercise in Arthurs Creek in November 2023.</li></ul> <p>With the delivery of the Bushfire Mitigation Strategy complete, the final report of the Bushfire Mitigation Action Plan will be presented to Council at the October 2023 Council Meeting.</p>	COMPLETE
	We seek to enhance community safety, public health, amenity and the environment through improved planning and community engagement, prioritising fair and transparent approaches to managing compliance and enforcement				
	Continue to develop and adopt the new local laws	Quarterly	Governance, Communications and Community Safety	<p>The Nillumbik General Local Law 1 and accompanying Procedure and Protocol Manual were adopted by Council at the December 2022 Council Meeting and came into effect on 22 December 2022. This information is available on Council's website.</p> <p>Further work in this space will occur via the 2023-2024 Annual Action Plan action 'Commit resources in order to implement the new local law with respect to permit assessments for the removal of trees'.</p>	COMPLETE
	Develop an enforcement strategy to support local laws and regulation	Annual (Q4)	Governance, Communications and Community Safety	<p>Council's Compliance Policy was adopted at the December 2022 Council Meeting as an associated document to the Nillumbik General Local Law 1. The purpose of this policy seeks to promote consistency in enforcement action in matters of non-compliance and provide a framework for transparency to ensure procedural fairness and natural justice principles are applied.</p>	COMPLETE
	Develop a new Domestic Wastewater Management Plan to enable Council to effectively manage the risks associated with domestic wastewater across the Shire	Annual (Q4)	Planning, Environment and Strategy	<p>The State Environment Protection Policy (SEPP) (Waters) Clause 29 requires Council to develop an Onsite Wastewater Management Plan every five years in consultation with the community and local water authority.</p> <p>Community consultation on the draft Onsite Wastewater Management Plan occurred between 1 to 28 May 2023, including correspondence to plumbing contractors who have submitted applications for onsite wastewater management installations within the last 24 months.</p> <p>Having received one submission as well as feedback from Yarra Valley Water, the draft Onsite Wastewater Management Plan will proceed to the August 2023 Planning and Consultation Committee Meeting, before being presented to Council for final adoption thereafter.</p> <p>Further action will occur in the 2023-2024 Annual Action Plan via the action 'Finalise and adopt a new Domestic Wastewater Management Plan to enable Council to effectively manage the risks associated with domestic wastewater across the Shire'.</p>	ON TRACK
	Develop a Building Municipal Control Plan which identifies building risks within the shire and categorise the risk to Council and community	Annual (Q4)	Planning, Environment and Strategy	<p>With the previously announced State Government reform of Victoria's building regulatory system still not underway, Council does not have the necessary detail to allow it (and other councils) to deliver on this requirement.</p> <p>It is recommended that this action be deferred and reviewed for consideration of reprogramming as part of the development of the 2024-2025 Annual Action Plan.</p>	DEFERRED
Services & Programs	We enhance the effectiveness and efficiency of our services, prioritising a great customer experience				
	Develop and implement a new customer service strategy/plan to further support our 'Customer First' vision of 'Council's services are easy to use, and we will ensure they will be customer focused at all times in an environment where all customers will be treated with care and respect'	Quarterly	Culture and Performance	<p>The new Nillumbik Customer First Strategy 2023-2026 was adopted at the December 2022 Council Meeting and was informed by a comprehensive analysis of customer data over the past four years. The strategy is available to view on Council's website. Key focus areas to improve the customer experience in the strategy relate to effective channel choice, data enhancement, complaints handling and continuous improvement.</p> <p>Implementation of the strategy's Year 1 actions continues, with achievements to date including:</p> <ul style="list-style-type: none"><li>• Council remained top in sector and second overall (out of over 200 organisations) in the CSBA Mystery Shopping Program;</li><li>• 82% of all telephone calls successfully resolved at first contact resolution;</li><li>• Workshops with teams across the organisation to present the new strategy and to further embed Council's complaints handling policy and framework;</li><li>• Piloted training to upskill staff in the area of complaint handling and dealing with challenging behaviours (in alignment with Council's Mutual Respect Charter); and</li><li>• Commenced a review of customer online forms.</li></ul> <p>This action will carry over into the 2023-2024 Annual Action Plan as 'Implement the Nillumbik Customer First Strategy 2023-2026 through Council's operations'.</p>	COMPLETE

Theme	Action	Reporting Frequency	Responsibility	Q4 - Action Progress Commentary	Status
	We source alternative and innovative funding sources to support and complement Council services and infrastructure				
	Continue to deliver our capital works program	Quarterly	Operations	<p>Delivery of the Capital Works program is ongoing and at the end of 2022-2023, 87% of the program was achieved, based on financial expenditure.</p> <p>Key projects completed in 2022-2023 included:</p> <ul style="list-style-type: none"><li>• Andrew Park Pocket Park, Eltham;</li><li>• Laurel Hill Drive Shared Trail Bridge, Eltham North;</li><li>• Eltham North Dog Park;</li><li>• Eltham Central Oval Car Park (Stages 1 and 2);</li><li>• Bible Street Traffic Improvements;</li><li>• Coventry Oval Sportfield Lighting;</li><li>• Diamond Hills Reserve Sportfield LED lighting; and</li><li>• Ben Frilay Oval Sportfield LED lighting upgrade.</li></ul>	ON TRACK

COMPLETE	Action is completed
ON TRACK	Action is on track for completion within budget and timeframe
MAJOR ISSUES	Action is off track, experiencing major issues which require management attention
MINOR ISSUES	Action is off track, and experiencing minor issues being managed in-house
YET TO COMMENCE	Action works are yet to commence
DEFERRED	Action has been deferred for completion in future years
ABANDONED	Action has been abandoned as per a Council resolution

Council Plan 2021-2025 – Year 2 Action Plan (FY 2022-2023) - Strategic Performance Indicators

Indicator	Source	2020-2021 Result	2021-2022 Result	2022-2023 Result	% change	Target	Current Status	Commentary
Community and Connection								
Percentage of people who think multiculturalism makes life in their area better – acceptance of diverse cultures	Victorian Population Health Survey	53.7%	60.4%	60.4%	0.0%	↑	→	This is the percentage of people who responded 'yes-definitely' to the statement in the 2020 Victorian Population Health Survey (VPHS). The VPHS data is collected every 3 years, so new data will be available in 2023-2024.
Percentage of people who say it is important for Council to address the needs of LGBTIQ+ residents	Annual Community Survey	55.5%	54.5%	NA	NA	↑	→	This measure was not recorded in the 2022 Annual Community Survey, as the question in the survey was revised to focus on satisfaction, rather than importance.
Percentage of people that say they feel valued by society	Victorian Population Health Survey	45.5%	57.4%	57.4%	0.0%	↑	→	This is the percentage of people who responded 'yes-definitely' to the statement in the 2020 Victorian Population Health Survey (VPHS). The VPHS data is collected every 3 years, so new data will be available in 2023-2024.
Number of reconciliation activities delivered	Council records	NM	15	10	-33%	↑	↓	Activities delivered in 2022-2023 included administration of 8 reconciliation grants, NAIDOC Week volunteering at AAL and the Nillumbik Reconciliation Week Flag Raising Ceremony.
Number of Council volunteers	Council records	361	316	306	-3.2%	↑	↓	While Nillumbik has long enjoyed high rates of volunteer participation, the COVID-19 pandemic took a heavy toll with a reduction from 24.5 per cent of residents reporting that they volunteered in 2016 to just 16.9 per cent according to the 2021 Census. This decrease is on par with impacts nationwide.
Percentage of people engaged in assisting/helping a local group (volunteering)	Census data	24.5%	16.9%	16.9%	0%	↑	→	16.9%, or 8,662 of the Shire population reported voluntary work, compared with 12.1% for Greater Melbourne so Nillumbik still enjoys higher than average volunteer participation rates.
Number of Council auspice Friends of Groups	Council records	21	21	20	-5%	↑	↓	Based on Friends of Group list as of August 2023.
Proportion of the municipal population that are active library members	LGPRF	27.0%	25.2%	25.6%	0.4%	↑	→	The active borrower total has continued to increase as it returns to pre pandemic levels. It is expected that this will continue to rise as library touchpoints are expanded across the municipality.
Community satisfaction with community services	Annual Community Survey	7.62/10	7.81/10	7.80/10	-0.01	↑	→	This measure decreased slightly from the 2022 result as recorded in the Annual Community Survey.
Annual immunisation coverage rate for children aged 0 to 5	LGPRF	94.2%	98.9%	97.2%	-1.7%	↑	→	The participation rates in Maternal Child Health programs have remained consistently high in 2022-2023. This demonstrates the number of families who elected to engage in the service.  The first home visit of a newborn baby is the commencement of the ten Key Age and Stage consultations that are performed as regular health checks within the MCH service, with a focus on early intervention and preventative care.
Participation in the Maternal and Child Health service	LGPRF	81.7%	80.0%	79.6%	-0.4%	↑	→	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 compared to the total number of children enrolled in the MCH service.  This indicator reflects the level of engagement and utilisation of the MCH service. Participation has remained constant to that prior to the COVID-19 pandemic.
Total enrolments in programs at Living and Learning Nillumbik	Council records	1,196	1,708	2,242	31.3%	↑	↑	This is an increase on the 2021-2022 result, primarily due to the increase of courses and programs offered. Participation in these offerings has increased due to post pandemic confidence.

Indicator	Source	2020-2021 Result	2021-2022 Result	2022-2023 Result	% change	Target	Current Status	Commentary
Place and space								
Total number of participants in arts and cultural programs and activities	Council records	61,912	96,900	189,248	95.3%	↑	↑	This is a large increase from 2021-2022, due to improved measurement tools, increased programming, higher attendances at programs and much stronger social media and digital engagement across the Arts program.
Community satisfaction with arts and cultural programs, activities and events	Annual Community Survey	7.63/10	7.77/10	7.62/10	-0.15	↑	↓	This measure decreased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with the appearance and quality of newly constructed developments	Annual Community Survey	6.85/10	7.01/10	7.36/10	0.35	↑	↑	This measure increased moderately from the 2022 result as recorded in the Annual Community Survey.
Percentage of VCAT decisions upholding Council's position	LGPRF	75%	64%	46%	-18%	↑	↓	This measure decreased from the 2021-2022 result. Of the 26 decisions referred to VCAT, 12 were upheld. 13 of the 14 decisions were overturned by VCAT.
Percentage of planning applications determined within required timeframes	LGPRF	66.1%	60.4%	56.0%	-4.4%	↑	↓	Council is committed to improving decision timeframes. Over the 12-month period, Council has had a number of staffing gaps within the team. We have also had a strong focus on determining applications with higher gross days.
Number of trees planted in streets and parks to maintain tree canopy	Council records	218	417	322	-22.8%	↑	↓	The 2022-2023 planting program delivered 322 trees planted in streets and parks environs throughout the Shire.
Number of Land Management Incentive Program grants provided to the community for control of noxious and environmental weeds	Council records	35	37	27	-27.0%	↑	↓	This measure decreased by 10 from the 2021-2022 result, though the total value of the grants was similar to the 2021-2022 total.
Number of dead animals collected by Council	Council records	359	349	425	21.8%	↓	↑	This is the number of service requests to collect dead animals for 2022-2023. It is higher than the 2021-2022 total, which is a negative result.
Number of infringements issued following investigation of littering or rubbish dumping	Council records	3	2	8	300.0%	↑	↓	There were 8 local law infringements issued in 2022-2023, compared to 2 in 2021-2022.
Community perception of public safety during day and night	Annual Community Survey	8.48/10	8.35/10	8.31/10	-0.04	↑	→	This measure decreased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with the design of public spaces	Annual Community Survey	7.46/10	7.42/10	7.58/10	0.16	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with provision and maintenance of parks and gardens	Annual Community Survey	7.41/10	7.47/10	7.51/10	0.04	↑	→	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Percentage of capital works program delivered	Council records	82.0%	96.0%	87.0%	-9.0%	↑	↑	In line with previous years reporting, this represents actual expenditure, including commitments, of the 2022-2023 budget. The 2021-2022 figure also represents actual expenditure and commitments. The 2020-2021 figure represents physical completion of the capital works program.
Community satisfaction with aquatic and leisure facilities	Annual Community Survey	7.79/10	8.18/10	8.17/10	-0.01	↑	→	This measure decreased slightly from the 2022 result as recorded in the Annual Community Survey.
Attendance at leisure and aquatic facilities	LGPRF	304,230	498,268	1,416,460	184.3%	↑	↑	Visits are significantly up due to 2022-2023 being the first full year of operation since 2018-2019 and improved access technology to capture attendance data.
Community satisfaction with local traffic management	Annual Community Survey	6.55/10	6.44/10	7.00/10	0.56	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey. Traffic management rated as the top issue for survey respondents.

Indicator	Source	2020-2021 Result	2021-2022 Result	2022-2023 Result	% change	Target	Current Status	Commentary
Sealed local roads maintained to condition standards	LGPRF	83.8%	95.1%	95.2%	0.1%	↑	↻	This is an increase on the 2021-2022 result. Of 487kms of sealed roads in the Shire, 464km are maintained within condition standards.
Community satisfaction with grading of unsealed roads	Annual Community Survey	6.39/10	6.21/10	6.95/10	0.74	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey. Road maintenance and repairs rated as the second top issue for survey respondents.
Sustainable and resilient								
Community satisfaction with Council meeting its responsibilities towards the environment	Annual Community Survey	6.72/10	6.90/10	7.32/10	0.42	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with environmental programs and facilities	Annual Community Survey	8.30/10	8.16/10	8.25/10	0.09	↑	↻	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Number of participants in environmental programs and events	Council records	1,003	2,469	2,162	-12.4%	↑	↓	This is a decrease on the 2021-2022 figure, primarily due to the cancellation of Open Farm Day due to adverse weather conditions.
Number of program participants and visitors at Edendale Community and Environment Farm	Council records	70,000	60,000	123,000	105.0%	↑	↑	Edendale Farm is in the process of installing visitor counting technology that will provide more accurate numbers of visitors in future years. This year's numbers (as with all previous years) are based on estimates.
Community satisfaction with regular waste collections	Annual Community Survey	8.04/10	7.97/10	8.14/10	0.17	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Percentage of kerbside waste collections diverted from landfill	LGPRF	72.9%	72.7%	72.2%	-0.5%	↑	↻	Nillumbik residents diverted 17,000 tonnes of kerbside waste from landfill in 2022-2023. The diversion rate is comparable to the previous two years. While the amount of waste sent to landfill has slightly decreased, there has also been a decrease in recycling tonnes. Green waste tonnes have remained consistent. Nillumbik continues to be well above the State diversion targets.
Percentage of contamination in kerbside recycling waste bins	Council records	15.8%	18.2%	28.1%	9.9%	↓	↑	This is Council's random sample bin audit contamination result, which has significantly increased compared to the previous year, but is consistent with the contamination percentage measured at the recycling processing facility. Main contaminants include bags of garbage, bagged recycling, unaccepted plastics and e-waste.
Community satisfaction with Council's support for local business	Annual Community Survey	7.23/10	7.35/10	7.71/10	0.36	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Number of jobs available in the shire	Census data	11,495	10,804	12,409	14.9%	↑	↑	Based on 2020-2021 full time equivalent (FTE) which is adjusted each year using updated employment estimates. This is an increase from the previous year.
Number of local residents who work within the shire	Census data	13,308	13,315	7,999	-39.9%	↑	↓	Figure is based on 2021 Census data. There is a decrease of residents who are living and working within the area.
Gross Regional Product (\$)	National Institute of Economic and Industry Research	\$2.01 billion	\$1.95 billion	\$2.28 billion	\$330 million	↑	↑	Figure is as at 30 June 2022. This decreased on the previous result (2021).
Responsible and accountable								
Community satisfaction with Council making decisions in the best interests of the community	Annual Community Survey	6.30/10	6.26/10	6.77/10	0.51	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with Council's consultation and engagement	Annual Community Survey	6.14/10	6.21/10	6.93/10	0.72	↑	↑	This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.



Indicator	Source	2020-2021 Result	2021-2022 Result	2022-2023 Result	% change	Target	Current Status	Commentary
Percentage of people feeling they have the opportunity to have their say	Victorian Population Health Survey	74.2%	72.0%	72.0%	0.0%			This is the percentage of people who responded 'definitely or sometimes' to the statement in the 2020 VPHS survey. The VPHS data is collected every 3 years, so new data will be available in 2023-2024.
Community satisfaction with Council's responsiveness to local community needs	Annual Community Survey	6.32/10	6.20/10	6.83/10	0.63			This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Community satisfaction with fire prevention works	Annual Community Survey	6.68/10	6.22/10	7.07/10	0.85			This measure increased slightly from the 2022 result as recorded in the Annual Community Survey.
Percentage of fire prevention notices that resulted in compliance	Council records	96.0%	98.7%	99.7%	1.0%			This measure improved slightly in 2022-2023 compared to previous years.
Time taken to action food complaints	LGPRF	1.47 days	1.70 days	1.93 days	0.23 days			A continued focus on implementing new procedures since 2018 have seen the time taken to action food-related complaints maintained.
Percentage of animals reclaimed from the regional pound	Council records	82.4%	78.7%	81.2%	2.5%			Of 256 animals impounded in 2022-2023, 208 were reclaimed. This is an increase of 2.5 per cent in 2021-2022.
Percentage of issued infringement notices expiated	Council records	88%	74%	71%	-3.0%			This measure decreased slightly in 2022-2023 compared to previous years.
Community satisfaction with customer service	Annual Community Survey	7.24/10	6.33/10	6.99/10	0.66			This measure increased significantly from the 2022 result as recorded in the Annual Community Survey.
Customer satisfaction score from direct customers	Customer Experience Survey	6.3	6.1	6.1	0.0%			This is based on results from the biannual Customer Experience Survey. It will next be measured in 2023-2024.
Satisfaction score of customer visits to Council's website	Customer Experience Survey	6.1	6.4	6.4	0.0%			This is based on results from the biannual Customer Experience Survey. It will next be measured in 2023-2024.
Number of visitors to Council's website	Council records	309,000	358,618	359,233	0.2%			This is a slight increase on the 2021-2022 result, with an increase in users and page views on Council's website.
Total number of participants on Council's social media channels	Council records	17,469	19,463	22,067	13.4%			This is an increase of 2,604 on 2021-2022 results. This includes increases in participants on Council's Facebook, Twitter, Instagram and LinkedIn.
Percentage of successful grant applications applied for by Council	Council records	NM	38%	49%	11%			In 2022-2023, 33 applications were submitted, with 16 of those being successful. This is an improvement of 11% on the 2021-2022 result. Ongoing improvement to monitoring and reporting of this measure will continue throughout 2023-2024.

Note: A +/-2% threshold is applied to all results (i.e. if the % change is +/-2% of the previous year's result, it is subsequently recorded as 'No Change'. This is due to the diversity of data sources and measurement scales used across the 56 indicators. The vast majority of these 'No Change' results are from the Annual Community Survey results, which were heavily influenced by COVID-19 restrictions and closures and their impact on Council service delivery and availability.

LEGEND:

	Result improved on previous year/result
	Result was within +/- 2% threshold, therefore no significant change
	Result decreased compared to previous year/result

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## **Nillumbik Shire Council**

### **Arts and Cultural Advisory Committee**

### **Terms of Reference**

#### **Name**

Arts and Cultural Advisory Committee (**Advisory Committee**)

#### **Introduction:**

The Arts and Cultural Advisory Committee provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of Arts and Culture.

Community representation is sought from all segments of the arts, culture and creative industries.

#### **Policy Statement:**

The Arts and Cultural Advisory Committee provides advice to Council on matters relating to arts and cultural development.

#### **Aims:**

The aim of the Arts and Cultural Advisory Committee is to enable community members with appropriate expertise and experience to provide advice to Council concerning key issues relating to arts and culture.

The Arts and Cultural Advisory Committee aims to maximize participation in the cultural life of the community and opportunities to enjoy the arts.

#### **Objectives**

- Provide feedback and advice to Council regarding key issues relating to arts and culture.
- Provide a forum for dissemination and consideration of information to the local community and assist Council to communicate, consult and engage more effectively with the broader Nillumbik community.
- Keep Council informed of the diverse artistic and cultural needs of the community.
- Consider and provide advice to Council on the development and implementation of its policies, plans and services that impact arts and culture.

- Advise on the acquisition and de-accessioning of artworks in accordance with the Nillumbik Shire Art Collection Policy.
- Act as the Project Reference Group for Arts and Cultural Development projects and policy reviews.
- Act as the nominated independent assessment panel for Arts and Cultural Development open applications.
- Contribute to a cycle of continually assessing and improving Nillumbik's Arts and Cultural Development programs.

### **Membership**

The Arts and Cultural Advisory Committee has a maximum membership of 16 community members with two year terms for members and an annual nomination process. This means that each calendar year roughly half the Committee will come to the end of their term. This ensures that there are always experienced members on the Committee, assists the Committee in achieving quorum, provides regular opportunities for new members to nominate and provides a greater depth of candidates for Council to draw on for arts and culture activities.

The Advisory Committee membership will consist of up to sixteen members as follows:

- Two representatives of the Nillumbik Shire Council (Councillors) to act as Chair and Deputy Chair;
- Up to sixteen community representatives to collectively represent a diverse range of arts and cultural expertise.
- Arts Advisory Committee members should represent the diverse and varied needs of the arts community in Nillumbik including members who represent a range of age groups.
- A dedicated position on the Committee to be reserved for a First Nations artist or creative.
- Suitably skilled persons may be invited to join the Committee in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members do not contribute to the Committee's quorum.

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

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.

### **Council Directorate**

The Advisory Committee falls within Council's Community Services Directorate and will be managed by Council's Community Partnerships Department.

### **Meeting Frequency**

The Advisory Committee will be held quarterly. Exceptional meetings can be called if necessary.

### **Endorsed by Council**

These Terms of Reference were endorsed by Council on 23 May 2023

### **Next Review Due**

December 2025

### **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.

### **Working groups**

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

### **Recruitment Process**

Nominations for appointment of members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks.

### **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.

***Selection Criteria for Membership of Advisory Committees***

Nominees for membership must be able to demonstrate:

- Qualification skills and/or expertise in the focus areas of the advisory committee.
- 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 if representing an organisation.
- An ability to represent a broad range of views that reflect the diversity of the community.
- Current involvement in the community in an 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 nominations will be considered based on the Key Selection Criteria.

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

- Senior member of Council (CEO or Director – or delegated Manager)
- Up to three nominated Council staff members from the specific service area related to the issue
- A nominated Council staff member from the specific service area related to the issue will administer the selection panel.

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

### **Meeting Frequency**

- The Advisory Committee will meet quarterly.
- It is expected that each member attends 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 seven (7) appointed members (excluding Council staff).

### **Role of Councillors**

The role of the Councillors is:

- To act as Chairperson and Deputy Chair 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 Deputy Chair will chair the meeting. Should the Chairperson and the Deputy Chair 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 Advisory 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.





## Flagpole Schedule

Updated July 2023

The following flags are to be flown permanently at Council Offices (Civic Centre) and/or can be raised to recognise cause days or dates of significance throughout the year as specified:

Flag	Cause day or date of significance	Date/s	Details
<b>Australian Flag</b> 	ANZAC Day Remembrance Day Black Saturday	25 April 11 November 7 February	Flag raised at half-mast as per State and Federal Government directive. Flag raised permanently on all other occasions.
<b>Aboriginal Flag</b> 	National Sorry Day Reconciliation Week NAIDOC Week	26 May 27 May – 3 June 2-9 July ( <i>dates may vary each year</i> )	Flag raising ceremonies may occur on cause days. Flag may be raised at half-mast as per State and Federal Government directive. Flag raised permanently on all other occasions.
<b>Torres Strait Islander Flag</b> 	National Sorry Day Reconciliation Week NAIDOC Week	26 May 27 May – 3 June 2-9 July ( <i>dates may vary each year</i> )	Flag raising ceremonies may occur on cause days. Flag may be raised at half-mast as per State and Federal Government directive. Flag raised permanently on all other occasions.

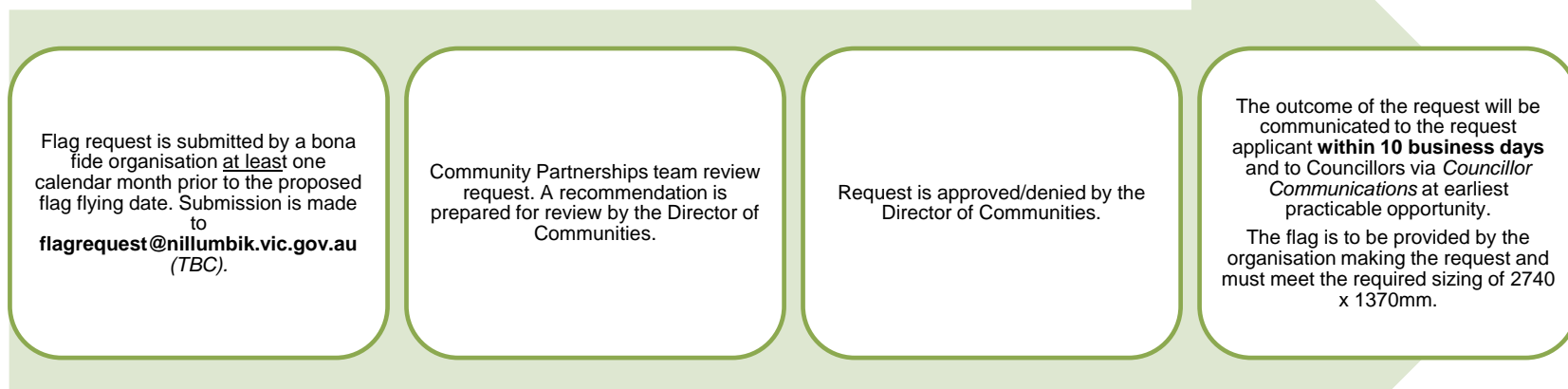
<b>Intersex Inclusive Progress Pride Flag</b>  	International Day Against Homophobia, Biphobia, Intersex Discrimination & Transphobia (IDAHOBIT)	17 May	Flag raising ceremonies may occur on cause days. Flag will be lowered for other cause days flags (as outlined below) or by flag request process and will be raised permanently on all other occasions.
	Midsumma Festival	Occurs mid-January – mid February ( <i>dates may vary each year</i> )	
	Wear it Purple Day	26 August ( <i>dates may vary each year</i> )	
<b>Transgender Flag</b>  	Trans Day of Visibility	31 March	Flag raised for one day.
	Trans day of Remembrance	20 November	Flag raised for one day.
	Transgender Awareness Week	2nd week of November	Flag raised for one week.

#### Amendments to the schedule above

- Once off flag requests must be submitted by a bona fide organisation
- Submissions are to be submitted via email to [flagrequest@nillumbik.vic.gov.au](mailto:flagrequest@nillumbik.vic.gov.au)
- The request will be reviewed, and approved or denied by the Director of Communities
- The outcome of the request will be communicated to the applicant within 10 business days, and to Councillors via *Councillor Communications* as early as is practicable
- This process pertains to once-off flag requests where resolution from Council is not practicable
- In considering the request, regard shall be given to whether the flying of the flag could reasonably be considered to cause offence to the community, or whether highlighting a particular issue, cause or group would be inconsistent with Council's values and/or *Access, Equity & Inclusion Policy*
- Proposed ongoing amendments to the flagpole schedule above will be made by Council resolution only

## Flag Request Process 2023

### – Once Off Requests



- The above approval process pertains to once-off requests where resolution from Council is not practicable.
- In considering the request, regard shall be given to whether the flying of the flag could reasonably be considered to cause offence to the community, or whether highlighting a particular issue, cause or group would be inconsistent with Council's values and/or *Access, Equity & Inclusion Policy*.
- Proposed ongoing amendments to the flagpole schedule will be made by Council resolution only.

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## **Nillumbik Shire Council**

### **Living & Learning Nillumbik Advisory Committee**

### **Terms of Reference**

#### **Name**

Living & Learning Nillumbik Advisory Committee (**Advisory Committee**)

#### **Introduction:**

Living & Learning Nillumbik (L&LN) consists of a Registered Learn Local and three Neighbourhood Houses which are located in Eltham, Diamond Creek and Panton Hill. L&LN is responsible for the delivery of services that actively promote lifelong learning and improved social connectedness for our community and sits with the department for Community Services.

#### **Policy Statement:**

The L&LN Advisory Committee has been established to provide a mechanism by which community representatives from Eltham, Diamond Creek and Panton Hill can discuss and advice on Learn Local and Neighbourhood House offerings, opportunities and challenges.

#### **Aims:**

To support the three L&LN Neighbourhood Houses and Learn Local in being responsive to the needs of their local communities and providing a range of suitable and appropriate activities, programs and events to enhance social connectedness and lifelong learning opportunities for participants and volunteers.

#### **Objectives**

- Consult with and represent the voice and interests of Nillumbik residents regarding the Neighbourhood Houses and the Learn Local.
- Provide a forum to discuss, facilitate and support local initiatives and collaborations (where possible) that aim to promote lifelong learning and social connection across Nillumbik.
- Act as Ambassadors for L&LN by actively promoting news, events, activities and issues relating to Neighbourhood House programs and events.
- Provide input, feedback and advice to Neighbourhood Houses Victoria, the North Eastern Neighbourhood House Network, ACFE (Adult Community and Further



Education) Board and Council on community needs and community learning and development opportunities.

- Consider and provide advice to Council on its policies, plans and services that impact neighbourhood house activities and Neighbourhood House Coordination Program (NHCP) and Learn Local funding obligations.
- Consider and provide advice on key Government initiatives, programs and reviews.
- Represent the views and needs of Neighbourhood house and Learn Local participants within Nillumbik.
- Assist Council to communicate, consult and engage more effectively with the broader Nillumbik community.
- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Contribute to a cycle of continually assessing and improving Nillumbik's Neighbourhood houses.
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council and/or L&LN.
- Support the L&LN team to review programs and implement continuous improvement strategies.

### **Membership**

The Advisory Committee membership will consist of up to 14 members and will include representation from:

- Two representatives of the Nillumbik Shire Council (Councillors);
- Up to 12 residents representing the three Neighbourhood house communities of Eltham, Diamond Creek and Panton Hill (individual members);

All Advisory Committee positions are unpaid positions unless otherwise specified in the Terms of Reference.

### **Council Directorate**

The Advisory Committee falls within Council's Communities Directorate and will be managed by Council's Living & Learning Team.

### **Meeting Frequency**

- Monthly meetings, which consist of:
  - Bi-monthly daytime meetings. These meetings have a strategic focus with all members present.
  - Bi-monthly House meetings are held on a day determined by the committee members representing the individual houses. These meetings have a community representation focus.

### **Endorsed by Council**

These Terms of Reference to be endorsed by Council on 22 August 2023.

### **Next Review Due**

August 2024

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

The Advisory Committee is considered an Informal Meeting of Councillors as defined in 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.

### **Working groups**

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

### **Recruitment Process**

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

### **Gender Equality, Diversity and Inclusiveness**

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

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community

members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

### ***Selection Criteria for Membership of Advisory Committees***

Nominees for membership must be able to demonstrate:

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

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

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

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



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

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

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

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

### **Meeting Frequency**

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

- A quorum at a meeting of the Advisory Committee will consist of at least half of the appointed members (excluding Council staff).

### **Role of Councillor**

The role of the Councillor is:

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

### **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**

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Living & Learning Nillumbik Advisory Committee Terms of  
Reference

Page 6 of 8

- 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.



NB - FINAL CAR PARK LAYOUT SUBJECT TO ARBORIST REPORT AND RECOMMENDATIONS

**A) Construction of a new car park:**

Construction of a new sealed carpark with line marking and accessible parking. Allowance for up to 35 parking spots pending arborist report, no vegetation to be removed.

**B) Dog park viewing area:**

Utilise existing raised area between enclosures for view, proposed shelters and seating in addition to existing canopy trees. Area would include interconnecting paths to match concrete paths through dog park.

**C) Small breed dog enclosure:**

Construction of small breed dog area including the following, area could also be used for less active dogs;

- New dog safe fencing
- Drinking station
- Shelter and seating
- Natural play elements (Mounds, logs & rocks)
- Potential for added equipment (Tunnels or obstacles)
- 2.0m accessible paths throughout
- Indigenous canopy tree planting (no significant native vegetation to be removed)
- The area is proposed to be a mixture of existing sand material on site and natural grasses

**D) Large breed dog enclosure:**

Construction of large breed dog area including the following, area could also be used for more active dogs;

- New dog safe fencing
- Drinking station
- Shelter and seating
- Natural play elements (Mounds, logs & rocks)
- Potential for added equipment (Tunnels or obstacles)
- 2.0m accessible paths throughout
- Indigenous canopy tree planting (no significant native vegetation to be removed)
- The area is proposed to be a mixture of existing sand material on site and natural grasses

**E) Greyhound straight run:**

Construction of a new greyhound run approximately 4.0m wide with packed sand base, enclosure to be up to 90m long with 1.8m high fencing.

**F) Proposed revegetation area:**

Proposed revegetation area to be undertaken by Council in cooperation with local groups.



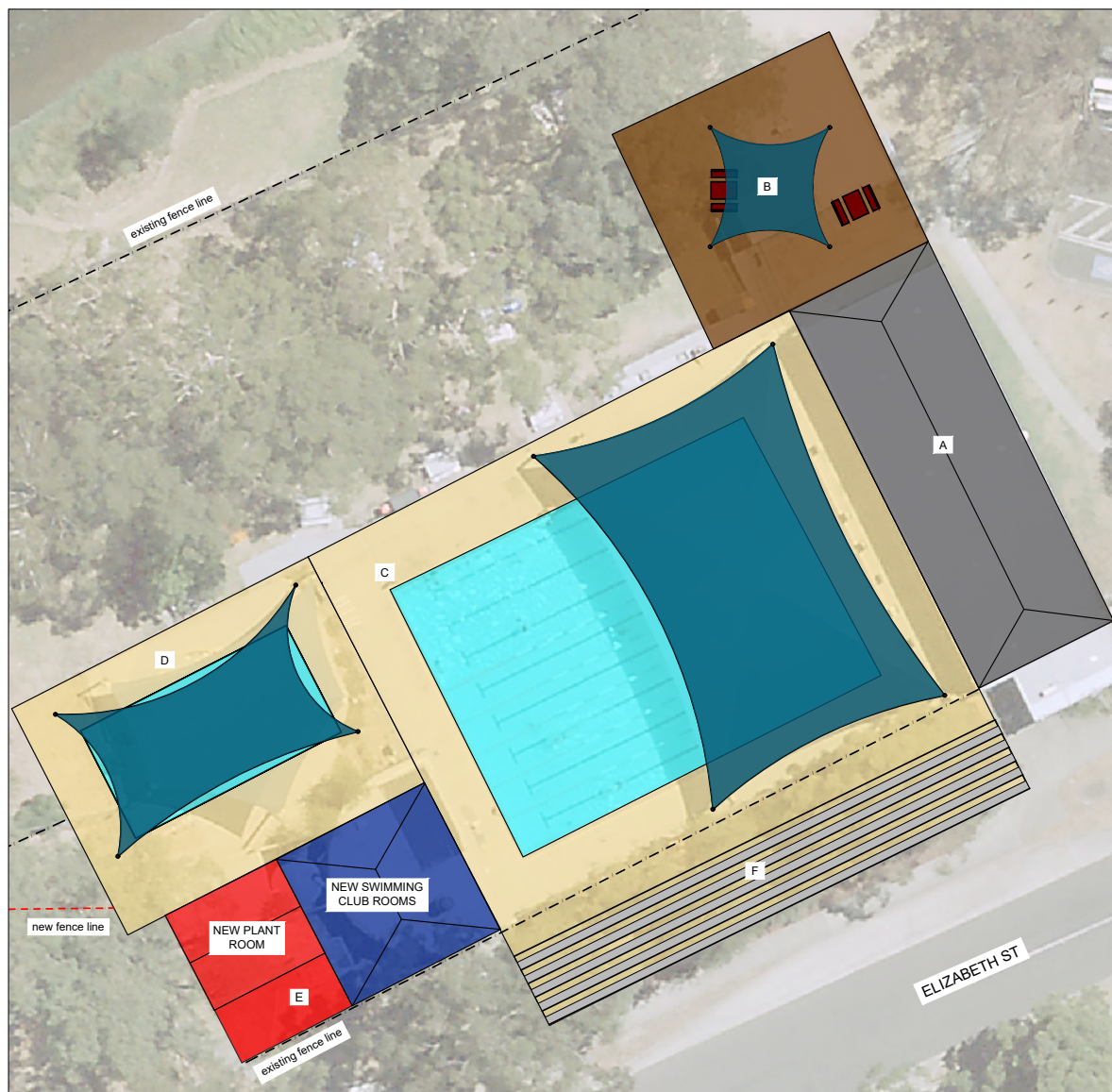
**DRAFT** AUGUST 2023

## ELTHAM LOWER PARK - FORMER ELTHAM HORSE AND PONY CLUB SITE PROPOSED DOG PARK - LOCALITY PLAN



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- A) **Reconstruction of the existing change rooms and amenities:**  
Including reconstruction of accessible amenities, reconstruction of entries for improvement accessibility, reconstruction of shower and change space and reconstruction of amenities area. All proposed works are internal.
- B) **Construction of a new viewing area:**  
Includes demolition of existing Diamond Creek Swim Club rooms (see item E for further detail) and construction of a new covered viewing area, to be decked with seating and potential for BBQs.
- C) **Renewal of existing walkways:**  
Renewal of walkways to provide all accessible paths to all areas, paths to be non-slip material around pool and wet areas including re-levelling and resealing.
- D) **Construction of a new kids splash play area:**  
The reconstruction of the toddlers paddle pool with new splash play area and renewed shade to suit.
- E) **Renewal of plant room and construction of new Diamond Creek Swim Clubrooms:**  
Relocation of existing plant room with renewal or upgrade to heat pumps. Construction of a new club room space for the Diamond Creek Swim Club to replace existing.
- F) **Construction of a new terraced view area:**  
Includes removal of vegetation along Elizabeth street to allow relocation of fence line and expansion of the pool deck. Proposed construction of a new concrete terraced area to improve viewing of the pool during events, terracing would include seating.

DRAFT AUGUST 2023

## DIAMOND CREEK POOL PROPOSED MASTERPLAN AND UPGRADES



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## Informal Meeting of Councillors Record

The Meeting commenced at 10:00am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Inclusion and Access Advisory Committee
	<b>Date:</b>	Friday 14 July 2023
	<b>Location:</b>	Council Chambers, Civic Drive Greensborough
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Perkins, Cr Duffy
	<b>Council Staff:</b>	Corrienne Nichols, Narelle Hart, Angela Lampard, Angela Clare, Nicky Forster, Sumarlinah Winoto, Aimee Catterall, Julie-Anne Grech
	<b>Externals</b>	Adriana Lancuba
	<b>Committee Members:</b>	Neville Coutts, Gina Lloyd-Thomas, James Lindrea, Melanie Keely, Carol Lee, Sue King, Silvana Scibilia, Aisling McCabe, Mel Spencer, Aaron Williams, Helen Ryan, Nicole Coxford
<b>APOLOGIES:</b>		Diana Warrell, Rhonda Bain

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Overview of 'Communities First' disaster resilience projects	No disclosures were made
2	Overview of Nillumbik Shire Council's Volunteer Program and opportunities	No disclosures were made
3	Update and review of Nillumbik's first Youth Hub	No disclosures were made
4	International Day of People with Disability (IDwD) grant update	No disclosures were made
5	Review of the Sensory friendly event at the Diamond Valley Railway	No disclosures were made

The Meeting concluded at 12:15pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Julie-Anne Grech Business and Program Support Officer
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## Informal Meeting of Councillors Record

The Meeting commenced at 7.20pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	CEO Mid-Year Progress Update
	<b>Date:</b>	Tuesday 18 July 2023
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie and Blaga Naumoski
	<b>Other:</b>	External Allan Bawden
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Discussion on mid-year review of CEO's Performance Plan and KPI's.	No disclosures were made

The Meeting concluded at 8.48pm

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

The Meeting commenced at \_5.06pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Tuesday 18 July 2023
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Natalie Duffy, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman, Cr Peter Perkins Cr Karen Egan (joined 5.15pm) Cr Frances Eyre (joined 5.57pm)
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Jeremy Livingston, Rosa Zouzoulas, Dimitra Barnes, Natalie Campion, Leigh Northwood, Cobie Vermeulen, Nichole Johnson, Melika Sukunda, Renae Ahern
	<b>Other:</b>	
<b>APOLOGIES:</b>		Corrienne Nichols

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Laughing Waters Lease - Assignment Request	No disclosures were made Cr Karen Egan joined during discussions of this item
2	Green Wedge Management Plan Implementation 22/23 FY and Priority Actions Update 23/24	No disclosures were made
3	27 Orchard Avenue, Eltham North	No disclosures were made
4	Living & Learning Nillumbik Neighbourhood House and Learn Local Governance update	No disclosures were made
5	Display of Progress Pride and Torres Strait Islander flags in Council Chambers	No disclosures were made
6	Annual Rates Notice 2023/2024	No disclosures were made
7	CEO Update with Councillors – 18 July 2023	No disclosures were made Cr Frances Eyre joined the meeting at the commencement of this item.

The Meeting concluded at 6.46pm

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

The Meeting commenced at 5:07 pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Council Meeting Pre-Meet
	<b>Date:</b>	Tuesday 25 July 2023
	<b>Location:</b>	Council Chamber
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Dimitra Barnes, Leigh Northwood, Rebecca Burton, Nichole Johnson, Lance Clark
	<b>Other:</b>	Chris Gipps, Kirsten Reedy, Leigh Northwood, April Wilson
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Council Meeting Pre-Meet	No disclosures were made

The Meeting concluded at 5.53pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Dimitra Barnes Director Governance Communications and Community Safety
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## Informal Meeting of Councillors Record

The Meeting commenced at 6:35pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Recreation Trails Advisory Committee
	<b>Date:</b>	Wednesday 26 July 2023
	<b>Location:</b>	Civic Centre, Council Chambers
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Karen Egan
	<b>Council Staff:</b>	<ul style="list-style-type: none"> <li>Rebecca Burton (Manager Recreation &amp; Leisure)</li> <li>Chris Gipps (Recreation and Community Infrastructure Project Manager)</li> </ul>
	<b>Other:</b>	<u>Committee Members:</u> <ul style="list-style-type: none"> <li>Andrew Bakos</li> <li>Serena Marriott</li> <li>Janice Davies</li> <li>Bill Penrose</li> <li>Brad March</li> <li>Julie O'Connell Seamer</li> <li>Andrew McMahon</li> <li>Bernie Broom</li> <li>Andrew Chau</li> </ul>
<b>APOLOGIES:</b>		<ul style="list-style-type: none"> <li>Cr Richard Stockman</li> <li>Cath Giles</li> <li>Rex Niven</li> </ul>

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Conflict of Interest and Informal Meeting of Councillors Record	No disclosures were made
2	Advisory Committee Induction (Presented by Julie Reid - LGpro)	No disclosures were made
3	RTAC Terms of Reference	No disclosures were made
4	Northern Regional Trails Strategy	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5	Nillumbik Trail Action Plan	No disclosures were made
6	Diamond Creek Trail Maps	No disclosures were made
7	RTAC Communication	No disclosures were made
8	Synergies between RTAC and ESAC (Environment and Sustainability Advisory Committee)	No disclosures were made

**The Meeting concluded at 9:09pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Chris Gipps <b>Officer Title:</b> Recreation and Infrastructure Project Manager
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## Informal Meeting of Councillors Record

The Meeting commenced at 5.03pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Tuesday 1 August 2023
	<b>Location:</b>	Virtual meeting
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Carl Cowie, Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Rosa Zouzoulas, Nichole Johnson, Elishia Jansz, Leigh Northwood, Rebecca Burton, Aymen William, Andrew Feeney, Chris Gipps, April Wilson, Sal Hali, Alex Stewert, Natalie Town
	<b>Other:</b>	
<b>APOLOGIES:</b>		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Endorsement of the Arts Advisory Committee Members 2023-2025	No disclosures were made
2	Update to Proposed Flag Pole Schedule and Flag Request Process	No disclosures were made
3	Nillumbik General Local Law 1 - Review Procedure and Protocol Manual	No disclosures were made
4	Wattle Glen Public Realm Framework - Draft Framework Initiatives	No disclosures were made
5	Update - BMX jumps Allendale Road	No disclosures were made

The Meeting concluded at 7.17pm

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

The Meeting commenced at 10.30am

<b>MEETING DETAILS:</b>	<b>Title:</b>	Positive Ageing Advisory Committee
	<b>Date:</b>	Friday 4 August 2023
	<b>Location:</b>	Council Chamber , Civic Centre and via Zoom
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Frances Eyre, Cr Natalie Duffy (Cr Duffy left the meeting at 11.21am and returned 1.09pm)
	<b>Council Staff:</b>	Nichole Johnson, Leanne Horvath, Heather Macmillan and Julie-Anne Grech
	<b>Other:</b>	Mahshid Ghorbani, Tanya Cottrell, Richard Kottek, Sandra Verdam, Ann Hutchinson, Joy Ferguson, Janice Crosswhite, Kate Puls, Tom Fisher, Yuki Yan, Annie Lee, Sheila Cheary, Deanna Finn, Mel Sanders and Alan Thompson
<b>APOLOGIES:</b>		Narelle Hart and Tamlyn Carr

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
<b>1</b>	Conflict of Interest and Informal Meeting of Councillors Record	No disclosures were made
<b>2</b>	Minutes of 2 June 2023 PAAC Meeting and Outstanding Action Items	No disclosures were made
<b>3</b>	Business Arising	No disclosures were made
<b>4</b>	Yarra Plenty Library Service presentation – Annie Lee	No disclosures were made
<b>5</b>	Digital Literacy for Seniors – Guest speaker Alan Thompson	No disclosures were made
<b>6</b>	Seniors Festival Update	No disclosures were made. Cr Duffy left the meeting at 11.21am
<b>7</b>	Seniors Exercise Park (NARI) Update	No disclosures were made



MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
8	Health and Wellbeing Plan Update (including Housing Strategy)	No disclosures were made
9	Roundtable	No disclosures were made. Cr Duffy returned to the meeting 1.09pm

**The Meeting concluded at 1.30pm**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Julie-Anne Grech
	<b>Officer Title:</b>	Business and Program Support Officer

## Informal Meeting of Councillors Record

The Meeting commenced at 4:30pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Youth Advisory Committee
	<b>Date:</b>	Monday 7 August 2023
	<b>Location:</b>	Council Chambers
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Cr Ben Ramcharan
	<b>Council Staff:</b>	Nichole Johnson, Katie Camilleri, Meg Exell, Frances Biggar, Molly Jessop, Molly Eames
	<b>Other:</b>	Ayelet Yahav Zloof, Bailey Cumming, Elysia Cheche, Emily Yin, Fieke Van Der Kamp, Kirra Imbriano, Josh Adams, Martina Charalambous, Niamh Coffey, Orianna Edmonds, Scarlett Magnanini, Sophie McDonald
<b>APOLOGIES:</b>		Cr Natalie Duffy, Soren Kean, Corrienne Nichols

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Youth Led Initiatives – 16 Days of Activism and Climate Action Projects	No disclosures
2	Life Skills capacity building sessions	No disclosures
3	Youth Hub update	No disclosures
4	Youth Development updates	No disclosures
5	Council meetings	No disclosures

The Meeting concluded at 6:30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Meg Exell Team Leader Youth Development
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## Informal Meeting of Councillors Record

The Meeting commenced at 5.07pm

<b>MEETING DETAILS:</b>	<b>Title:</b>	Planning and Consultation Committee Pre-Meet
	<b>Date:</b>	Tuesday 8 August 2023
	<b>Location:</b>	Council Chamber
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Peter Perkins, Cr Frances Eyre, Cr Natalie Duffy, Cr Karen Egan, Cr Geoff Paine, Cr Ben Ramcharan and Cr Richard Stockman
	<b>Council Staff:</b>	Vince Lombardi, Blaga Naumoski, Corrienne Nichols, Rosa Zouzoulas, Jeremy Livingston, Renae Ahern, Leah Farell, Nichole Johnson, Katie Camilleri, Dan Joyce, Meg Exell, Katia Croce
	<b>Other:</b>	
<b>APOLOGIES:</b>		

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
1	Draft Onsite Wastewater Management Plan - hearing of submissions	No disclosures were made
2	Draft Nillumbik Youth Hub Concept Plans - Outcomes of Community engagement	No disclosures were made
3	Outcome of Community Consultation - 2 Bell Street Eltham (Fabbro Fields)	No disclosures were made
4	Virtual Meeting Technology Update	No disclosures were made

The Meeting concluded at 5.31pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Katia Croce Manager Governance and Property
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