

# Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough  
on Tuesday 17 June 2025 commencing at 7:00 PM.

## Agenda

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

Thursday 12 June 2025

Distribution: Public

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# Council Chamber Council Meeting seating plan

<b>Cr Kelly Joy</b> Edendale Ward				<b>Cr Peter Perkins</b> Ellis Ward
<b>Cr Naomi Joiner</b> Bunjil Ward <b>(Deputy Mayor)</b>				<b>Cr Kim Cope</b> Sugarloaf Ward
<b>Cr Grant Brooker</b> Blue Lake Ward				<b>Cr Kate McKay</b> Swipers Gully Ward
<b>Katia Croce</b> Manager Governance and Property	<b>Blaga Naumoski</b> Director Governance Communications and Community Safety	<b>Cr John Dumaresq</b> <b>(Mayor)</b> Wingrove Ward	<b>Carl Cowie</b> Chief Executive Officer	

## Nillumbik Shire Council

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## **Nillumbik Shire Council**

### **Agenda of the Meeting of Nillumbik Shire Council to be held Tuesday 17 June 2025 commencing at 7:00pm**

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**1. Welcome**

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

**2. Acknowledgement of Country**

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

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

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

**3. Good Governance Pledge**

As Councillors, we are mindful of our civic responsibilities and obligations. We pledge to take them seriously, and to carry them out with diligence and integrity.

We know the decisions we take will affect the people and environment of Nillumbik, now and in the future. We undertake, therefore, to make sound and principled decisions of lasting value, in a spirit of fairness and for the good of all.

We also pledge to serve the needs and wellbeing of the community and the environment, in an open and honest manner and to the best of our abilities.

**4. Prayer**

A prayer will be read.

**5. Apologies/Leave of Absence**

Council to note any apologies by Councillors not in attendance and or consider requests for any leave of absence submitted.

**6. Declarations of conflict of interest**

Councillors should note that any conflicts of interest should also be disclosed immediately before the relevant item.

**7. Presentations**

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**8. Confirmation of Minutes**

**COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 27 May 2025**

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Confirmation of the Minutes of the Council Meeting held on Tuesday 27 May 2025.

<b>Recommendation</b>
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**That** Council confirms the Minutes of the Council Meeting held on Tuesday 27 May 2025 (**Attachment 1**).

**Attachments**

- 1  Confirmation of Minutes Council Meeting held Tuesday 27 May 2025

**8. Confirmation of Minutes**

**COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 27 May 2025**

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**9. Petitions**

**PT.004/25      Dog Park seating - Wattletree Road Eltham North**

A petition containing 34 signatures requests seating and a shelter for the small dog park in Wattletree Road, Eltham North.

The petition contained the following statement;

"We, the undersigned residents of Nillumbik herein request the council allocate adequate funding to establish permanent shade structure/s and permanent seating in the "SMALL DOG PARK" Wattletree Road Eltham North There are many older residents/ratepayers who would appreciate both shade and seating availability In this area to allow them to stay more comfortably within the confines of the safety of the "Small Dog Park" while their dogs enjoy their freedom to play and socialise".

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

1. Receives and notes the "Small Dog Park" petition requesting seating and a shelter for the small dog park in Wattletree Road, Eltham North, in accordance with the Governance Rule - Meeting Procedure.
2. Refers this petition to the Chief Operating Officer for investigation and response.
3. Notes that officers will advise the petition organiser of the outcome.

**10. Questions from the gallery**

11. Reports of Advisory Committees

AC.004/25      Advisory Committee Report - 17 June 2025

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**Distribution:**    Public

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

**Author:**         Katia Croce, Manager Governance and Property

**Summary**

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

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

1.    Arts & Cultural Advisory Committee Minutes meeting held 17 February 2025;
2.    Environment & Sustainability Advisory Committee Minutes meeting held 16 April 2025; and
3.    Health and Wellbeing Advisory Committee Minutes meeting held 15 May 2025.

**Attachments**

- 1 .    Advisory Committee meeting Minutes reported 17 June 2025

<b>Recommendation</b>
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**That** Council notes the Minutes of the Advisory Committee meetings reported (**Attachment 1**).

**11. Reports of Advisory Committees**

**AC.004/25      Advisory Committee Report - 17 June 2025**

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**12. Officers' reports****CM.065/25      Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029**

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**Distribution:    Public****Manager:        Corrienne Nichols, Director Communities****Author:          Nichole Johnson, Manager Community Partnerships****Summary**

This report presents the Draft Municipal Public Health and Wellbeing Plan 2025-2029 (the Plan) **(Attachment 1)** for approval prior to public exhibition. Note that Nillumbik Shire Council refer to this Plan as the Nillumbik Health and Wellbeing Plan (the Plan).

The *Victorian Public Health and Wellbeing Act 2008* recognises the important role local councils play in helping people live healthier, happier lives. Councils have a statutory obligation to develop a Health and Wellbeing Plan within 12 months of each Council election.

Data, consultation and engagement findings **(see Attachments 2, 3 and 4)**, legislative requirements, policy context, evaluation findings from the Nillumbik Health and Wellbeing Plan 2021-2025, and available resources have informed the Plan **(Attachment 1)**.

The Plan **(Attachment 1)** includes six health priority areas, to support each priority there are evidence-based and community-informed strategies that will be developed and implemented over the next four years. Annual implementation plans and progress reports will outline how the plan is operationalised and monitor progress throughout the life of the plan.

Public exhibition of the Draft Plan is due to commence on 18 June 2025 through to 9 July 2025. Public submissions will close on 9 July 2025 and will be considered by the Planning and Consultation Committee on 12 August 2025. The finalised Plan is due to be adopted at the Council Meeting on 30 September 2025.

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





1. Endorses the Draft Municipal Public Health and Wellbeing Plan 2025-2029 **(Attachment 1)** for Public Exhibition.
2. Invites written submissions on the Draft Municipal Public Health and Wellbeing Plan 2025-2029 to Council by 9 July 2025.
3. Considers public submission at the Planning and Consultation Committee meeting to be held on 12 August 2025.
4. Notes that any person who makes a written submission in relation to the Draft Municipal Public Health and Wellbeing Plan 2025-2029 and requests to be heard in support of the written submission, be heard at the 12 August 2025 Planning and Consultation Committee meeting.

12. Officers' reports

CM.065/25      **Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029**

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**Attachments**

- 1  Draft Municipal Public Health and Wellbeing Plan 2025-2029
- 2  Nillumbik Community Health and Wellbeing Profile 2025
- 3  2025 Nillumbik Now and Beyond Consultation
- 4  2025 Health and Wellbeing Plan Summary of Consultation Findings

**Discussion**

1. Development of the Plan (**Attachment 1**) is occurring in line with Council's legislative requirements under the Public Health and Wellbeing Act 2008. The incorporation of the Disability Action Plan into the Plan also responds to our legislative requirements under the Disability Act 2006.
2. As outlined in the Victorian *Public Health and Wellbeing Act 2008*, the process to develop the Plan (**Attachment 1**) meets the legislative requirements in developing a MPWHP which include:
  - a) Examining data about local health status and health determinants (**Attachment 2 – Nillumbik Community Health and Wellbeing Profile 2025**)
  - b) Identifying strategies based on evidence for creating maximum health and wellbeing
  - c) Specifying measures to prevent family violence and respond to the needs of victims of family violence
  - d) Involving local community in the development and evaluation of the plan
  - e) Specifying how council will work with the Department and other agencies
  - f) Ensuring consistency with the council plan and municipal strategic statement
  - g) Having regard to the Victorian Public Health and Wellbeing Plan
  - h) Reviewing the Plan annually, and amending if needed
  - i) Considering climate change mitigation and adaptation.
3. The Plan identifies a health and wellbeing vision informed by feedback sought from community members, partners, Councillors and staff.

**12. Officers' reports****CM.065/25      Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029**

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4. The Plan includes six health priority areas, to support each priority there are evidence-based and community-informed strategies that will be developed and implemented over the next four years. They include:
    - a) PRIORITY 1 – Improving mental wellbeing and social connection
    - b) PRIORITY 2 – Preventing discrimination and violence
    - c) PRIORITY 3 – Increasing Active Living
    - d) PRIORITY 4 – Improving food systems
    - e) PRIORITY 5 – Reducing harm from alcohol, drugs, vaping, tobacco, and gambling
    - f) PRIORITY 6 – Advocating for and improving access to services, facilities and housing.
  5. Annual implementation plans will provide a greater level of detail of how the strategies within the Plan will be delivered. This work will be undertaken by teams across Council, as well as in partnership with local organisations and community groups.
  6. The Plan includes information about legislative and strategic alignment with the Council Plan, Community Vision and Municipal Planning Strategy.
  7. It is a requirement to involve community in the development of a Municipal Public Health and Wellbeing Plan. The engagement process to inform the development of the Draft Plan involves three phases.
  8. Phase 1 and 2 of the Community Engagement Plan are complete, and have informed the development of the draft Plan.
  9. In February 2025, Council undertook a broad community survey, *2025 Nillumbik Now and Beyond* (**Attachment 3**) to identify what is important to the community and inform high-level priority areas for Council. Community Engagement activities included a survey and pop-ups.
  10. In March and April 2025, Council conducted a number of outreach community engagement activities. **Attachment 4** provides a detailed report of the engagement that was undertaken through this phase. The Phase 2 activities included focus groups, drop-in sessions, and outreach with community groups, local services, community centres and schools. These activities aimed to target priority populations who may have been missed in the online survey in Phase 1.
  11. The extensive engagement process for Phase 2 (**Attachment 4**) revealed that top 10 most important health and wellbeing issues for our community are:
    - a) Access to transport
    - b) Access to education
    - c) Access to housing
    - d) Healthy, affordable, and sustainable food
    - e) Preventing family violence
    - f) Mental health

**12. Officers' reports**

**CM.065/25      Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029**

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- g) Increasing active living
- h) Preventing elder abuse
- i) Promoting social inclusion, reducing isolation
- j) Prevention of physical, chronic health conditions

12. Phase 3 is the public exhibition of the Plan for a four-week period (18 June 2025 through to 9 July 2025) to provide the community and partners an opportunity to provide feedback.

**Related Council decisions**

13. Not applicable.

**Options**

14. That Council endorse the Draft Municipal Public Health and Wellbeing Plan 2025-2029 (**Attachment 1**) for Public Exhibition.

**Council plans and policies**

15. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We address the social, environmental and economic factors of health to improve health and wellbeing outcomes for our communities.
  - We work with our local partners, government and non-government agencies to respond to health and wellbeing priorities in Nillumbik.

**Access, Equity and Inclusion**

16. The *Public Health and Wellbeing Act 2008* recognises the significant role of councils in improving the health and wellbeing of people in their municipality. It also requires councils to support the implementation of state priorities which include a focus on priority groups to reduce health inequalities and achieve a fair and equal society.
17. The Access, Equity and Inclusion Policy has been considered extensively during the development of the Plan. An equity, disability inclusion, ageing, and gender lens have been applied to the development of the Plan, with specific strategies and actions focusing on a number of priority populations.
18. A staged Equity Impact Assessment (EIA) has been completed for the Plan. The first stage was on the community engagement plan, the second stage was an analysis of data and findings, and the final stage was an EIA on the Plan, this was undertaken as a review of the Plan by the Gender Equity Lead.

**Sustainability implications**

19. Climate change has significant impacts on health and wellbeing. It is a legislated requirement that the Plan considers climate change mitigation and adaptation. Officers from the Environment and Sustainability team will provide expert advice regarding the consideration and incorporation of climate change and sustainability measures within the Plan, while also aiming to reduce duplication between the Climate Action Plan and the Plan.



## 12. Officers' reports

### CM.065/25 Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029

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20. A climate lens has been applied and embedded into each priority areas in the Plan (**Attachment 1**).

#### Community engagement

21. Phase 1 – In February 2025, Council undertook a broad community survey, *2025 Nillumbik Now and Beyond* (**Attachment 3**).
22. Phase 2 – In March and April 2025, Council conducted a number of outreach community engagement activities. **Attachment 4** provides a summary this engagement.
23. Phase 3 – once the Draft Plan is endorsed by Council, it will be placed on public exhibition for a four week period (18 June 2025 through to 9 July 2025) to provide the community and partners an opportunity to provide feedback.
24. A specific consultation with Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation is scheduled during the public exhibition period. Submissions from the public will be considered and inform the final Nillumbik Health and Wellbeing Plan 2025-2029.

#### Innovation and continuous improvement

25. Evaluation of the Nillumbik Health and Wellbeing Plan 2021-2025 is an important step in the development of the Plan and a practical component of continuous improvement. Learnings and opportunities identified through the evaluation have informed the Plan, as listed in **Attachment 1**.
26. Incorporating the Disability Action Plan into the Plan provides an opportunity for innovation.
27. Further opportunities for innovation are being sought throughout the development of the, these include exploring:
- a. How limited budgets and resources can creatively be used to apply health and equity approaches and activities across Council and within 'business as usual' activities.
  - b. Using shared indicators in the Plan's evaluation plan to measure collective impact with partners and neighbouring Councils.
  - c. Collaborating with neighbouring Councils on a regional approach to address shared priorities, challenges and gaps.

#### Collaboration

28. Partnerships and collaboration play an integral role in the implementation, monitoring, reporting and evaluation of this Plan. Council will continue to work with key partners in order to deliver on strategies within the plan, through the Health and Wellbeing Advisory Committee.
29. Internal collaboration across council teams is essential and will be supported by a Public Health and Wellbeing Plan Working Group.

**12. Officers' reports**

**CM.065/25      Presentation of the Draft Municipal Public Health and Wellbeing Plan  
2025-2029**

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**Budget considerations**

- 30. The strategies stated within the Plan, and subsequent actions which fall out of these, will be resourced through the existing operational budget. Where gaps exist in resources or new opportunities for initiatives are presented funding opportunities will be sought.
- 31. Any costs not accounted for, have explicitly referenced a need to seek funding.

**Relevant law**

- 32. *Public Health and Wellbeing Act 2008*
- 33. *Disability Act 2006*
- 34. *Climate Change Act 2017*
- 35. *Gender Equality Act 2020*
- 36. *Local Government Act 2020*

**Regional, state and national plans and policies**

- 37. Victorian Public Health and Wellbeing Plan 2023-2027
- 38. VicHealth Strategy 2023-2033
- 39. NEPHU Strategic Plan 2024-2028

**Conflicts of interest**

- 40. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports****CM.066/25      Quarterly Risk and Safety Report - March 2025**

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**Distribution:    Public****Manager:        Jeremy Livingston, Director Culture and Performance****Author:          David Taylor, Risk and Safety Lead****Summary**

This report provides a summary of Council's Risk and Safety Report for the quarter ending March 2025.

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

Risk and Safety reporting to Council is tabled each quarter following consideration by Council's Audit and Risk Committee, which occurred on 2 June 2025.

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

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

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

**Attachments**

1. Quarterly Risk and Safety Report - *CONFIDENTIAL*

**Discussion**

1. Council's commitment to risk management is outlined in the Risk Management Policy, with the following objectives:
  - Ensure that all risks that could affect the achievement of Council's goals, strategies and actions are identified, assessed and treated to a commercially and professionally acceptable level of risk;
  - Integrate risk management into Council's decision-making processes and embedding it into the organisational culture;
  - Ensure necessary resources are allocated in support of the Policy and supporting Risk Management Framework;
  - Maintain stakeholders' trust and due diligence;
  - Align all risk practices across all systems and to promote and support a consistent corporate approach to risk that can be clearly understood; and

## 12. Officers' reports

## CM.066/25 Quarterly Risk and Safety Report - March 2025

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- Ensure that risk management is seen as the responsibility of all staff, i.e. – *risk management is everyone's business*.
2. In addition to the Risk Management Policy, Council's Risk Management Framework communicates and describes the risk management principles and processes that are used to identify, analyse, evaluate, treat, monitor and communicate key risks, including management reporting.
  3. The context of the Risk Management Policy and Framework takes into account that local government presents a distinct risk character and profile that needs to be taken into account when considering risk management. Many assets and services are available 24 hours a day, seven days a week in an unsupervised way, some are managed or provided by volunteers or committees of management or are managed by contractors, others are regulated by compliance legislation.
  4. This Risk and Safety report broadly reports on:
    - Risk management;
    - Business continuity;
    - (Anti) Fraud and corruption control;
    - Insurance premiums;
    - Incident management and insurance claims;
    - Occupational health and safety;
    - Other data; and
    - Strategic risk summary report.
  5. The Quarterly Risk and Safety Report has been prepared in accordance with Council's Risk Management Policy and Framework, and is consistent with the Australian Standard AS/NZS 31000:2018 Risk Management.
  6. The following tables summarise recorded incidents by type for matters involving Council. Note that these tables show all reported incidents, rather than all claims, as not every incident results in a claim being made.
  7. The total number of incidents (304) for the year ending March 2025 was higher compared to the previous year's (March 2024) corresponding number of 266.
  8. Property incidents at the end of the December 2024 quarter tripled in number compared to the same time in the previous year (March 2024). This is attributed to some re-categorising of incident system data which will be rectified over the next few quarters.

All Incidents by Type	Apr - Jun 24	Jul - Sep 24	Oct - Dec 24	Jan - Mar 25	Total Apr 24 - Mar 25	Total Apr 23 - Mar 24
Property	4	18	15	23	60	19
Motor Vehicle	16	4	7	13	40	35
Professional Indemnity	1	0	0	0	1	0

## 12. Officers' reports

## CM.066/25 Quarterly Risk and Safety Report - March 2025

All Incidents by Type	Apr - Jun 24	Jul - Sep 24	Oct - Dec 24	Jan - Mar 25	Total Apr 24 - Mar 25	Total Apr 23 - Mar 24
Public Liability	24	28	5	16	73	128
Occupational Health and Safety	24	33	36	37	130	84
<b>Total All Incidents</b>	<b>69</b>	<b>83</b>	<b>63</b>	<b>89</b>	<b>304</b>	<b>266</b>

9. The following table summarises all incidents by directorate.

Incidents by Directorate	Apr - Jun 24	Jul - Sep 24	Oct - Dec 24	Jan - Mar 25	Total Apr 24 - Mar 25	Total Apr 23 - Mar 24
Culture and Performance	7	7	8	10	32	29
Governance, Communications and Community Safety	7	13	13	8	41	17
Planning, Environment and Strategy	2	10	0	1	13	11
Communities	10	12	5	9	36	27
Operations	43	41	37	61	182	182
<b>Total</b>	<b>69</b>	<b>83</b>	<b>63</b>	<b>89</b>	<b>304</b>	<b>266</b>

10. A high proportion of reported incidents during the March 2025 quarter are generated within the normal course of business in the Operations directorate (61%), and represents a minor increase compared to the previous quarter (61%).
11. All incidents relate to major classes of asset or maintenance type incidents for Council buildings, recreational facilities, playgrounds, trees, drainage, footpath, road damage and major plant.
12. Tree related risks are mitigated through the:
- Tree Management Policy;
  - Reactive tree maintenance program;
  - Proactive electric power line clearance program;
  - Proactive box clearance program;
  - Proactive inspections of high risk trees; and
  - Meeting the objectives of the Municipal Emergency Management Plan and Municipal Fire Management Plan.
13. Road, footpath, drainage and roadside related risks are mitigated through the:
- Road Management Plan;
  - Road Asset Management Plans; and
  - Proactive and reactive maintenance programs.

**12. Officers' reports****CM.066/25      Quarterly Risk and Safety Report - March 2025**

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14. Property incidents typically reported are property theft, break-ins, storm damage vandalism and accidental damage to Council buildings or fixed equipment such as in playgrounds and recreational facilities. Risks are mitigated through maintenance programs and insurance.
15. As reported earlier, there were 23 property incidents reported during the March 2025 quarter, and 60 for the year ending March 2025. No trends have been identified with respect to this reported increase, and the increase has not resulted in a change/increase in property related claims.
16. Motor vehicle incidents include accidental damage involving Council's light and heavy fleet, including incidents caused by third parties. Risks are mitigated through maintenance, education and insurance.
17. There were 13 motor vehicle incidents during the March 2025 quarter, and three new motor vehicle insurance claims were lodged with Council's insurer.
18. Professional indemnity relates to incidents and claims for alleged negligence or breach of duty arising from an act, error or omission in the performance of Council services. No new professional indemnity claims were received this quarter.
19. Public liability incidents are reported where the third party is seeking compensation for personal injury, property damage and economic loss. Note that compensation claims are only paid where Council has been negligent or there is a clear legal liability. Claims are managed by an external claims manager or Council's insurer. Typical incidents primarily relate to vehicle road damage, property damage, tree related or trip and fall incidents.
20. There were 16 public liability incidents reported during the March 2025 quarter and 73 for the year ending March 2025 (55 fewer than the number in March 2024). This is attributed to some re-categorising of incident system data which will be rectified over the next few quarters. Of the reported incidents this quarter, four related to slip, trip and fall incidents and four related to vehicle damage.
21. Council's four major leisure facilities recorded 112 incidents in the quarter. Predominate injuries were sprains/strains, pain and then bruise.
22. Occupational health and safety incidents during the quarter (37) were noted being safety matters reported as incidents, hazards and near misses. The most common incident this quarter was slip, trip and fall (7). These incidents are managed through the Occupational Health & Safety Management System.
23. There were also 46 more OHS incidents reported for the year end March 2025 compared to year end March 2024. This increase is being monitored.
24. Incident costs, including under excess claim costs and insurance excesses, are managed within existing budgets. Where appropriate, insurance claims were made, repairs undertaken and matters reported to the Police.

**Related Council decisions**

25. This summary, along with the confidential Risk and Safety Report, has been provided to meet the requirements of the *Local Government (Planning and Reporting) Regulations 2020* and consolidation of management reporting.

**12. Officers' reports**

**CM.066/25      Quarterly Risk and Safety Report - March 2025**

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26. Ongoing reporting to Council on risk and safety matters is presented quarterly following each meeting of Council's Audit and Risk Committee.

**Council plans and policies**

27. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We are forward-thinking, data-driven and evidence-led in our decision making, always looking to identify new opportunities.
  - We act in the best interests of our community.
  - We make Council's programs, services, processes and information equitable, assessable and inclusive.

**Access, Equity and Inclusion**

28. A Gender Impact Assessment has not been applied to this report.

**Sustainability implications**

29. Trend data from this report is used to inform management processes for the mitigation of risks associated with property, motor vehicle, professional indemnity, public liability and safety as they relate to Council's strategic and operational risks.
30. Council's risk profile includes environmental risks and climate change, as a consequence of failure to adequately mitigate those risks.

**Community engagement**

31. Not applicable.

**Innovation and continuous improvement**

32. Trend data from this report is used to inform management processes and gap analysis to identify continuous improvement opportunities associated with property, motor vehicle, professional indemnity, public liability and occupational health and safety.

**Collaboration**

33. Not applicable.

**Budget considerations**

34. This report is part of Council's monitoring of the Council Plan 2021-2025 and Budget. The resources for managing and reporting are accommodated within existing operational budgets.

**Relevant law**

35. Not applicable.

**Regional, state and national plans and policies**

36. Not applicable.

**Conflicts of interest**

37. Officers who have been involved in the preparation of this report declare that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.066/25      Quarterly Risk and Safety Report - March 2025**

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## 12. Officers' reports

## CM.067/25 Councillor Internal Resolution Procedure

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**Distribution:** Public

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

**Author:** Katia Croce, Manager Governance and Property

**Summary**

Following amendment to the *Local Government Act 2020 (the Act)*, Councils are required to adopt and implement procedures in relation to alleged breaches of the Model Code of Conduct.

Council must adopt and implement Internal Resolution Procedures prior to 1 July 2025.

This report presents a draft Internal Resolution Procedure for Councillors to consider before being presented at a future Council Meeting for endorsement.

<b>Recommendation</b>
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**That** Council endorses the Councillor Internal Resolution Procedure (**Attachment 1**).

**Attachments**

- 1  Councillor Internal Resolution Procedure

**Discussion**

1. The Local Government Amendment (Governance and Integrity) Bill 2024 put forward amendments to the *Local Government Act 2020*, which included a Model Councillor Code of Conduct and the requirement for Councils to adopt and implement an Internal Resolution Procedure.
2. Specifically, section 140 of the Act and regulation 12A of the *Local Government (Governance and Integrity) Regulations 2020 (Regulations)* require Council to adopt and implement procedures to apply when it is alleged that a Councillor has breached the Model Councillor Code of Conduct.
3. The prescribed procedures known as the Councillor Internal Resolution Procedure (**Procedure**) is included as **Attachment 1** to this report.
4. The Regulations require Council to adopt and implement the prescribed procedure by 1 July 2025.
5. Maddocks Lawyers developed a procedure that satisfies the requirements of schedule 1A of the Regulations and made them available to Councils.
6. To ensure a compliant and consistent approach to the procedures, the Maddocks template has been used and is presented on Nillumbik branding.

**12. Officers' reports**

**CM.067/25 Councillor Internal Resolution Procedure**

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**Related Council decisions**

7. Councillors individually affirmed the Code when they took the Oath or Affirmation of Office on 14 November 2024.

**Options**

8. Council is required to adopt the prescribed Procedures by 1 July 2025. It is therefore recommended that Council endorse the Councillor Internal Resolution Procedure (Attachment 1).

**Council plans and policies**

9. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**Access, Equity and Inclusion**

10. The Procedure applies equally to all elected Councillors.
11. Given the legislative nature of the document and the intended purpose, no Equity Impact Assessment has been undertaken on this Procedure.

**Sustainability implications**

12. There are no sustainability implications as a result of endorsing the Procedure.

**Community engagement**

13. The Procedure would apply when there is a dispute between Councillors. As there is no direct role for the community in a dispute resolution process, community engagement has not been undertaken.

**Innovation and continuous improvement**

14. Endorsing the Procedure the June Council meeting would satisfy the 1 July 2025 requirement.

**Collaboration**

15. The Procedure has been prepared by Maddocks Lawyers and presented in order to satisfy the mandatory requirements of the Act and Regulations.

**Budget considerations**

16. Cost associated with the preparation of the Procedure has been met through Council's existing operating budget. There are no ongoing costs relating to the endorsement of the Procedure.

**Relevant law**

17. Section 140 of the *Local Government Act 2020*.
18. Regulation 12A of the Local Government (Governance and Integrity) Regulations 2020.
19. Schedule 1A of the Local Government (Governance and Integrity) Regulations 2020.
20. Model Councillor Code of Conduct.

**12. Officers' reports**

**CM.067/25 Councillor Internal Resolution Procedure**

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**Regional, state and national plans and policies**

21. Not applicable.

**Conflicts of interest**

22. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.067/25      Councillor Internal Resolution Procedure**

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## 12. Officers' reports

### CM.068/25 Councillor Use of Social Media Policy

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**Distribution:** Public

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

**Author:** Katia Croce, Manager Governance and Property

#### Summary

In developing and supporting the new Model Code of Conduct (**Code**) for Councillors, Local Government Victoria (**LGV**) noted in their publication "Guidance on the Model Councillor Code of Conduct October 2024" that "to avoid breaching the Model Code of Conduct, Councillors should act consistently with any social media or communications policies or protocols that their Council has developed to guide the responsible use of social media by Councillors".


A Councillor Use of Social Media policy has been developed to support Councillors in their use of social media to engage with the community while undertaking their role as Councillor.

This report seeks endorsement of the Councillor Use of Social Media policy (**Attachment 1**).

<b>Recommendation</b>
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**That** Council endorses the Councillor Use of Social Media policy (**Attachment 1**).

#### Attachments

- 1  Councillor Use of Social Media policy

#### Discussion

1. A Councillor Use of Social Media policy (**Policy**) has been developed to support Councillors in their use of social media to engage with the community while undertaking their role as Councillor.
2. Consideration has been given to providing guidance to Councillors in the use of social media to not only protect their rights to engage with the municipal community via social media, but also to support Councillors to do so.
3. The Policy is intended to provide guidance and support in the use of social media and also to assist Councillors in meeting obligations for behaviour under the Code and other legislation.
4. The *Local Government Act 2020*, Local Government (Governance and Integrity) Regulations 2022 and the Code outline provisions that apply to social media activity. The Policy presented as **Attachment 1** is to assist Councillors in adhering to the existing requirements and does not intend to introduce restrictions that do not already exist.

**12. Officers' reports**

**CM.068/25 Councillor Use of Social Media Policy**

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**Related Council decisions**

5. Councillors individually affirmed the Code when they took the Oath or Affirmation of Office on 14 November 2024.

**Options**

6. It is not a legislative requirement for Council to endorse a social media use policy. As indicated by LGV such a policy will provide a consistent approach, clearly outlining expectations and limitations to assist Councillors in using social media to engage with the community.
7. It is recommended that this Council endorses a use of social media policy to support Councillors who maintain social media pages.

**Council plans and policies**

8. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**Access, Equity and Inclusion**

9. No Equity Impact Assessment has been undertaken.

**Sustainability implications**

10. There are no sustainability implications as a result of endorsing the policy.

**Community engagement**

11. This policy supports Councillors to undertake their roles and there is no impact on strategic planning or decision making by endorsing the policy. Community engagement is not required prior to endorsing the policy.

**Innovation and continuous improvement**

12. Councillors who maintain social media pages may do so to engage with the community via their pages while adhering to the Code and other legislative requirements. No restrictions on Councillor social media use have been introduced to the policy.

**Collaboration**

13. The VLGA developed a model social media policy that considered the existing legislative requirements and obligations under the Code. As a member Council to the VLGA, the model policy was made available to Council for use.

**Budget considerations**

14. Membership to the VLGA is within Council's existing operating budget. Use of the model policy was available to member Councils and there are no budget considerations to consider prior to endorsing the policy.

**Relevant law**

15. *Local Government Act 2020*
16. Local Government (Governance and Integrity) Regulations 2022
17. Model Councillor Code of Conduct.

**12. Officers' reports**

**CM.068/25 Councillor Use of Social Media Policy**

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**Regional, state and national plans and policies**

18. Not applicable.

**Next steps**

19. Not applicable.

**Conflicts of interest**

20. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.068/25      Councillor Use of Social Media Policy**

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**12. Officers' reports****CM.069/25      Councillor Confidentiality Policy**

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**Distribution:    Public****Manager:        Blaga Naumoski, Director Governance, Communications and  
Community Safety****Author:          Katia Croce, Manager Governance and Property****Summary**

Council staff and Councillors have obligations under the *Local Government Act 2020*, *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* specifically relating to confidential information, personal information and health information.

A Councillor Confidentiality Policy would not introduce additional restrictions relating to Councillor obligations, more so, is recommended to bring a number of existing provisions relating to confidentiality and privacy together into one place.

This report seeks endorsement of a Councillor Confidentiality Policy (**Attachment 1**).

<b>Recommendation</b>
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**That** Council endorses the Councillor Confidentiality Policy (**Attachment 1**).

**Attachments**

- 1  Councillor Confidentiality Policy

**Discussion**

1. A Councillor Confidentiality Policy (**Policy**) has been developed which sets out clearly the obligations of Councillors to adhere to comply with the obligations relating to privacy and confidentiality as set out in the *Local Government Act 2020 (the Act)*, the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.
2. Council currently has a Confidential Information Policy, endorsed in 2019, which applies to Councillors, staff, contractors, and volunteers. While this existing policy remains in effect, the newly drafted Councillor-specific Confidential Information Policy, once adopted, will supersede the 2019 version in its application to Councillors.
3. Confidential information is defined in section 3 of the Act and means the following information –
  - Council business information
  - Security information
  - Land use planning information
  - Law enforcement information
  - Legal privileged information
  - Personal information
  - Private Commercial information

**12. Officers' reports****CM.069/25 Councillor Confidentiality Policy**

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- Confidential meeting information
  - Internal arbitration information
  - Councillor Conduct Panel information
  - Information prescribed by the regulations as confidential information
  - Information that was confidential information for the purposes of section 77 of the LGA 1989.
4. Section 125 of the Act outlines that Council staff and Councillors must not recklessly disclose information that a person knows or should reasonable know is confidential information.
  5. The *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* provide the definitions personal information and health information for which the Act relies on.
  6. The Policy is intended to clearly set out the obligations relating to confidential information and privacy, however, is not intended to undermine the public transparency principles in section 58 of the Act and Council's Public Transparency Policy. There are no restrictions or obligations on Councillors in the Policy beyond the existing legislative requirements.
  7. Balancing the requirements for transparency and the obligations to protect confidential information requires consideration of existing legislation that requires disclosure of certain information and that which prohibits disclosure.
  8. The Policy is intended to assist Councillors to meet their obligations for both transparency and confidentiality and abide by the Code and other legislative requirements.

**Related Council decisions**

9. Councillors individually affirmed the Code when they took the Oath or Affirmation of Office on 14 November 2024.

**Options**

10. While there is no legislative requirement to adopt a standalone Confidentiality Policy for Councillors, formally endorsing one demonstrates a proactive commitment to good governance and supports Councillors in understanding and complying with their obligations under the Model Code of Conduct and relevant legislation. A dedicated policy provides clarity on expectations, reinforces the importance of handling confidential information appropriately, and offers a practical safeguard to protect Councillors from inadvertent breaches.
11. It is recommended that Council endorses the Councillor Confidentiality Policy (**Attachment 1**).

**Council plans and policies**

12. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
  - We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**12. Officers' reports**

**CM.069/25 Councillor Confidentiality Policy**

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**Access, Equity and Inclusion**

13. This Policy outlines the requirements the legislative obligations relating to confidential information and privacy. Due to the nature of the Policy, no Equity Impact Assessment has been undertaken.

**Sustainability implications**

14. There are no sustainability implications by endorsing the Policy.

**Community engagement**

15. This Policy is intended to support Councillors to adhere to their existing confidential information and privacy obligations. There is no impact on strategic planning or decision making by endorsing the Policy. Community engagement is not required prior to endorsing the Policy.

**Innovation and continuous improvement**

16. The Policy is intended to support Councillors in their roles. No restrictions outside of existing legislation have been introduced to the policy.

**Collaboration**

17. The VLGA developed a Model Councillor Confidentiality Policy that considered the existing legislative requirements and obligation. As a member Council to the VLGA, the model Policy was made available to Council for use.

**Budget considerations**

18. Membership to the VLGA is within Council's existing operating budget. Use of the model policy was available to member Councils and there are no budget considerations to consider prior to endorsing the Policy.

**Relevant law**

19. Section 3 and 125 of the *Local Government Act 2020*.  
20. *Privacy and Data Protection Act 2014*.  
21. *Health Records Act 2001*.  
22. Local Government (Governance and Integrity) Regulations 2022.  
23. Model Councillor Code of Conduct.

**Regional, state and national plans and policies**

24. Not applicable.

**Next steps**

25. Not applicable.

**Conflicts of interest**

26. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.069/25      Councillor Confidentiality Policy**

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**12. Officers' reports****CM.070/25      Draft Asset Plan and Draft Financial Plan 2025-2035**

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**Distribution:    Public****Manager:        Melika Sukunda, Chief Financial Officer****Author:          Robert Malignaggi, Business Services Lead****Summary**

This report presents the Draft Asset Plan 2025-2035 and Draft Financial Plan 2025-2035 for approval to exhibit for public consultation.

The Draft Asset Plan and Draft Financial Plan (**Attachment 1 and 2**) are requirements under section 91 and 92 of the *Local Government Act 2020* (the LGA) and must be adopted by 31 October 2025.

The Draft Asset Plan provides a high level strategic and financial view of how Council intends to manage its transport, building, drainage and open space assets over the next 10 financial years.

The purpose of the 10-year Draft Financial Plan is to demonstrate Council's financial sustainability in order to fund the aspirations of the Community Vision and the Council Plan.



As detailed in this report, community consultation is due to commence on 18 June 2025 through to 9 July 2025. Public submissions will close on 9 July 2025 and will be considered at the Planning and Consultation Committee Meeting on 12 August 2025. The finalised Plans are due to be adopted at the Council Meeting on 30 September 2025.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Endorses the Draft Asset Plan 2025-2035 and Draft Financial Plan 2025-2035 (**Attachment 1 and 2**) for the purposes of public exhibition.
2. Invites written submissions on the Draft Asset Plan 2025-2035 and Draft Financial Plan 2025-2035 to Council by 9 July 2025.
3. Considers public submissions at the Planning and Consultation Committee Meeting to be held on 12 August 2025.
4. Notes that any person who makes a written submission in relation to the draft Asset Plan 2025-2035 and draft Financial Plan 2025-2035 and requests to be heard in support of the written submission, be heard at the 12 August 2025 Planning and Consultation Committee Meeting.

**Attachments**

- 1  Attachment 1 - Draft Asset Plan 2025-2035
- 2  Attachment 2 - Draft Financial Plan 2025-2035

## 12. Officers' reports

## CM.070/25 Draft Asset Plan and Draft Financial Plan 2025-2035

## Discussion

1. Section 92 of *Local Government Act 2020* (the LGA) requires that Council develop, adopt and keep in force an Asset Plan that has an outlook of at least 10 years. An Asset Plan should include information about maintenance, renewal, acquisition, expansion, upgrade and disposal and decommissioning in relation to each class of infrastructure asset under the control of Council.
2. Under section 91 of the *Local Government Act 2020*, Council is required to adopt the Draft Asset Plan and Draft Financial Plan (**Attachment 1 and 2**) prior to 31 October in the year following a general election. The Asset Plan and Financial Plan has effect from 1 July in the year following a general election.
3. The scope of the Draft Asset Plan and Draft Financial Plan is for the next 10-year period – 2025-2035.
4. The Draft Financial Plan provides the context through which the objectives of the Council Plan can be funded in order to achieve the Community Vision.
5. The Draft Financial Plan includes financial statements outlining the financial resources required to give effect to the Council Plan and contains information about the decisions and assumptions that underpin the forecasts in the statements.
6. The table below shows the asset classes that are represented within the four major infrastructure asset categories recognised within the Draft Asset Plan. Note that the Draft Asset Plan only covers infrastructure that is under Council's control and is recognised as an asset.

Asset Category	Asset Classes
Transport	Road and car parks
	Kerbs
	Footpaths
	Bridge and major culverts
Building	Buildings (excluding public and sporting shelters)
Drainage	Underground pits
	Underground pipes
	Surface drainage (i.e. wetlands, dams etc.)
Open Space	Playgrounds and fitness Parks
	Playing surfaces (i.e. ovals, basketball courts, hockey fields etc.)
	Trails and walkways
	Public and sporting shelters

**12. Officers' reports****CM.070/25      Draft Asset Plan and Draft Financial Plan 2025-2035**

7. The following key sections are included within the Draft Asset Plan:

Section	Details
Strategic Asset Management Framework	Defines Council's strategic approach to asset management.
Valuations	Detail the net worth of the assets.
Current State of Assets	Considers the physical condition of assets and whether that condition allows it to meet the intended service level.
Levels of Service	Levels of service are key business drivers and influence how Council manage its assets. Service standards describe the output intended to be delivered to the community, whilst delivery mode defines the strategies Council has in place to achieve these outcomes.
Legislative & Council Requirements	Describes how the Asset Plan links to key legislation and Council documents.
Future Demand	The ability to predict future demand for services enables Council to plan ahead and identify the best way of meeting that demand. This section analyses the various drivers influencing the services supported by major asset classes.
Funding Levels	Outlines the projected expenditure requirements for Council's infrastructure assets over the next ten years. It aligns with Council's Financial Plan and represents the investment that is required to maintain existing levels of service.
Risk Management	Council's Risk Management Policy sets the overall framework for addressing risk within the framework of ISO31000-2009. This section enables informed decisions to be made regarding the management of risks associated with Council's assets.
Continuous Improvement	Details the Asset Plan review cycle and Council's approach to asset management improvement.

**Related Council decisions**

8. Not applicable

**Options**

9. Endorse the Draft Asset Plan 2025-2035 and Draft Financial Plan 2025-2035 for public exhibition.

**12. Officers' reports****CM.070/25      Draft Asset Plan and Draft Financial Plan 2025-2035**

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**Council plans and policies**

10. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We carefully protect, plan, maintain and improve open spaces, streetscapes and places to ensure that they are safe, accessible and enjoyable.
  - Ensure responsible and efficient management of Council's financial resources.

**Access, Equity and Inclusion**

11. The Draft Asset Plan considers accessibility within the levels of service, legislative and Council requirements, and also within the 'future demand' section along with gender diversity and participation in sports.

**Sustainability implications**

12. The Draft Asset Plan considers the impact of climate change on assets within the 'future demand' section and sustainability within the 'levels of service' section.
13. Council's financial sustainability is informed by the indicators set by the Victorian Auditor General's Office (VAGO).
14. These indicators comprise of both short term and longer-term measures. The indicators are calculated and considered as part of the budget process.

**Community engagement**

15. The Draft Asset Plan and Draft Financial Plan will be subject to public consultation prior to their final adoption by Council in September 2025. These draft plans will be placed on public exhibition (from 18 June to 9 July) to provide the community an opportunity to provide feedback. They will be available for inspection on Council's website (including the Participate Nillumbik page) and at the Civic Centre in Greensborough.
16. During this time, community members may make submissions to these draft plans and have the opportunity to speak to their submission at the Planning and Consultation Committee meeting in August 2025. Following the consideration of the submissions received, these draft plans will then be presented for adoption at the Council Meeting on 30 September 2025.

**Innovation and continuous improvement**

17. The Draft Asset Plan has been designed as a digitally interactive document, allowing exploration of the data behind the decision-making processes. This innovative approach presents the information in a dynamic and user-friendly manner that could be made available through Council's website following its endorsement.
18. Continuous improvement and innovation opportunities identified have been considered as part of the Draft Financial Plan.



**12. Officers' reports**

**CM.070/25      Draft Asset Plan and Draft Financial Plan 2025-2035**

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**Collaboration**

19. As part of the development of the Draft Asset Plan, consultation occurred across relevant teams within Council. They are listed below:
  - Capital and Infrastructure
  - Finance, Assets and Procurement
  - Operations Centre
  - Recreation and Leisure.
20. The Draft Asset Plan and Draft Financial Plan considered the outcomes of discussion and exercises undertaken at the Community Forum (a deliberative engagement forum), which consolidated community priorities in the context of both capital works and operational spend.
21. The Draft Asset Plan and Draft Financial Plan will be circulated to the Audit and Risk Committee.

**Budget considerations**

22. The Draft Asset Plan is a high-level strategic document, with financial projections aligned with Council's Draft Financial Plan 2025-2035.
23. The costs of preparing and exhibiting the Draft Asset Plan and Draft Financial Plan are funded from operating budget allocations.

**Relevant law**

24. Section 92 of the *Local Government Act 2020*, states Council must develop, adopt and keep in force an Asset Plan that has an outlook of at least 10 years.
25. Section 91 of the *Local Government Act 2020* applies to the development and adoption of the Financial Plan that also has an outlook of at least 10 years.

**Regional, state and national plans and policies**

26. Not applicable.

**Conflicts of interest**

27. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.070/25      Draft Asset Plan and Draft Financial Plan 2025-2035**

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**12. Officers' reports****CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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**Distribution:    Public****Manager:        Jeremy Livingston, Director Culture and Performance****Author:          Craig King, Manager Customer Experience and Business Performance****Summary**

This report presents the Draft Council Plan 2025-2029 incorporating the Community Vision (the Draft Plan) for approval to exhibit for public consultation.

The Council Plan is the Council's primary strategic document for its four-year term. The Draft Plan (**Attachment 1**) is a requirement under section 90 of the *Local Government Act 2020* (the Act) and must be adopted by 31 October 2025. Council is also required to review the Community Vision by 31 October 2025 under section 88 of the Act. The Community Vision seeks to capture the essence of what is most valued about our community and the Shire, reflecting the collective aspirations of our community.

The Draft Plan identifies Council's objectives and strategies, along with indicators to monitor the achievement of the objectives and strategies, in line with the Community Vision. The community feedback gathered through the Nillumbik Now and Beyond community engagement program undertaken in February of this year has helped inform the development of the Draft Plan. The community feedback also identified strong support for the existing Community Vision, which is proposed to remain unchanged.

It is recommended that Council endorse the Draft Council Plan for the purpose of public exhibition.

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

1. Endorses the Draft Council Plan 2025-2029 (inclusive of the Community Vision) for the purposes of public exhibition.
2. Invites written submissions on the Draft Council Plan 2025-2029 (inclusive of the Community Vision) to Council by 9 July 2025.
3. Considers public submissions at the Planning and Consultation Committee Meeting to be held on 12 August 2025.
4. Notes that any person who makes a written submission in relation to the Draft Council Plan 2025-2029 (inclusive of the Community Vision) and requests to be heard in support of the written submission, be heard at the 12 August 2025 Planning and Consultation Committee Meeting.

**Attachments**

- 1  Draft Council Plan 2025-2029

**Discussion**

**12. Officers' reports****CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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1. The *Local Government Act 2020* (section 90) requires all Victorian councils to prepare a Council Plan for its four-year term, and to complete this by 31 October in the year following a general election. The Council Plan must describe how the Council will work towards its community vision during its four-year term.
2. The information and community feedback gathered through the Nillumbik Now and Beyond community engagement program undertaken in February of this year has helped inform the development of the Draft Plan. The Draft Plan has also been developed through a series of workshops with Councillors.
3. The Draft Council Plan 2025-2029 identifies four themes for Nillumbik, each linked to our Community Vision themes (in brackets below), which are:
  - Inclusive living and participation (our people)
  - Liveable and connected communities (our place)
  - Sustainable futures and healthy environments (our future)
  - Responsible governance and community leadership (our Council).
4. An objective, a set of strategies and strategic indicators are included under each theme. Council services and key strategy and planning documents have also been included to show their alignment with the Draft Plan.
5. The four objectives of the Draft Plan, each sitting under the four themes are:
  - We support and empower our diverse community by reducing barriers, strengthening connections, and creating a welcoming environment where everyone feels respected, included, and able to participate fully in community life.
  - We create vibrant, inclusive neighbourhoods and rural townships through thoughtful planning, improved walking and transport links, diverse housing options, quality open spaces, and community infrastructure that reflect Nillumbik's unique character and the needs of our community.
  - We lead with practical, local action to reduce the environmental and financial impacts of climate change, grow and protect our tree canopy, cut waste, and support a thriving natural environment for current and future generations.
  - We strengthen governance and community leadership to ensure transparent, inclusive decision-making processes that engage all residents, build trust, and create sustainable solutions for Nillumbik's future.
6. Some headlines and focus areas of the Draft Plan are as follows:
  - a) A commitment to removing barriers to participation by improving access to services and infrastructure
  - b) Fostering community involvement and enabling community leadership through volunteering and support networks
  - c) Deliver and coordinate health and wellbeing outcomes in partnership with local organisations, agencies and service providers

**12. Officers' reports**

**CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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- d) In response to the State Government's housing targets (additional 6,500 new dwellings by 2050), advocate for housing and planning reforms that protect local neighbourhood character
  - e) Undertake strategy work and audits to prioritise pedestrian safety improvements (particularly around activity centres and recreation precincts), that will help inform future capital works delivery
  - f) Advocate for improved public transport services, including to better connect rural communities through improved bus services
  - g) Advocate to the State Government for funding to trial virtual fencing to protect wildlife along roadsides and vehicle safety
  - h) Introduce a rapid response framework to more swiftly address cleanliness and maintenance issues in public amenities and spaces, ensuring they are welcoming and well-cared for
  - i) Build capacity for climate-related emergencies by enhancing preparedness, information sharing and responsive infrastructure
  - j) Advance sustainable procurement and waste minimisation practices that align with circular economy outcomes, low-emissions goals and green development
  - k) Protect mature trees to reduce canopy loss, revegetate suitable areas with low tree coverage and support biodiversity through implementation of the Urban Tree Canopy Strategy
  - l) Enhance climate resilience by sustainably managing water resources through upgrading drainage infrastructure and stormwater systems, increasing water capture and reuse and reducing flood risk to protect our community, natural environment and build assets
  - m) Ensure transparent communication of Council's role and decisions, reflecting community values and priorities, to build trust and alignment with Council's purpose
  - n) Review Council's approach to advocacy to positively influence Nillumbik's funding opportunities and legislative reform
  - o) Enable community-led action by developing tools and resources that support local advocacy, build capacity, and empower residents to address local needs independently
  - p) Implement fire and flood mitigation measures, including ongoing review and monitoring of high-risk programs such as the roadside vegetation management (slashing) program.
7. The Draft Council Plan 2025-2029 includes the existing Community Vision statement. This statement has been reviewed and no changes are proposed to be made.
8. Through the Nillumbik Now and Beyond survey and Annual Community Survey undertaken in February, 61% of the community supported the Community Vision with no changes, stating that it still resonates. The Community Forum also reviewed the Community Vision and recommended no changes be made to the existing vision statement.

**12. Officers' reports****CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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9. Council will implement the Council Plan annually through an Annual Action Plan, which will detail the specific actions committed to delivering each year to achieve the objectives and strategies across the four years. A progress report will be presented to Council and the community quarterly, and in the Annual Report at the end of each financial year.
10. A full graphic designed version of the Council Plan will be prepared after the public consultation process is completed and the final plan is confirmed and adopted by Council.
11. The preparation of the Draft Council Plan 2025-2029 is a key milestone for Council. It provides the overall strategic direction for the Council's four-year term.

**Related Council decisions**

12. Not applicable.

**Options**

13. Endorse the Draft Council Plan 2025-2029 for public exhibition.

**Council plans and policies**

14. This report directly supports the achievement of the existing Council Plan 2021-2025 strategy:
  - We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**Access, Equity and Inclusion**

15. Council recognises that everybody has a role in creating a more fair and equal society. It plays an important role in working with community to empower people to have their say and to shape the future of the Shire.
16. In developing the Draft Council Plan, Equity Impact Assessments (EIA) were conducted for the general engagement (Nillumbik Now and Beyond program) and the two-day Community Forum deliberations, prior to these activities taking place.

**Sustainability implications**

17. The Draft Council Plan will assist Council in acting in the best interests of the community by making decisions that promote social, economic and environmental sustainability.

**Community engagement**

18. The community engagement process undertaken included an overarching engagement approach for both the broad community (to gather and understand ideas and opinions) and then a deliberative process (which used a representative Community Forum) to help inform the development and review of these strategic documents.
19. Through the Nillumbik Now and Beyond community engagement program that occurred in February 2025, feedback was received which helped inform the development of the Draft Plan. The Draft Plan has also been developed through a series of workshops with Councillors.

**12. Officers' reports****CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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20. Council then undertook deliberative engagement through the use of a representative group of some 20 community members who were randomly recruited and selected from an independent third party (Metropolis Research) while undertaking Council's Annual Community Survey. The Community Forum was undertaken across two consecutive days in early May.
21. The Draft Plan will now be subject to public consultation prior to its final adoption by Council. The Draft Plan will be placed on public exhibition (from 18 June to 9 July) to provide the community an opportunity to provide feedback. It will be available for inspection on Council's website (including the Participate Nillumbik page) and at the Civic Centre in Greensborough.
22. During this time, community members may make submissions to the Draft Plan and have the opportunity to speak to their submission at the Planning and Consultation Committee Meeting on 12 August 2025. Following the consideration of the submissions received, the Draft Plan will then be presented for adoption at the Council Meeting on 30 September 2025.

**Innovation and continuous improvement**

23. Opportunities for innovation and continuous improvement will be identified through the implementation of the Council Plan.

**Collaboration**

24. Partnerships and collaboration play an integral role in the implementation of the Draft Council Plan. Council will work with other levels of government, agencies and the community in order to achieve the strategies within the plan.
25. As noted earlier, in developing the Draft Council Plan, Council undertook deliberative engagement via a 2-day Community Forum in early May. The recruitment process for this forum ensured that forum participants were generally representative of the broad demographics of the community (gender, age, geographical location, etc.).

**Budget considerations**

26. The Draft Council Plan is a high-level strategic document and does not make specific budget commitments.
27. Each year, in line with the budget process, Council will produce an Annual Action Plan identifying how Council will work towards achieving the objectives and strategies of the Council Plan. Council priorities, strategies and plans, major projects, capital works, as well as other actions will be set out in the Annual Action Plan.
28. The cost of preparing and exhibiting the Draft Council Plan is met from the operating budget

**Relevant law**

29. Section 90 of the *Local Government Act 2020* applies to the development and adoption of the Council Plan. Section 88 of the same Act applies to the maintenance and review of a Community Vision. A new Council Plan must be adopted by 31 October 2025, and the Community Vision reviewed and/or updated by the same date.

**Regional, state and national plans and policies**

**12. Officers' reports**

**CM.071/25      Draft Council Plan 2025-2029 (incorporating the Community Vision)**

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30. Not applicable.

**Conflicts of interest**

31. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.



**12. Officers' reports****CM.072/25      Revenue and Rating Plan 2025-2029**

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**Distribution:    Public****Manager:        Jeremy Livingston, Director Culture and Performance****Author:          Melika Sukunda, Chief Financial Officer****Summary**

Council endorsed the draft Revenue and Rating Plan 2025-2029 at the Council Meeting on 29 April 2025 for the purpose of community consultation. The draft Revenue and Rating Plan was exhibited for 30 days with one submission received. A separate report from the Committee to Council regarding the submissions was included in that agenda.

This report recommends that Council formally adopts the Revenue and Rating Plan 2025- 2029 (**Attachment 1**).

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

1.    Adopts the Revenue and Rating Plan 2025-2029 (**Attachment 1**).
2.    Authorises the Chief Executive Officer to give public notice of the decision to adopt the Revenue and Rating Plan 2025-2029.

**Attachments**

- 1  Revenue and Rating Plan 2025-2029

**Discussion**

1.    Council is required to adopt the Revenue and Rating Plan (the Plan) prior to 30 June in the year following a general election, under section 93 of the *Local Government Act 2020*.
2.    The purpose of the Plan is to establish a rating and revenue strategy which, in conjunction with other income sources.
3.    The Plan outlines Council's most significant sources of income and provides a framework for informing the income projections in Council's Financial Plan 2025-2029 and future budgets.
4.    Council endorsed the proposed Revenue and Rating Plan 2025-2029 (**Attachment 1**) at the 29 April 2025 Council Meeting for the purpose of community consultation.
5.    In response to the public exhibition of the draft Revenue and Rating Strategy 2025-2029, one submission received from the community. The submission has been acknowledged and noted, however no refinements to the Plan have been made.

**12. Officers' reports**

**CM.072/25      Revenue and Rating Plan 2025-2029**

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**Related Council decisions**

6. Council endorsed the draft Revenue and Rating Plan 2025-2029 at the 29 April 2025 Council Meeting for the purpose of community consultation.

**Options**

7. This report recommends that Council adopts the Revenue and Rating Plan 2025-2029.

**Council plans and policies**

8. This report directly supports the achievement of Council Plan 2021-2025 strategy:
- Ensure responsible and efficient management of Council's financial resources.

**Access, Equity and Inclusion**

9. A Gender Impact Assessment will be conducted on the Debt Management and Hardship Policy, which supports the Revenue and Rating Plan.

**Sustainability implications**

10. Council's financial sustainability is informed by the indicators set by the Victorian Auditor General's Office (VAGO).
11. These indicators comprise of both short term and longer-term measures. The indicators are calculated and considered as part of the budget process.

**Community engagement**

12. Council adopted the proposed Revenue and Rating Plan 2025-2029 at the Council Meeting on 29 April 2025 for the purpose of community consultation.
13. In response to the public exhibition of the proposed Revenue and Rating Plan 2025-2029, one submission was received from the community.
14. Submitters were invited to attend the meeting of the Planning and Consultation Committee to speak to their submissions. The submission has been acknowledged and noted, however no amendments to the Plan have been made.

**Innovation and continuous improvement**

15. Not applicable.

**Collaboration**

16. Not applicable.

**Budget considerations**

17. The costs associated with the Revenue and Rating Plan 2025-2029 are funded from operating budget allocations.

**Relevant law**

18. *Local Government Act 1989, Local Government Act 2020.*

**12. Officers' reports**

**CM.072/25 Revenue and Rating Plan 2025-2029**

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**Regional, state and national plans and policies**

19. Not applicable.

**Conflicts of interest**

20. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.072/25      Revenue and Rating Plan 2025-2029**

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**12. Officers' reports**

**CM.073/25**      **Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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**Distribution:**    **Public**

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

**Author:**         **Katia Croce, Manager Governance and Property**

**Summary**

The *Local Government Act 2020* (**the Act**) prescribes that general elections for Councillors must be conducted on the fourth Saturday in October every four years. In line with this provision, the 2024 local government general elections were held on Saturday 26 October 2024.

At this election, 78 of Victoria's 79 councils conducted elections with Nillumbik Shire Council among the participating councils. Conducting local government elections is one of the primary responsibilities of the Victorian Electoral Commission (**VEC**). Therefore, the VEC as the statutory election service provider under section 263(1) of the Act, was responsible for administering the election.

Pursuant to Regulation 83(1) of the *Local Government (Electoral) Regulations 2020* (**Regulations**), the VEC has prepared a formal report on the conduct of the 2024 Nillumbik Shire Council election. This report was submitted to the Chief Executive Officer of the Council on 14 April 2025.

In accordance with the Regulations, the Chief Executive Officer is required to submit the report to the Council.

The 2024 Nillumbik Shire Council – Election Report (**Attachment 1**), prepared by the VEC, outlines the administration and outcomes of the election and is presented to Council in fulfilment of the requirements under the Regulations.

On Friday 30 May 2025, Council received an invoice (**Attachment 2**) for provision of electoral services for the 2024 Nillumbik Shire Council general election.

This report seeks for Council to receive and note the 2024 Nillumbik Shire Council – Election Report (**Attachment 1**) and to authorise the CEO to execute payment for provision of electoral services (**Attachment 2**).

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

1. Receives and notes the 2024 Nillumbik Shire Council – Election Report (**Attachment 1**).
2. Authorises the Chief Executive Officer to execute payments for the provision of electoral services for the 2024 Nillumbik Shire Council general election.
3. Resolves that the invoice for the provision of electoral services for the 2024 Nillumbik Shire Council general election (**Attachment 2**) remains confidential on the grounds specified in the definition of confidential information in section 3(1)(g) and (f) of the *Local Government Act 2020*.

**12. Officers' reports****CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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**Attachments**

1. 2024 Nillumbik Shire Council - Election report  

2. Nillumbik Shire Council - LG2024 Invoice 1 Provision of Election Services -  
*CONFIDENTIAL*

**Discussion**

1. The VEC is the statutory election service provider for the conduct of local government elections as specified in section 263(1) of the Act.
2. In 2019, the VEC undertook an electoral representation review of Nillumbik, with the result being the retention of the existing seven single-councillor wards and a slight boundary change between Sugarloaf and Swipers Gully wards. There was no review for the 2024 election and the existing structure remained in place.
3. It was confirmed that the general election would again be conducted by postal vote.
4. Following changes introduced by the *Local Government Amendment (Governance and Integrity) Act 2024*, key election processes were revised including an earlier close of roll, a reduction in the candidate statement word limit, and a longer ballot pack mail-out period.

**Voters Roll**

5. As required by both the Act and the *Electoral Act 2002 (Vic)*, the voters' roll was prepared for the election. The close of the voters' roll was 4 pm on 7 August 2024, and the roll was certified by the VEC on 9 September 2024.
6. At the time of certification, the voters' roll for Nillumbik's general election included 47,465 enrolled voters. This voters' roll was formed by combining two lists of voters being:
  - The Electoral Commissioner's list (list of State electors that are enrolled within the municipality) – 47,319 voters; and
  - The Chief Executive Officer's list (list of council-entitled voters) – 146 voters.

Appendix 1 of the Report breaks down the voters' roll for Nillumbik by ward.

**Candidates**

7. The Act required that all individuals nominating as a candidate for election must lodge their nomination in person. The VEC also provided a Candidate Helper tool and conducted candidate information sessions to assist prospective nominees.
8. At the close of nominations at 12 noon on Tuesday 17 September 2024, 36 candidates had nominated for election. The breakdown of candidates by ward was as follows:
  - Blue Lake – 2
  - Bunjil – 7

**12. Officers' reports****CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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- Edendale – 7
- Ellis – 4
- Sugarloaf – 5
- Swipers Gully – 3
- Wingrove – 8

A full list of candidate names can be found in Appendix 6 of the Report.

**Election**

9. Doug Hocking was appointed by the VEC to be the Election Manager for the election. The Nillumbik general election was conducted by postal ballot in accordance with the Act and the Regulations.
10. Ballot packs were mailed out between 7 October and 10 October 2024, as outlined in Appendix 7 of the Report. During the voting period, 554 ballot packs were returned to the election office by Australia Post as 'return-to-sender' mail. Most of this mail was due to the addressee no longer residing at the address.
11. Ballot papers were counted manually using the preferential method of counting following the extraction of ballot papers, and provisional results were published on the VEC website as they became available.
12. Prior to a candidate being declared, a recount may be initiated by the Election Manager or in writing by a candidate stating the reasons for their request. A request by a candidate is assessed by the Election Manager supported by the VEC and either accepted or declined.
13. No requests for recounts were received by the Election Manager.
14. Results for the Nillumbik general election were declared at 3:30 pm on Friday 8 November 2024 at the Nillumbik Shire Office, 32 Civic Drive, Greensborough. A full list of the results including first preference votes and percentages can be found in Appendix 8 of the Report.

**Election Statistics**

15. Voter participation and turnout were measured separately for the purpose of election statistics. Participation is the total number of marks on the roll as a percentage of the total enrolment. Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of the voters on the voters' roll.

**12. Officers' reports****CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

16. Voter participation and turnout remained higher than the State average, though slightly lower than the 2020 Nillumbik election (excluding Melbourne City Council), while informal voting was also lower than the State average and a decrease on the 2020 Nillumbik election.

	<b>Nillumbik 2024 election</b>	<b>State average (excluding Melbourne City Council)</b>	<b>Nillumbik 2020 election</b>
Voter participation	87.86%	83.79%	89.86%
Voter turnout	86.66%	81.46%	88.16%
Informal voting	3.08%	3.47%	3.59%

17. In February/March 2025, the VEC commenced the process for non-voter follow-up in accordance with section 267 of the Act. Any person who was required to vote at the 2024 general election and appeared not to have voted was issued an apparent failure-to-vote notice.
18. An apparent failure-to-vote notice does not carry a penalty; however, a person who received a notice was required to respond stating the reasons for their failure to vote. Those who did not respond or whose reasons were deemed insufficient were issued with infringement notices in April/May.
19. Failure to vote carried a penalty, with a further penalty reminder notice issued in July 2025. Matters not resolved may be referred to the Magistrates' Court or Fines Victoria.

**Complaints**

20. Complaints received by the VEC for local government elections will generally fall into one of two broad categories being:
- a) The conduct of participants in the election (candidates and other participants)
  - b) The administration of the election.
- The majority of complaints received for the election related to category a), often being a complaint alleging inappropriate or illegal actions by another person or group.
21. A complaint received by the VEC may be referred to the Local Government Inspectorate for investigation where an alleged breach relates to the Act, or to Council where an alleged breach relates to a Council local law.
22. The VEC received 10 written complaints relating to the election, and a description and action taken by the VEC is outlined in Appendix 10 of the Report.



**12. Officers' reports**

**CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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Invoice

23. Council received the first invoice for the provision of electoral services on Friday 30 May 2025.
24. The invoice reflects costs associated with:
- Communications campaign
  - Election Office costs
  - Scrutiny and count of ballot papers
  - Ballot material production
  - Mail processing
  - Postage
  - List of non-voters
  - Centralised services.
25. The invoice contains breakdown information relating to the provision of services and also contains information related to the income received by election officials and it is therefore being considered as confidential.
26. The invoice for the amount of \$483,591.47 and any future payments relating to the Nillumbik Shire Council general election are above the Chief Executive Officers delegation and therefore Council Resolution is sought to execute this invoice payment and any future invoices.
27. Ongoing costs associated with election services may continue into the 2025/26 and 2026/27 financial years, however, would be anticipated to be limited to voter infringement and prosecution costs if required.

**Related Council decisions**

28. Not applicable.

**Options**

29. Not applicable.

**Council plans and policies**

30. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**Access, Equity and Inclusion**

31. As this report is for noting of Council's VEC Election Report, there is no requirement to undertake a Equity Impact Assessment.

**Sustainability implications**

32. Not applicable.

**12. Officers' reports****CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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**Community engagement**

33. The VEC, as the statutory election service provider for the local government elections, was responsible for the publishing of all statutory public notices. Statutory advertising is outlined in Appendix 2 of the Report.
34. The Council 'Elections' webpage was reformatted to include up-to-date information and an easily accessible in an easy to read format. Links were included for voter and candidate information.
35. Council used the website and social media platforms regularly in the lead-up to the election, during the election period, including sharing of VEC content. Council promoted key dates and events and to keep the community informed of matters such as candidate information sessions, closing the voters roll, the mail-out of ballot papers, reminders to complete ballot papers.
36. Information mandated under the Act to be available for public inspection on the website during the election period, being information requests from candidates was also included as a register accessible via link on the Elections webpage and remains available for inspection.
37. Information mandated under the Act to be available for public inspection after the election, being the campaign donation register, is available as a link on the Elections webpage and remains available for inspection.
38. Following the election the page was updated to include information on the issuing of apparent failure to vote notices by the VEC and subsequently infringement notices.

**Innovation and continuous improvement**

39. Not applicable.

**Collaboration**

40. Not applicable.

**Budget considerations**

41. Costs associated with the 2024 local government general election are accommodated within Council's operating budget.

**Relevant law**

42. The following legislation is relevant to council elections:
  - *Local Government Act 2020*
  - *Electoral Act 2002 (Vic)*
  - Local Government (Electoral) Regulations 2020.

**12. Officers' reports**

**CM.073/25 Victorian Electoral Commission - Nillumbik Shire Council Election Report**

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**Regional, state and national plans and policies**

43. Not applicable.

**Conflicts of interest**

44. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.073/25      Victorian Electoral Commission - Nillumbik Shire Council Election  
Report**

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**12. Officers' reports****CM.074/25      Informal Meetings of Councillors Records - 17 June 2025**

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**Distribution:    Public****Manager:        Blaga Naumoski, Director Governance, Communications and  
Community Safety****Author:          Katia Croce, Manager Governance and Property****Summary**

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

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 27 May 2025.

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

1. Health and Wellbeing Advisory Committee meeting held 15 May 2025;
2. Arts and Cultural Advisory Committee meeting held 19 May 2025;
3. Councillor Briefing meeting held 20 May 2025;
4. Council Meeting Pre-Meet held 27 May 2025;
5. Youth Council Advisory Committee meeting held 2 June 2025; and
6. Councillor Briefing meeting held 3 June 2025.

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

**Attachments**

- 1  Informal Meetings of Councillors records reported 17 June 2025

**Discussion**

1. *Item 20 of Council's Governance Rule – Meeting Procedures*, requires records of Informal Meetings of Councillors be reported to a Council Meeting and recorded in the minutes of that meeting.

**12. Officers' reports****CM.074/25      Informal Meetings of Councillors Records - 17 June 2025**

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**Related Council decisions**

2. Not applicable.

**Options**

3. An Informal Meetings of Councillors is defined in *Item 20 of the Governance Rule – Meeting Procedures*. It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of delegated authority and which is either of the following:
- Planned or scheduled meeting that includes at least half the Councillors and at least one Council officer. These meetings do not include meetings of Councillors and Council staff that are not planned or scheduled.
  - Meeting of an Advisory Committee where at least one Councillor is present. An Advisory Committee is any committee established by the Council, other than a special committee, that provides advice to the Council or to a special committee or to a member of Council staff who has been delegated a power or duty or function of the Council.
4. A record must be kept of any Informal Meeting of Councillors and include the names of all Councillors and Council staff attending, the matters considered, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.
5. In accordance with *Item 20 of the Governance Rule – Meeting Procedures*, Council is required to report as soon as practicable to a Council Meeting, a record of any Informal Meetings of Councillors held.
6. The recommendation contains the list of Informal Meetings of Councillors records submitted since the matter was last reported to Council at the last Council Meeting.

**Conclusion**

7. It is recommended that Council receives the records of recent records of Informal Meetings of Councillors as contained in this report, fulfilling *Item 20 of the Governance Rule – Meeting Procedures*.

**Council plans and policies**

8. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
- We maintain good governance and transparency; clearly defining and communicating the role of Councillors and Council.

**Access, Equity and Inclusion**

9. A Gender Impact Assessment has not been completed for this report.

**Sustainability implications**

10. Not applicable.

**Community engagement**

11. Not applicable.

**12. Officers' reports**

**CM.074/25      Informal Meetings of Councillors Records - 17 June 2025**

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**Innovation and continuous improvement**

12. Not applicable.

**Collaboration**

13. Not applicable.

**Budget considerations**

14. This is a routine reporting item, the resources for which are contained in Council's current operating budget.

**Relevant law**

15. *Local Government Act 2020.*

**Regional, state and national plans and policies**

16. Not applicable.

**Conflicts of interest**

17. All officers involved in the preparation of this report have made a declaration that they do not have a conflict of interest in the subject matter of this report.

**12. Officers' reports**

**CM.074/25      Informal Meetings of Councillors Records - 17 June 2025**

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## **Council Meeting Agenda**

**17 June 2025**

- 13. Notices of Motion**
- 14. Delegates' Reports**
- 15. Supplementary and urgent business**
- 16. Confidential reports**
- 17. Close of Meeting**