

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 29 July 2025 commencing at 7:00 PM.

Attachments

Carl Cowie
Chief Executive Officer

Thursday 24 July 2025

Distribution: Public

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Nillumbik Shire Council

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Council Meeting

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

Minutes

Carl Cowie
Chief Executive Officer

Friday 20 June 2025

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
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Nillumbik Shire Council

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Nillumbik Shire Council

**Minutes of the Meeting of Nillumbik Shire Council held Tuesday 17 June 2025.
The meeting commenced at 7.00pm.**

Councillors present:

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

Officers in attendance:

Carl Cowie	Chief Executive Officer
Claire Quinlan	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Corrienne Nichols	Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Katia Croce	Manager Governance and Property

1. Welcome

2. Acknowledgement

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

3. Good Governance Pledge

The Good Governance Pledge was read by Cr Kate McKay.

4. Prayer

A prayer was read by Reverend Dr John Smith.

5. Apologies\Leave of Absence

Nil

6. Declarations of conflict of interest

Nil

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7. Presentations

King's Birthday 2025 Honours List

It was great, yet again, to see members of our community being recognised for their achievements in the recent King's Birthday Honours List and tonight I would like to acknowledge them and their achievements.

The following Nillumbik residents were appointed as a Member of the Order of Australia (AM) in the General Division:

- **The late Dr Sajeew KOSHY OAM**, for significant service to dentistry, particularly through board and leadership roles.
- **Professor Alistair ROYSE**, for significant service to medicine as a cardiothoracic surgeon, researcher, educator, and trainer.

The following Nillumbik residents were awarded a Medal of the Order of Australia (OAM) in the General Division:

- **Emeritus Professor Robert BAINES**, for service to the creative arts, particularly as a jeweller, and to education.
- **Andrew BAXTER**, for service to the community through fundraising contributions.
- **Bruce HOLLAND**, for service to the communities of Northeast Melbourne.
- **Joy PITTS**, for service to the community through emergency response organisations.
- **Geoffrey WATT**, for service to the community of Northeast Melbourne.

I would like to commend all recipients for their dedication, service and achievement of excellence in their field. They embody the Nillumbik ethos of service, diligence, commitment and, above all, serving the broader community.

I would also like to acknowledge and congratulate former Nillumbik Shire Council CEO, **Bill FORREST**, who was awarded a Medal of the Order of Australia (OAM) in the General Division for service to urban planning, the arts, and to the community.

Council Meeting Minutes

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8. Confirmation of Minutes

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

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

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kim Cope

That Council confirms the Minutes of the Council Meeting held on Tuesday 27 May 2025
(Attachment 1).

CARRIED UNANIMOUSLY

Council Meeting Minutes

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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".

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

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.

CARRIED UNANIMOUSLY

10. Questions from the gallery

Nil

Council Meeting Minutes

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11. Reports of Advisory Committees

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

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.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kelly Joy

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

CARRIED UNANIMOUSLY

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11. Reports of Advisory Committees

AC.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

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.

Council Resolution

MOVED: Cr Kelly Joy

SECONDED: Cr Grant Brooker

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 Planning and Consultation Committee meeting.

CARRIED UNANIMOUSLY

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

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

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.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kate McKay

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*.

CARRIED UNANIMOUSLY

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

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CM.067/25 Councillor Internal Resolution Procedure

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.

Recommendation

That Council endorses the Councillor Internal Resolution Procedure (**Attachment 1**).

Motion

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council endorses the Councillor Internal Resolution Procedure **with the following amendment the removal of the last paragraph under section 3 of the Procedure (Attachment 1)**.

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

Council Resolution

MOVED: Cr Grant Brooker

SECONDED: Cr Kim Cope

That Council endorses the Councillor Internal Resolution Procedure with the following amendment the removal of the last paragraph under section 3 of the Procedure (**Attachment 1**).

CARRIED UNANIMOUSLY

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CM.067/25 Councillor Internal Resolution Procedure

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CM.068/25 Councillor Use of Social Media Policy

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**).

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kate McKay

That Council endorses the Councillor Use of Social Media policy (**Attachment 1**).

CARRIED

For: Crs Kim Cope, John Dumaresq, Naomi Joiner, Kelly Joy, Kate McKay and Peter Perkins

Against: Cr Grant Brooker

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CM.068/25 Councillor Use of Social Media Policy

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CM.069/25 Councillor Confidentiality Policy

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**).

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Kim Cope

That Council endorses the Councillor Confidentiality Policy (**Attachment 1**).

CARRIED UNANIMOUSLY

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12. Officers' reports

CM.069/25 Councillor Confidentiality Policy

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

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.

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Grant Brooker

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.

CARRIED UNANIMOUSLY

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

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

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.

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Naomi Joiner

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.

CARRIED UNANIMOUSLY

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

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

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**).

Recommendation

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.

Motion

MOVED: Cr Naomi Joiner

SECONDED: Cr Kim Cope

That Council:

1. Adopts the Revenue and Rating Plan 2025–2029 (Attachment 1), **subject to the inclusion of the following additional paragraphs at Section 3.8 Rates – Summary:**

“The consistent rate increase of 3.00 percent annually from 2025–2026 onwards aligns with the underlying principles of the Victorian Government’s rate cap, which is generally tied to the Consumer Price Index (CPI). This linkage reflects a commitment to keeping rate increases in line with cost-of-living movements, helping to ensure that ratepayers are not unfairly burdened.

By aligning revenue increases with CPI, the strategy also supports financial sustainability and predictability, allowing Council to continue delivering essential services and infrastructure without placing disproportionate strain on any particular group within the community. Furthermore, because the rate cap is tied to CPI, similar upward movement in the cost of service and infrastructure delivery is anticipated. The proposed strategy acknowledges this by managing both revenue and expenditure growth in a measured and equitable manner, while recognising the difficulty in predicting growth levels in outer-lying years. This ensures that Council’s financial planning is responsive to inflationary pressures while maintaining current service delivery and community infrastructure levels.”

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

2. Authorises the Chief Executive Officer to give public notice of the decision to adopt the Revenue and Rating Plan 2025–2029.

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

Council Resolution

MOVED: Cr Naomi Joiner

SECONDED: Cr Kim Cope

That Council:

1. Adopts the Revenue and Rating Plan 2025–2029 (**Attachment 1**), subject to the inclusion of the following additional paragraphs at Section 3.8 Rates – Summary:

“The consistent rate increase of 3.00 percent annually from 2025–2026 onwards aligns with the underlying principles of the Victorian Government’s rate cap, which is generally tied to the Consumer Price Index (CPI). This linkage reflects a commitment to keeping rate increases in line with cost-of-living movements, helping to ensure that ratepayers are not unfairly burdened.

By aligning revenue increases with CPI, the strategy also supports financial sustainability and predictability, allowing Council to continue delivering essential services and infrastructure without placing disproportionate strain on any particular group within the community. Furthermore, because the rate cap is tied to CPI, similar upward movement in the cost of service and infrastructure delivery is anticipated. The proposed strategy acknowledges this by managing both revenue and expenditure growth in a measured and equitable manner, while recognising the difficulty in predicting growth levels in outer-lying years. This ensures that Council’s financial planning is responsive to inflationary pressures while maintaining current service delivery and community infrastructure levels.”

2. Authorises the Chief Executive Officer to give public notice of the decision to adopt the Revenue and Rating Plan 2025–2029.

.CARRIED UNANIMOUSLY

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

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**).

Council Resolution

MOVED: Cr Kate McKay

SECONDED: Cr Grant Brooker

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

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

specified in the definition of confidential information in section 3(1)(g) and (f) of the *Local Government Act 2020*.

CARRIED UNANIMOUSLY

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

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.

Council Resolution

MOVED: Cr Peter Perkins

SECONDED: Cr Kim Cope

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

CARRIED UNANIMOUSLY

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

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13. Notices of Motion

Nil

14. Delegates' Reports

Nil

15. Supplementary and urgent business

Nil

16. Confidential reports

Nil

17. Close of Meeting

The meeting closed at 7.59pm.

Confirmed:

Cr John Dumaresq, Mayor

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Inclusion and Access Advisory Committee Minutes



Date: Friday 2 May 2025
Time: 10.00am – 12:30pm
Venue: Eltham Central Pavilion, 18 Panther Place, Eltham
Chair: Cr Peter Perkins
Scribe: Julie-Anne Grech

Attendees:

Councillors:

Cr Peter Perkins

Council Officers:

Narelle Hart (Manager Community Programs), Angela Lampard (Disability Inclusion and Volunteer Coordinator), Angela Clare (Disability Inclusion Officer), Cassie Zurek (Social Planning and Policy Officer) and Julie-Anne Grech (Business and Program Support Officer). Ignacio Zamora (Arts Development Officer) – joined the meeting for the tour of the Changing Place.

Committee members:

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

Other:

Matt Ling – Artist Changing Places



Apologies:

Dianna Warrell, Gina Lloyd-Thomas, Carol Lee and Melanie Keely

Order of business

1. Welcome by Chair, Cr Perkins.

2. Acknowledgement of Country

Acknowledgement of Country was read by Cr Perkins.

3. Conflict of Interest and Informal Meeting of Councillors Record

Nil

4. The Minutes of the previous meeting held on 28 February 2025 were confirmed as a true and accurate record of the meeting.

Proposed: Helen Ryan

Seconded: Neville Coutts

5. General business:

The 2025-2027 membership for the Inclusion and Access Advisory Committee will be formalised by Council at the end of May.
21 applications were submitted for 14 positions.

6. Nillumbik Shire Council 2025-2029 Health and Wellbeing Plan (HWBP): Update

Cassie Zurek, Council's Social Planning and Policy Officer

The Social Planning and Policy Officer updated the Committee about the HWBP and the associated timeline; what has been completed (evaluation, review, community engagement,

partnership forum, community forum) and what is planned (draft, presentation of draft, public exhibition, endorsement and submission).

Disability related suggestions from community engagement were discussed (including Committee feedback to date) in the context of Priority Areas and legislative considerations. Further Committee discussion focused on:

- General reflections about the community engagement
- Which suggestions should be prioritised and
- Is there anything missing?

The following issues/areas for exploration were identified (acknowledging some identified issues are outside the scope of Council and so Council's role in this instance would be advocacy only):

- Increased cost of living impacts
- More affordable and inclusive social opportunities around the Shire including the more isolated areas of Nillumbik
- Greater opportunity for transport options within and out of Shire. Improved and accessible public transport not only within the activity hubs but throughout the Shire
- Collaboration with other Council's to advocate on the high priority issues, therefore freeing up resources to channel into issues Nillumbik has more control over. Benchmarking; what do other Council's do in the HWBP space?
- Collaboration and think tanks with groups who have volunteer support i.e. U3A, OM:NI, Lions, Rotary etc. How can different groups support the community?
- Raising awareness and reducing discrimination against invisible disability. Education surrounding disability parking
- Raise awareness of the high rates of violence against women with disability
- Education, advocacy and support for local businesses to provide people with disability who have completed training and work experience to take the next step to employment
- Support Dementia Alliance to assist local traders to understand and support people with dementia and their carers
- Increase and continue to improve pedestrian crossings/ continuous accessible pathways / accessible parking
- The committee acknowledged the challenges involved with the required advocacy for accessibility and affordability in

future housing projects. The Nillumbik neighbourhood character and the topography create challenges to increasing housing density.

- Raise awareness and support people with disability to participate in community garden programs. Examine successful models such as the South Gippsland model where Council supports and promotes the growing of veggies on nature strips for Community use. Promote school and early years' programs that promote vegetable growing and chook keeping.
- Consider Universal Design guidelines for playgrounds. Include equipment for adult users, such as larger swings.

7. Cr Perkins to present Certificates of Recognition

Cr Perkins thanked all on the Committee for their dedication and passion to the Committee and handed out Certificates of Recognition

8. Tour of the newly opened Alistair Knox Park Changing Places Facility.

Committee members, Nillumbik Staff and artist Matt Ling toured the newly opened Changing Place in Alistair Knox Park. The committee gratefully acknowledged all stakeholder contributions.

9. Other Business

Nil

10. Next Committee meeting for newly endorsed 2025-2027 IAAC members:

Where: Nillumbik Shire Council (Council Chamber)

When: Friday 27 June 2025

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

Meeting close: 12.30pm meeting closed. Thank you all

Youth Council Informal Meeting

Minutes



Date: Monday 2 June 2025
Time: 4.30pm – 6.30pm
Venue: Nillumbik Youth Hub
Chair: Cr Kate McKay
Minute Taker: Frances Biggar
Committee Members: Aashini Rastogi, Alexandra Laidlaw, Ang Gartland, Anushka Gupta, Eleanor Risley, Gianna Andreoli, Jessica Brown, Kris van de Kamp, Lucas Fox, Rose Jarvis, Samuel Lochner, Sonya Radchenko, Soren Kean, Tahlia Edmonds
Councillor Representative: Cr Kate McKay
Other: Nichole Johnson, Nicola Clutton, Frances Biggar, Orianna Edmonds
Apologies:

Items:

1. Acknowledgment of Country

Ang Gartland, Youth Council Member

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the land on which Nillumbik is located and pay our respects to Elders, children, and young people of past, present, and future generations.

We extend this respect to all First Nations People. We honor their enduring strength, continuing connection and care for the land and waters, and the truth that sovereignty was never ceded. We acknowledge all Bubups – children and their right to play, learn and have a voice on Country.

We acknowledge the past and walk together for our shared future.

2. Conflict of Interest and Informal Meetings of Councillors Record

No conflicts of interest were disclosed.

3. Minutes of previous meeting

That the minutes of the meeting held 7 April 2025 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Soren Kean, minutes seconded by: Cr McKay

4. Outstanding Action Items

No outstanding action items.

5. Introductions

Youth Council members and staff introduced themselves with their name, pronouns, favourite place to eat in Nillumbik or another fact about themselves.

6. Item of business 1: Nillumbik Youth Council Introduction

Nicola Clutton, Team Leader Youth Development

Officers gave an introductory presentation on Nillumbik Youth team, Youth Hub, Youth Council and Youth Summit, including upcoming important dates and what they can expect from the upcoming two years.

Former Youth Mayor Orianna attended to share her experiences of being a Youth Council member since 2021 and being in the leadership position of Youth Mayor.

Presentation slides attached to minutes.

7. Item of business 2: Nillumbik Youth Priorities Data Feedback

Nicola Clutton, Team Leader Youth Development

Officer presented the initial findings from the recent Youth Priorities Consultation. Nillumbik Shire Council heard from over 300 young people, findings directly influenced the upcoming Youth Priorities that will replace the current Youth Strategy.

Presentation slides attached to the minutes.

Youth Council was asked to provide thoughts on the data:

- Youth Council members expressed interest in further breakdowns of data, particularly which issues were rated '10/10' the most.
- Discussion was had around the increase in crime and gambling being issues for young people.

8. Item of business 3: Nillumbik Youth Priorities Consultation

Nicola Clutton, Team Leader Youth Development

Youth Council was presented with five drafted priority areas based on the findings in the Youth Priorities Consultation. Youth Council split into groups to discuss each priority area and provide feedback on whether the draft accurately reflected what was heard in the consultations, and whether there was anything missing.

The following feedback was received:

Priority Area 1: Reduce harm and promote safer choices

- Proper education on the topics
- Might need elaboration on what services and what harm minimisation means.
- Easy to understand
- Relevance to small demographic

Priority Area 2: Support young people to thrive in education

- Suggested word changing “making young people feel supported in education”

Priority Area 3: Strengthen mental health and emotional wellbeing

- More specific about what will be strengthened
- Add the words access to mental health support services
- Be more direct in wording
- Description is good
- The use of language like ‘depression’ ‘anxiety’ and ‘traumatised’ is being used as a joke.

Priority Area 4: Create safe, respectful and inclusive communities

- Ensuring young people feel empowered to speak up
- Age appropriate support
- Showing young people the importance of inclusivity
- Improve lighting to improve safety
- Community presentations on respectful, inclusive communities
- Improving empowerment to speak up about disrespect
- Have young people attend meetings of safety committees
- Teach self defence
- Online safety

Priority Area 5: Build pathways to employment, skills and financial security

- Some actions feel more like priority areas.

Officers to send out a google document link of the draft for Youth Council to provide further feedback after the meeting.

9. Item of business 4: Youth Development Updates

Nicola Clutton, Team Leader Youth Development

- [Youth Hub is open for drop in, Tues, Wed, Thurs 3-6pm](#)
- Women’s Health in the North Affirmative Consent Consultation– Paid opportunity – 12 June 4-6pm Youth Hub. Register here: <https://au.openforms.com/Form/831493ee-c736-425f-bb22-c2174bec839a>
- Creative Minds Launch, showcasing artworks by Nillumbik’s VCE Art and Design students of 2024, this annual exhibition engages our newest generation of artists– Thursday 12 June 6-8pm Eltham Library

10. Item of business 5: Council Meetings

Nichole Johnson

Upcoming Council Briefings, Meetings and PCC speaking opportunities. The different type of Council meetings were discussed. Both Council meetings and Planning and Consultation Committee meetings take place once a month

The opportunity to contribute to the Council Plan and Municipal Health and Wellbeing Plan were mentioned. These two plans are going to the 17 June Council meeting.

Further details regarding meetings can be found here:

[Council and PCC meetings - Nillumbik Shire Council](#)

If you would like to speak at Planning and Consolation meeting register here:

[Speak at a meeting - Nillumbik Shire Council](#)

11. Other Business

Cr McKay informed the Youth Council of the upcoming BMX dirt Bike Jump Consultation. The BMX Park that was originally planned for construction at 145 Allendale Road, Diamond Creek is now planned to be built at a different site. Challenger Street Reserve, Diamond Creek has been selected as the new location. This site meets the requirements for a BMX park, ensuring minimal environmental and cultural impact, is located adjacent to the Diamond Creek Trail and will provide easy access for riders.

For more information visit: <https://participate.nillumbik.vic.gov.au/projects/bmx-park/updates/location-update>

12. Next meeting date and location

Youth Council Welcome and Induction – 30 June 2025, 4:30-6:30 at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek

Youth Council Advisory Committee Meeting Monday 7 July 2025, 4:30 – 6:30pm at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek

Meeting Actions

Action	Person(s) responsible	Due Date
Fill out Youth Council information & photo permission forms	Youth Council	30/6/2025
Sign Advisory Committee Policy	Youth Council	30/6/2025
Create google doc with Youth Priorities for further comment by Youth Council	Nicola Clutton	13/6/2025

Recreation Trails Advisory Committee

Meeting 1 - Minutes



Date: Wednesday 26 June 2025
Time: 6:30pm – 8:30pm
Venue: Council Chambers, Civic Centre, Greensborough
Chair: Cr Kelly Joy
Minute Taker: Chris Gipps, Recreation and Community Infrastructure Project Manager
Committee Members: Cr Kelly Joy (Chair)
Cr Kim Cope (Deputy Chair)
Andrew Chau
Andrew Bakos
Serena Marriott
Bill Penrose
Mark Hood
Andrew McMahon
Louise Barry
Graham Jackson
Daryl Snowdon
Apologies: Cathy Giles
Julie O'Connell-Seamer

Order of business

1. **Welcome**
2. **Acknowledgement of Country**
 - 2.1. Nillumbik Shire Council acknowledges the Wurundjeri people who are the Traditional Custodians of this Land. I would also like to pay respect to the Elders both past and present and extend that respect to other Indigenous Australians present.
3. **Apologies**
 - 3.1. Cathy Giles & Julie O'Connell-Seamer
4. **Introductions**
 - 4.1. Members were asked to share the following with the group:
 - 4.1.1. Representative Interest group or club / community group involvement
 - 4.1.2. Favourite part of the Nillumbik trail network
5. **Induction Video**

- 5.1. All attendees underwent an advisory committee member induction. The induction video incorporated information regarding governance, conflict of interest, code of conduct, risk and safety, access, equity, inclusion, child safety and climate change.

6. Conflict of Interest and Informal Meeting of Councillors Record

- 6.1. Conflict of interest provisions are contained in sections 126-131 of the Local Government Act 2020, the Councillor Code of Conduct, the Employee Code of Conduct and the Advisory Committee Members Code of Conduct.
- 6.2. No conflict of interests were declared

7. Confirmation of minutes from previous meeting

- 7.1. Meeting minutes from the RTAC meeting held 19 March 2025 (distributed on 25 March 2025) were confirmed as a true and accurate record of the meeting.
- 7.2. Moved by Andrew Bakos and seconded by Serena Marriott

8. Actions from previous meeting

- 8.1. Advise RTAC members of their scope for external advocacy
 - 8.1.1. Advisory Committee members attending an event as an individual or committee member are not in a position to speak on behalf of the Advisory Committee or Council without expressed consent to do so.
 - 8.1.2. Members are permitted to speak independently though, and are permitted to identify themselves as a members of an Advisory Committee at Nillumbik Shire Council.
 - 8.1.3. For example: "I am a member of RTAC at Nillumbik and I would love to find out more information or opportunities in regards to (project) to share with the rest of the committee.
 - 8.1.4. Members should also consider any confidentiality expectations to information they have received as an AC member when having informal discussions.
- 8.2. Officers to seek planning information regarding the sections of the Melbourne Water caretakers trail that run through surrounding properties, including width of any easements in place
 - 8.2.1. Council's environmental team work closely with Melbourne Water and will request historical planning and designs for sections of the Maroondah Aqueduct along the caretaker trail.
- 8.3. Provide updates to RTAC members regarding the Montmorency to Eltham bike trail project, as they arise
 - 8.3.1. Council's traffic team meet with Department of Transport regularly and will request an update on this project.

9. Capital Works Updates

- 9.1. Maroondah Aqueduct Trail Extension project

- 9.1.1. \$100k has been made available in 2025/26 financial year to undertake feasibility works on the Maroondah Aqueduct Extension (Plenty River Trail to Diamond Creek Trail).
- 9.1.2. This project is the number one priority of the Northern Region Trails Strategy.
- 9.1.3. Cr Joy has made contact with Cr Nealy (Banyule City Council – Beale Ward Councillor) to discuss the project which will require collaboration between LGAs.
- 9.2. Recently completed projects:
 - 9.2.1. Diamond Creek Trail realignment at Falkiner Street, Eltham
 - 9.2.2. Diamond Creek Trail improvement behind Eltham North Reserve Top Oval (widening, line marking and resurfacing).
- 9.3. Upcoming works:
 - 9.3.1. Diamond Creek Trail – Chute Street Rd improvements. Detailed design is in progress.
 - 9.3.2. Diamond Creek Trail - Along Bridge Street Rugby Field. Design completed. Sourcing quotes with works to commence immediately once a contractor is appointed.

10. Any other business?

- 10.1. Draft Municipal Public Health and Wellbeing Plan 2025-2029 is out for community consultation along with three additional Council Plans.
- 10.2. Council is seeking feedback via the Participate Nillumbik website <https://participate.nillumbik.vic.gov.au/projects/now-and-beyond>
- 10.3. Andrew Bakos raised a need to install way-finding signage (near 199 Punkerri Circuit as well as 41A Punkerri Circuit) to provide improved direction to Plenty River Trail.
 - 10.3.1. Chair advised that this request can be logged as a Snap, Send, Solve
- 10.4. Andrew Bakos raised an opportunity to request the gate between *261 Diamond Creek Road, Plenty & 208 Plenty River Drive, Greensborough* be unlocked to provide access for trail users.
 - 10.4.1. Chair advised that this request can be logged as a Snap, Send, Solve
- 10.5. Andrew McMahon shared information regarding a draft report that BICA has produced regarding the Maroondah Aqueduct Trail, focusing on locations between Eltham College and Yarra Glen.
 - 10.5.1. Chair advised that the final report can be sent through to the Chair for distribution to RTAC members
- 10.6. Andrew Chau requested that the 25/26 works plan for trail renewal and upgrade projects be shared with the RTAC.

- 10.7. Bill requested that a detailed aerial of potential trail alignments along the Maroondah Aqueduct Trail (as per Northern Region Trail Strategy) be shared with members

11. Meeting close – 8:55pm

Youth Council Formal Meeting

Minutes



Date:	Monday 7 July 2025
Time:	3.30pm – 6.30pm
Venue:	Nillumbik Youth Hub
Chair:	Cr Kate McKay
Minute Taker:	Frances Biggar
Committee Members:	Aashini Rastogi, Alexandra Laidlaw, Anushka Gupta, Eleanor Risley, Gianna Andreoli, Jessica Brown, Lucas Fox, Rose Jarvis, Samuel Lochner, Tahlia Edmonds
Councillor Representative	Mayor Cr John Dumaesq, Cr Kate McKay, Cr Kim Cope, Cr Naomi Joiner
Other:	Corrienne Nichols, Nichole Johnson, Nicola Clutton, Frances Biggar, Sangita Parsot
Apologies:	Cr Grant Brooker, Cr Kelly Joy, Cr Peter Perkins, Ang Gartland, Soren Kean, Kris van der Kamp, Sonya Radchenko

Order of business

1. Photo Shoot – Youth Council

Youth Council members participated in a photo shoot.

2. Acknowledgment of Country

Alexandra Laidlaw – Youth Council Member

We acknowledge the Wurundjeri Woi-wurrung people as the Traditional Owners of the land on which Nillumbik is located and pay our respects to Elders, children, and young people of past, present, and future generations.

We extend this respect to all First Nations People. We honor their enduring strength, continuing connection and care for the land and waters, and the truth that sovereignty was never ceded. We acknowledge all Bubups – children and their right to play, learn and have a voice on Country.

We acknowledge the past and walk together for our shared future.

3. Conflict of Interest and Informal Meetings of Councillors Record

No conflicts of interest were disclosed

4. Minutes of previous meeting

That the minutes of the meeting held 2 June 2025 are confirmed as a true and accurate record of the meeting.

Minutes moved by: Alexandra Laidlaw

Minutes seconded by: Anushka Gupta

5. Outstanding Action Items

No outstanding action items.

6. Introductions

All attendees introduced themselves their name and pronouns and answered the following question: *If you could change two things about the world what would it be* - One serious option and one not so serious.

7. Item of business 1: Nillumbik Youth Mayor Elections

Cr Kate McKay

Youth Councils members who self nominated to run for Youth Mayor and Deputy Youth Mayor presented a three minutes speech to the Youth Council members. The following Youth Council members ran for Youth Mayor.

- Aashini Rastogi
- Anushka Gupta
- Gianna Andreoli
- Samuel Lochner
- Tahlia Edmonds

Following speeches Youth Council members were invited to vote via a preferential voting system.

8. Item of business 2: Youth Mayor and Deputy Youth Mayor Voting

Councillors and Officer exited the room, Youth Council members had 5 minutes to decide and submit their Youth Mayor votes.

Votes were then counted by Officers and Councillors.

9. Voting Results Announced

Cr Kate McKay

I declare that Tahlia Edmonds, having received an absolute majority of vote is declared the nominee to be elected Youth Mayor of Nillumbik Youth Council for the 2025 Youth Council year.

Moved: Ashini Rastogi

Seconded: Anushka Gupta

I declare that Gianna Andreoli, having received an absolute majority of vote is declared the nominee to be elected Youth Deputy Mayor of Nillumbik Youth Council for the 2025 Youth Council year.

Moved: Alexandra Laidlaw

Seconded: Samuel Lochner

Councillors exited for the remainder of the Youth Council Formal Advisory Committee Meeting.

10. Item of business 3: Nillumbik Municipal Health and Wellbeing Plan

Nichole Johnson, Manager Community Partnerships and Sangita Parsot Social Planning and Policy Officer.

Sangita Parsot presented the process of the Draft Municipal Health and Wellbeing Plan that is currently live for review. Previous Youth Council members were included in the consultation process and engaged through a survey and workshop session in February.

The Draft Municipal Health and Wellbeing Plan is currently out for public exhibition, Youth Council have until Wednesday 9th to provide feedback on the current plan.

[Nillumbik - Now and Beyond | Participate Nillumbik](#)

Officer's presented the current proposed priorities:

- Improving mental wellbeing and social connection
- Preventing discrimination and violence
- Increasing active living
- Improving food systems
- Reducing harm from alcohol, drugs, vaping, tobacco and gambling
- Advocating for and improving access to services, facilities and housing.

The opportunity to provide feedback via a Planning and Consultation Meeting on the 12th of August.

Further details regarding meetings can be found here:

[Council and PCC meetings - Nillumbik Shire Council](#)

11. Item of business 4: Youth Development Updates

Nicola Clutton, Team Leader Youth Development

- School holiday activities:

[Youth Hub drop in's Tuesday's and Thursday's 11am -3pm](#)

[Pom Workshop – 9 July 2025 1pm-3pm, Youth Hub](#)

[First Aid – 14 July 10am-4.30pm, Youth Hub](#)

[Planting for Platypus – 16 July 11am – 2pm, Youth Hub](#)

[Make Your Own Skincare – 17 July 2-3pm, Eltham Library](#)

- Youth Council Administration Documents

Officers have sent all members and email with a list of actions still required in regards to formal documentation. Please refer to email and reach out to Officers for further support.

12. Item of business 5: Council Meetings

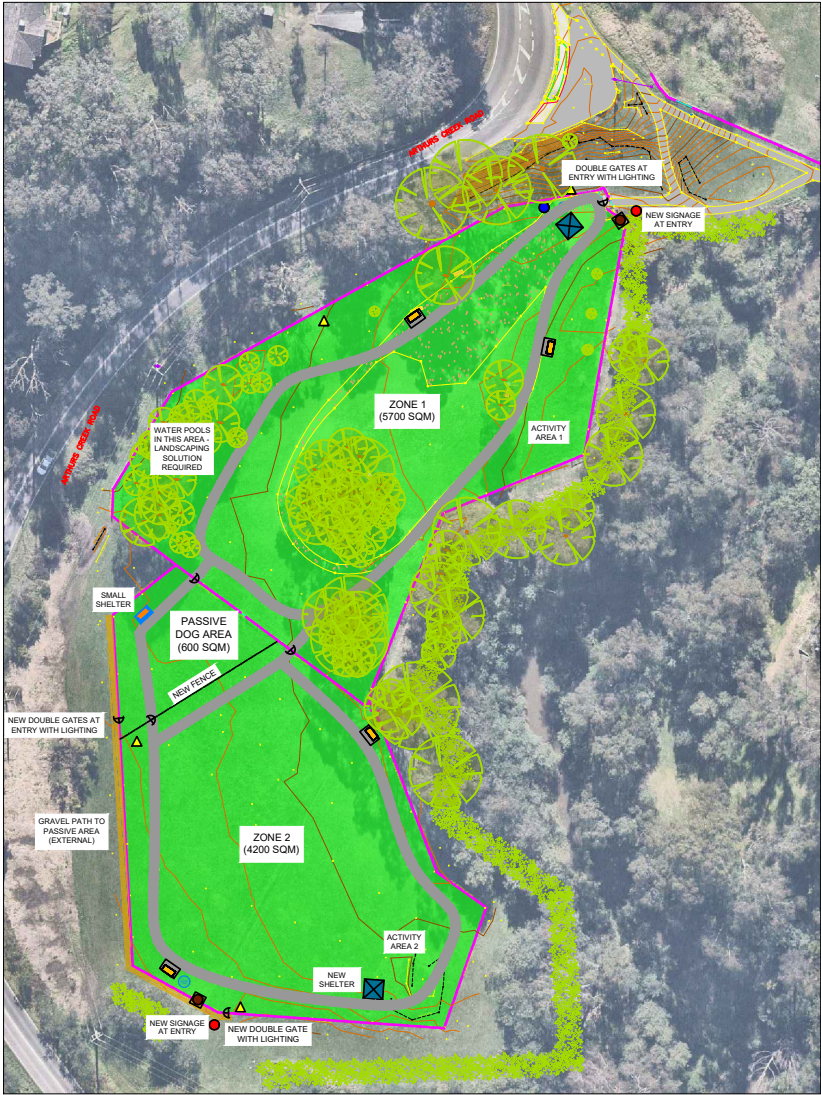
Nichole Johnson

Upcoming Council Briefings, Meetings and PCC speaking opportunities.

[Upcoming agenda can be found here.](#)

13. Next meeting date and location

Youth Council Advisory Committee Meeting Monday 4 August 2025, 4:30 – 6:30pm
at Nillumbik Youth Hub – 32-34 Elizabeth Street, Diamond Creek



DRAFT 2025



PROPOSED BIN



WATER FOUNTAIN WITH DOG BOWL



SMALL SHELTER - PASSIVE DOG AREA



DOG ACTIVITY AREAS



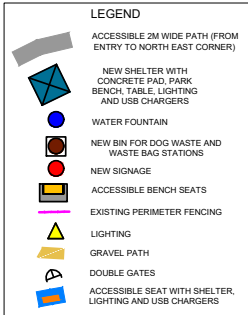
SHELTER WITH SEATING



FENCING STYLE FOR PASSIVE DOG SPACE



ACCESSIBLE SEATING



HURSTBRIDGE DOG PARK

LANDSCAPING IMPROVEMENTS - CONCEPT PLAN

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Nillumbik Shire Council

Health and Wellbeing Advisory Committee

Terms of Reference

Name

Health and Wellbeing Advisory Committee (**Advisory Committee**)

Introduction:

The *Victorian Public Health and Wellbeing Act 2008* recognises the significant role of councils in improving the health and wellbeing of people in their municipality and requires Council to develop a Municipal Public Health and Wellbeing Plan within 12 months of a Council election on a four yearly cycle.

The *Nillumbik Health and Wellbeing Plan 2021-2025* (the Plan) outlines Council's health and wellbeing priorities over the next four years as well as the strategies we will use to maintain and improve the health and wellbeing of the Nillumbik community.

The Health and Wellbeing Advisory Committee provides a formal mechanism for Council to fulfill the requirements of the *Public Health and Wellbeing Act 2008* (the Act). The *Public Health and Wellbeing Act 2008* (s26.2) specifies that a Municipal Public Health and Wellbeing Plan must:

- (a) include an examination of data about health status and health determinants in the municipal district;
- (b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- (c) provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;
- (d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan;
- (e) be consistent with—
 - (i) the Council Plan prepared under section 125 of the Local Government Act 1989; and
 - (ii) the municipal strategic statement prepared under section 12A of the Planning and Environment Act 1987.



The Advisory Committee is a forum for governance for the Plan and will allow council consultation with stakeholders via information sharing, partnership building and alignment with regional priorities in the development, implementation and evaluation of the Plan.

Policy Statement:

The Health and Wellbeing Advisory Committee provides advice to Council on matters relating to *Nillumbik Health and Wellbeing Plan 2025-2029*.

Aims:

To be a collaborative governing body for the *Nillumbik Health and Wellbeing Plan 2025-2029*, in which members provide knowledge, information and advice, whilst overseeing, planning and implementation to promote positive health and wellbeing outcomes for all Nillumbik Shire.

Objectives

- Contribute to the development of priorities, strategic goals and objectives throughout the development of the Plan to deliver improved health and wellbeing outcomes.
- Provide feedback and advice to Council on the Plan development, implementation, evaluation and governance.
- Consider and provide advice to Council on its policies and plans that impact health and wellbeing outcomes.
- Consider and provide advice on Government initiatives, programs and reviews.
- Represent the views and needs of all diverse communities within Nillumbik.
- Assist Council to communicate, consult and engage effectively with the Nillumbik community.
- Strengthen partnerships with residents, community groups and services in Nillumbik.
- Ensure alignment with broader public health agendas in the region.
- Contribute to a cycle of continually evaluating and improving Nillumbik's Health and Wellbeing Plan 2025-2029.

Membership

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

- Up to two representatives of the Nillumbik Shire Council (Councillors);
- Up to six individual community members;
- Up to twelve representatives of community groups or local agencies; State and/or Federal government departments or independent organisations as appointed by Nillumbik Shire Council.

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

Council Directorate

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

Meeting Frequency

The Advisory Committee will be held quarterly during the planning phase, then bi-annually during the implementation phase. Exceptional meetings can be called if necessary. One meeting per year may take the format of a health and wellbeing partnership forum to support the implementation and evaluation.

Endorsed by Council

These Terms of Reference were endorsed by Council on 29 July 2025

Next Review Due

October 2029

Informal Meetings of Councillors and Conflicts of Interest

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

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

The Informal Meeting of Councillors Record must outline:

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

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

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

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

Working groups and out-of-session meetings

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

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

Recruitment Process

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

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

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

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

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

Selection Criteria for Membership of Advisory Committees

Nominees for membership must be able to demonstrate:

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

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

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

Selection Panel to make recommendation of members on Advisory Committees

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

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

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

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

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

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

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

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

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

Terms of Appointment

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

Meeting Frequency

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

Role of Councillor

The role of the Councillor is:

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

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

Observers

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

Executive Support

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

Role of Committee members

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

Accountability and Extent of Authority

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

Monitoring and reporting

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

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

Evaluation and Review

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

Support to participate in meetings

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

Induction and Orientation

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

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

Confidentiality

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

Privacy

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

Breaches

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

~ end ~

Nillumbik Audit and Risk Committee minutes

Monday 2 June 2025 at 4.00pm
via MS Teams



Held Monday 2 June 2025 at 4.00pm, via MS Teams

1 Present

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

Councillors: Mayor John Dumaresq

Council officers: Carl Cowie (Chief Executive Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications & Community Safety), Melika Sukunda (Chief Financial Officer), David Taylor (Risk and Safety Lead)

Other invitees: Michal Jozwik (Pitcher Partners), Richard Wilson (Pitcher Partners), Michael Gummary (HLB Mann Judd)

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

3 The Chair welcomed the new Councillor Committee members.

4 Apologies

Deputy Mayor Councillor Naomi Joiner

5 Disclosure of any conflicts of interests

Nil

6 Declarations

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

Nil

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

Nil

iii. External Auditors – Any obstructions to the work of the external audit.

Nil

7 Minutes of the meeting held 24 February 2025

The minutes of the Audit and Risk Committee meeting held on 24 February 2025 were confirmed by circular resolution.

8 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

9 Table of actions arising

The table of actions arising was presented to the Committee.

Decision

The table of actions arising was received and noted.

The first item was approved for removal as the action has been embedded within appropriate processes and reports.

10 Draft 2024/2025 VAGO Interim Management Letter

The draft 2024/2025 VAGO Interim Management Letter was presented to the Committee.

Decision

The draft 2024/2025 VAGO Interim Management Letter was received and accepted.

The Committee discussed with the external auditor in some detail the issues with asset condition assessments and in particular the difficulties associated with the inspection of underground drainage assets.

11 Internal Audit Plan and Business Function Risk Assurance Map

The Internal Audit Plan and Business Function Risk Assurance Map was presented to the Committee.

Decision

The Internal Audit Plan for 2025/2026 was received and approved.

The Internal Audit Plan for 2026/2027 and 2027/2028 was tentatively approved, noting that reprioritisation may occur due to emerging issues. When the Committee consider the 2026/2027 IAP in more detail the auditors will consider a range of potential areas for audit review such as AI without undertaking a full internal audit.

The Committee requested that as Council progresses with the development of AI usage guidelines and procedures, that this is shared with the Committee and then considered for a possible future internal audit.

The Business Function Risk Assurance Map was also received and noted.

The Committee noted that some functions may require a review of the associated risk rating.

12 Recent Risk and Issues Brief

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

Decision

The Recent Risk and Issues Brief was received and noted.

The Committee recorded their appreciation and recognition of the effort that has gone into providing of management comments.

13 Pending audit recommendations report

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

Decision

The pending audit recommendations report was received and noted.

The Chair took the opportunity to welcome David Taylor (Risk and Safety Lead). It was noted that some of the timelines related to Business Continuity and IT Disaster Recovery recommendations are likely to be shorter than currently reflected in the table.

14 Risk and Safety report

The Risk and Safety report was presented to the Committee.

Decision

The Risk and Safety report was received and noted.

15 March Quarter Financial Report Summary and March Quarter Financial Report

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

Decision

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

The Committee was briefed on the end of financial year forecast, and the questions raised by Committee members were responded to appropriately.

16 AASB13 Impact and Material Movement Summary

The AASB13 Impact Summary was presented to the Committee.

Decision

The AASB13 Impact Summary was received and noted.

17 Rates in Arrears report

The rates in arrears report was presented Committee.

Decision

The Rates in arrears report was received and noted.

18 Debt Management and Hardship Policy

The Debt Management and Hardship Policy was presented to the Committee.

Decision

The Debt Management and Hardship Policy was received and noted.

The Committee noted that the Accounts Receivable Policy will be updated and aligned to the Debt Management and Hardship Policy and presented at a future meeting.

19 Councillor Expenses report

The Councillor Expenses report will be presented to the Committee.

Recommendation

That the Councillor Expenses report be received and noted.

20 Audit Committee work plan

The Audit Committee work plan will be presented to the Committee

Recommendation

That the Audit Committee work plan be received and noted.

The Committee noted that the work plan will be updated to include additional items prior to the next meeting.

21 Other Business

The Committee discussed ensuring new Councillors had appropriate completed Personal Interest Returns prior to the end of financial year and noted that a separate Related Party Disclosure process was undertaken to ensure any necessary disclosures are made in the annual financial report.

The Committee discussed the impact of the Emergency Services and Volunteers Fund.

22 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 1 September 2025 at Civic Drive, Greensborough

The meeting was closed at 5.31pm

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 1. Year 3 Climate Action Indicators - performance report (2024-25)

#	Climate Action Plan Indicators	Emissions baseline (2019)	Year 1 results 2022/2023	Year 2 results 2023/2024	Year 3 results 2024/2025	Target
	Focus Area 1 - Strong climate action leadership and culture					
1a	Community satisfaction with Council's performance in delivering climate action leadership and initiatives <i>Source: Annual Community Survey - Scale from 0 (very dissatisfied) to 10 (very satisfied)</i>	-	6.92 out of 10 (rated as 'good')	6.90 (rated as 'good')	6.70 (rated as 'good')	Increase
1b	Annual percentage of department business plans that include climate actions <i>Source: Council records</i>	-	69%	77%	75%	Increase
	Focus Area 2 - Having a climate resilient, adaptive and safe community					
2a	Percentage of Nillumbik residents that have made changes to their home or lifestyle to help reduce climate change and its impacts <i>Source: Annual Community Survey</i>	-	57.6%	58%	47%	Increase
2b	Nillumbik resident rating of their household's ability to cope with climate related risks and impacts (such as fire, drought, extreme heat & heavy rainfall) – Percentage that rated it as high <i>Source: Annual Community Survey</i>	-	51.2%	39%	48%	Increase
	Focus Area 3 – Having a climate resilient natural environment					
3a	Number of hectares of vegetation canopy cover (2m+) <i>(Frequency of survey every four years in 2024 and 2028)</i>	-	21,962 ha (51% of Shire) (2020)	-	20,592 ha ¹ (48%) (2024)	Neutral
3b	Number of properties supported through Council delivered programs (rate rebate, LMIP grants, advice) to engage in biodiversity conservation, sustainable land management, sustainable agriculture and/or food growing <i>Source: Council records on # properties receiving Sustainable Agriculture rate rebate, Trust for Nature rate rebate, LMIP grant, and/or tailored advice. Excludes support provided via training, workshops, demonstrations and events</i>	-	349	320	389	N/A
3c	Number of organisations (including Traditional Owners) collaborating with Council to protect and enhance our natural environment <i>Source: Council records</i>	-	53	48	68	N/A
	Focus Area 4 – Having climate responsive Council services, facilities, buildings and infrastructure					
4a	Number of Council facilities where climate efficiency projects/ programs (e.g. upgrades) have been delivered <i>Source: Council records</i>	-	14	15	25	N/A

¹ Data source: NearMap AI vegetation layer, 2m+ height. Both years measured in summer. Note – differences in cloud cover, flight angles etc can influence data. Canopy cover considered generally stable, noting higher data modelling accuracy achieved for 2024 measurement.

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 1. Year 3 Climate Action Indicators - performance report (2024-25)

#	Climate Action Plan Indicators	Emissions baseline (2019)	Year 1 results 2022/2023	Year 2 results 2023/2024	Year 3 results 2024/2025	Target
	Focus Area 5 – Achieving Council and community net-zero emissions energy use					
5a	Volume of annual greenhouse gas emissions emitted within the Shire of Nillumbik. Target of net zero community emissions by 2035 <i>Source: Sustainability Victoria / Ironbark – Annual municipal emissions snapshot (two-year lag in data availability)</i>	536,000 tonnes CO ₂ e (2019)	452,000 tonnes CO ₂ e	<i>Not yet available</i>	<i>Not yet available</i>	Reduce emissions
5b	Volume of annual greenhouse gas emissions emitted by Council facilities and operations: (Scope 1 & 2 emissions) – <i>Graphs provided on page 4</i> <i>Source: Council records, based on operational boundary i.e. facilities & infrastructure owned and managed by Council; or managed on Council's behalf Consists of electricity, natural gas and transport fuel. (6 month lag in data availability).</i>	8,596 tonnes CO ₂ e (2019) ²	5,911 tonnes CO ₂ e	5,766 tonnes CO ₂ e	<i>Not yet available</i>	Reduce emissions
	(Scope 3 emissions) <i>Source: Council records – note, Council's methodology and ability to collect scope 3 emissions will continue to improve</i>	<i>Insufficient data</i>	<i>Insufficient data</i>	<i>Insufficient data</i>	<i>Insufficient data</i>	Reduce emissions
5c (a)	Percentage of Council's stationary energy use (gas & electricity) that is supplied via a renewable energy source. Target of 100% by 2030. <i>Source: Council records (4 month lag in data availability) and Victorian government renewable energy grid data (VRET progress reports)</i>	-	23.35%	23.62% ³	<i>Not yet available</i>	Increase
5c (b)	Percentage of Council's electricity use that is supplied via a renewable energy source. Target of 100% by 2030. <i>Source: Council records (4 month lag in data availability)</i>	-	43.66%	44.57% ⁴	<i>Not yet available</i>	Increase
	Focus Area 6 – Enhancing sustainable transport					
6a	Volume of greenhouse gas emissions emitted by Council fleet vehicles (Target of 100%, zero emissions Council light and heavy fleet and plant by 2030) <i>*Data calculation covers Council's fleet, plant and equipment</i>	1,520 tonnes ⁵ CO ₂ e (2019)	848 tonnes CO ₂ e	902.62 tonnes CO ₂ e	<i>Not yet available</i>	Reduce emissions

² 5b - 2019 selected as baseline year as 2020 and 2021 figures were skewed due to Covid19 restrictions.

³ 5c (a) – Gas, grid sourced electricity and roof top solar used. Calculation: Total stationary energy use: 38,992.13 GJ [increase from 22/23]. Percentage of this that is from a renewable source comprises: renewable energy from rooftop solar 2,250.61 GJ (5.77% of total [increase from 22/23]); and renewable energy from the Victorian electricity grid 6,961.05GJ (17.85% of total [slight decrease from 22/23 due to increased solar consumption] based on the Victorian grid comprising 37.8% renewables [same % as 22/23]). All natural gas used is non-renewable (0% of total).

⁴ 5c (b) – Grid sourced electricity and rooftop solar used (a sub-set of indicator 5c(a)). Calculation: Total electricity use: 20,666.08 GJ [slight increase due to electrification of gas]. Percentage of this that is from a renewable source comprises: renewable energy from rooftop solar 2,250.61 GJ (10.89% of total [increase from 22/23]); and renewable energy from the Victorian electricity grid 6,961.05 GL (33.68% of total [slight increase due to electrification of gas], based on the Victorian grid comprising 37.8% renewables [same % as 22/23]).

⁵ 6a – Baseline calculation: 1,520 tonnes in total – comprises 742 tonnes (waste fleet), 266 tonnes (light & heavy vehicle fleet), 512 tonnes (plant). 2019 selected as baseline year as 2020 and 2021 figures were skewed due to Covid19 restrictions. 2022/23 calculation onwards exclude waste fleet emissions as this service was outsourced and associated emissions will instead be captured in 5b scope 3 emissions in future years.

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 1. Year 3 Climate Action Indicators - performance report (2024-25)

#	Climate Action Plan Indicators	Emissions baseline (2019)	Year 1 results 2022/2023	Year 2 results 2023/2024	Year 3 results 2024/2025	Target
	<i>Source: Council records (2 month lag in data availability)</i>					
6b	Volume of greenhouse gas emissions emitted by vehicles within Nillumbik (Target 100% zero emissions transportation by 2035) <i>Source: Sustainability Victoria / Ironbark – Annual municipal emissions snapshot (two-year lag in data availability)</i>	139,000 (2018/19)	136,000 tonnes CO ₂ e	<i>Not yet available</i>	<i>Not yet available</i>	Reduce emissions
	Focus Area 7 – Achieving a zero waste and circular economy					
7a	Annual percentage of kerbside waste that is diverted from landfill (Target of 80%) <i>Source: Council records</i>	-	72.24%	70.6%	69%	Increase
7b	Average amount of landfill waste generated per household. (Target to reduce by 15% by 2030) <i>Source: Council records</i>	-	298kg	304kg	303kg ⁶	Reduce
7c	Percentage of recycled content used in new Council capital works projects (Target of 15% by 2026 and 30% by 2030) <i>Source: Council & contractor records – Note, this is not yet able to be reported on.</i>	-	-	-	-	-
	Focus Area 8 – Integrated water management					
8a	Reduction in Council's potable water use <i>Source: Council records (4 month lag in data availability)</i>	-	82,418.35 kL ⁷	101,584.79 kL ⁸	<i>Not yet available</i>	Reduce
8b	Percent of the total area of active public open space supported by an alternative water source (Target 18% by 2030 and 50% by 2050) <i>Source: Council records</i>	-	18.10% ⁹	21.54%	21.54%	Increase

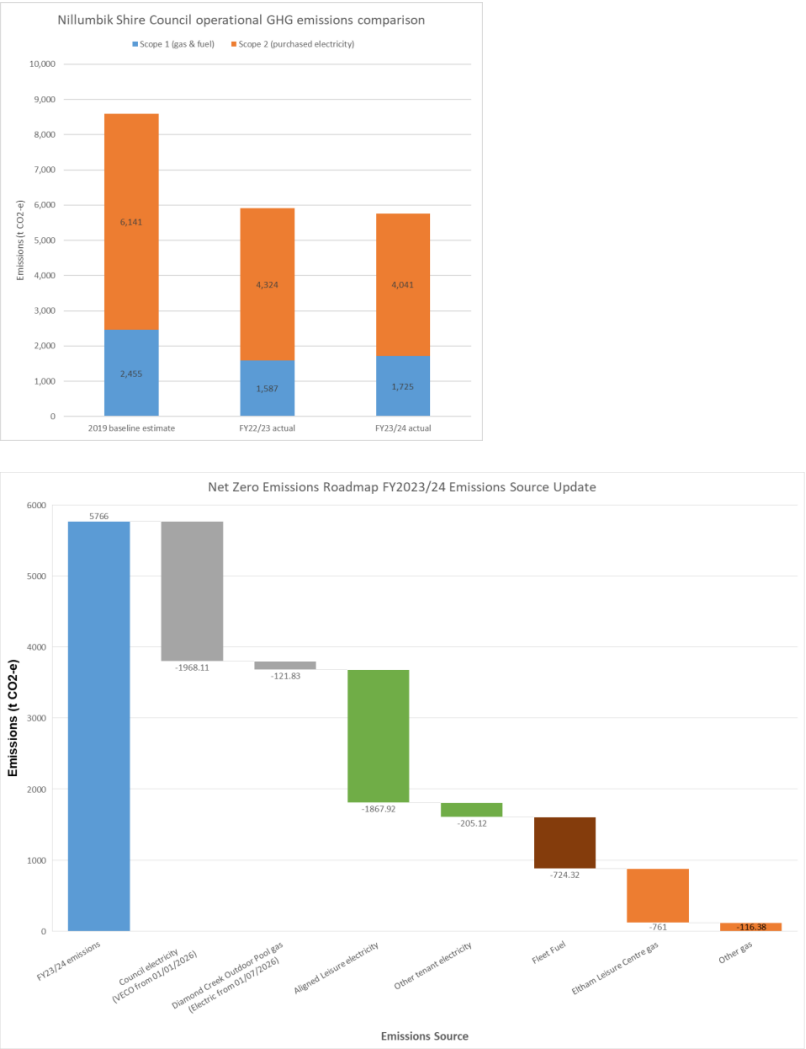
⁶ 7b – Calculation based on total landfill tonnes divided by no. households with Council waste service – 6,754 tonnes / 22,268 households then converted to kg.

⁷ Figure revised up from 52,848 kL due to a software calculation error in the 2022/2023 reporting year.

⁸ Calculation based on water consumed as per water utility bills within Council's operational boundary i.e. facilities, infrastructure & oval irrigation owned and managed by Council; or managed on Council's behalf (including pools).


⁹ Calculation based on sportsgrounds as this is the main source of irrigation use: Total of 23.2ha of ovals have an irrigation system, of which 4.2ha supported by an alternative water source = 18.1%

Graphs related to Indicator 5b – The first depicts progress over time (since 2019) in reducing emissions; and the second shows the source of remaining emissions.



Nillumbik Climate Action Plan Indicator Data for 2024/25

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
Focus Area 1: Strong climate action leadership and culture			
1	Annually report on climate-action initiatives delivered and progress to date against indicators and targets; and prepare the next year's annual implementation plan.	24/25 reporting complete and Year 4 implementation plan prepared.	COMPLETE & ONGOING ANNUAL INITIATIVE
2	Expand the use of Council's new 'Climate Action Everyday logo' across a broader range of climate action and sustainability projects to help raise community and staff awareness of Council's diverse range of climate mitigation and adaptation action.	<p>The 'Climate Action Everyday logo' has been rolled out to staff, and an instructional video and guide is available to broaden its use and reach.</p> 	COMPLETE
3	<p>Consider climate risks and impacts (and adaptation and mitigation solutions) in the development/finalisation of new Council policies, strategies and plans. In Year 3 (2024/25) these will include:</p> <ul style="list-style-type: none"> - Development of new four-year Council Plan - Development of new four-year Municipal Health and Wellbeing Plan - Completion of new Biodiversity Strategy (<i>Focus Area 3</i>) - Completion of new Urban Tree Canopy Strategy - Completion of new Integrated Transport Strategy (<i>Focus Area 6</i>) - Completion of new Housing Strategy 	Each of these strategic documents has or is considering climate risks and impacts in their development.	COMPLETE & ONGOING ANNUAL INITIATIVE
4	Trial a program of conducting face-to-face climate-action training for new staff as part of their induction process, that expands upon our embedded online Climate Action 101 induction training; and identify opportunities for staff to attend external training and conferences that support ongoing climate mitigation and adaptation learning.	<p>The addition of climate action information as part of the face-to-face induction process for new staff is being implemented. Additionally, a refresher course of the Climate Action Plan online training will now be available to all staff every 3 years.</p> <p>A variety of external training and conferences have been attended by various staff, including: Circular Economy Leadership Program, Climate Emergency webinars, Victorian Greenhouse Alliance Conference and webinars, Neighbourhood Battery Training, All Energy Australia Conference, LG Pro webinars, Local Government Electric Everything, RMIT Electric Vehicle Research & Transition presentations, Banksia National Sustainability Awards etc. Such professional development will continue.</p>	COMPLETE
5	Offer a Health and Wellbeing program and climate action events for Council staff, to continue to expand their climate awareness and improve wellbeing	In 24/25, seven events were offered to Council staff including: Plastic Free July event, Threatened Species Day planting, Clean Up Australia Day participation, National Tree planting, Ride 2 Work day, Drawing in Nature mindfulness session, and an Electric Vehicle workshop. Such opportunities will continue.	COMPLETE
6	Annually identify Council priorities for climate action advocacy and embed within Council's advocacy process	<p>2023/24 advocacy, in particular via Council's membership of the Northern Alliance for Greenhouse Action (NAGA) and the Victorian Greenhouse Alliance, has included submissions and advocacy to the:</p> <ul style="list-style-type: none"> • Victorian government regarding: minimal standards for rental properties; draft Victorian Transmission Plan Guidelines; Plan for Victoria; Draft Ministerial Direction: Climate Change consideration • Federal government regarding: Transport and Infrastructure Net Zero Consultation Roadmap; Australians nationally determined contributions and 2035 emissions reductions targets • CitPower Powercor United Energy regarding Public Lighting. <p>Additionally, Council advocated via the ALGA and MAV on matters such as the need for: enhanced cooperation between national and local governments, sufficient funding to enable GHG emissions to be rapidly reduced, and sufficient funding for adaptation measures at the local government level.</p>	COMPLETE & ONGOING ANNUAL INITIATIVE
7	Participate in regional research (led by NAGA) into future carbon offsetting, inseting, drawdown and sequestration opportunities for local government	The NAGA collaboration is actively investigating a collaborative procurement approach to carbon offsetting. The collaboration is developing options for innovation regarding carbon offsetting, inseting, drawdown and sequestration that may contribute to achieving the net zero emissions targets of local governments. The research will continue into 25/26.	ON TRACK

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
Focus Area 2: Having a climate resilient, adaptive and safe community			
8	Finalise then commence implementation of a 5-year plan for Edendale Community Environment Farm to be a Nillumbik Environment & Climate Action Hub and demonstrate climate action (mitigation and adaptation). An initial action is likely to include commencing a redesign of the Edendale website to provide educational climate action information.	Work is progressing to advance the evolution of the Environment & Climate Action Hub.	ON TRACK
9	Offer a wide range of in-person and online climate resilience/sustainability courses,-information sessions and resources for local residents and businesses, through Living & Learning Nillumbik, Edendale and other venues.	During 2024/25, 69 climate resilience/ waste avoidance / sustainability oriented courses and workshops were delivered that were attended by 901 people. They comprised a mixture of in-person and online events. The online ones have been recorded and are available via Council's website to watch on demand.	COMPLETE & ONGOING ANNUAL INITIATIVE
10	Scope and implement two major communications campaigns that encourage and support community climate action: an electrification campaign and a ReThink sustainability campaign.	Two communications campaigns were launched this year, promoting the ReThink Nillumbik sustainability program and the Power Up electrification program.	COMPLETE
11	Offer training for local community groups and organisations focusing on how they can demonstrate 'sustainability leadership' by incorporating positive energy efficiency and waste practices into their day-to-day operations.	Several sustainability leadership training opportunities were made available for community groups and other interested community leaders, including: <ul style="list-style-type: none"> - Energy Hero Training – a two-day train the trainer course on home comfort and efficiency. The aim was that participants become ambassadors who can talk with others in the group/networks about practical sustainability. This course was well received when delivered in August 2024, so was repeated in May 2025. - The 'Greener Groups – way to make your community group or organisation more sustainable' training was postponed and will be delivered in 25/26. 	COMPLETE
12	Investigate opportunities to encourage more applications/nominations to Council's community grants, leadership programs and recognition/awards programs that have a climate action focus and embed/report on this.	Four nominations were received for awards, and one member of the leadership program included an environment, climate action or sustainability focus. Opportunities to apply for grants to deliver climate action initiatives were promoted in communications and Council officers presented on the opportunities at the Community Grant information session, with multiple community members showing interest. A new question has been added to Council's community grant application forms to track environment, climate and/or sustainability considerations. From 88 grant applications this year, 52 applicants (59%) showed considered the above as part of their project. More focus will be required over time to try to increase the number of grant and leadership program applications and/or award nominations received that are for initiatives that have a climate action focus.	COMPLETE
13	Encourage and provide guidance for community events and placemaking projects that Council supports to transition to be more climate friendly.	A new Nillumbik Events guide was launched in 2025 which includes a focus on sustainability. Council also provides a 'Climate friendly community projects guide' to support people in delivering sustainable events/projects. Additionally, the grant conditions for Council's major Triennial Grants have been updated and now require that applicants specify how they will 'minimise the environmental impact' for their event.	COMPLETE
14	Provide information about the sustainability aspects of Councils hireable facilities on Councils website, to assist hirers to consider the sustainability of venues when selecting what venue to hire.	Council facilities for hire webpage has been improved with a new link to a summary of sustainability features of all Council venues. Information provided includes whether there is presence of solar power, water tank, battery, 100% renewable energy, efficient and electric hot water, efficient heating and cooling, LED lighting, all electric energy, and waste diversion on site.	COMPLETE
15	Seek to annually commission and profile artists who focus on climate change and sustainability in their materials selection and/or their storytelling	Three artists were commissioned and profiled within the Shire. Works included a sculpture made with 90% reclaimed materials celebrating local identify, Wurundjeri heritage and ecological values; Australia's first mural in a Changing Places facility blending art, accessibility and wellbeing inspired by Eltham's landscape; and a visual arts exhibition showcasing an exploration of landscape and El Niño weather patterns, inspired by imagery from Strathewen.	COMPLETE

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
16	Partner with LaTrobe University, Melbourne Polytechnic and two neighbouring councils to deliver a regional Secondary School Sustainability Challenge program	Council officers helped deliver a Secondary School Sustainability Challenge Program to develop capacity for youth leadership and empowerment for sustainable futures. The program was delivered to approximately 100 students from multiple schools across the region in a one day intensive program hosted at Latrobe University. Council has also supported additional student sustainability works and programs at Catholic Ladies College, Illuminate Education and Nillumbik Banyule TAFE.	COMPLETE
17	Support youth led climate action through implementation of Council's Youth Strategy and responding to 2024 Youth Summit recommendations.	The Youth Council made suggestions to help inform the development of the new Urban Tree Canopy Strategy, including provision of a youth specific vision that has been included in the Strategy. A mini food fair was held at Edenale connected to Childrens Week, four local schools created new pollinator gardens, and a youth clothes-swap was supported.	COMPLETE
18	Continue to deliver bushfire preparedness information for the community in conjunction with the CFA and other partners; and share agency heat health and other climate/weather-related health messages and warnings to the community via Council media channels.	Bushfire preparedness information was provided for the community in conjunction with CFA via Nillumbik News, property fire preparation webpages on Council's website, various preparedness pop ups etc. Weather related preparedness and emergency communications have been delivered via media channels. A new youth-focused communications video was developed, promoting the Vic Emergency app.	COMPLETE & ONGOING INITIATIVE
19	Deliver the final 6 months of the grant-funded Disaster Resilient Nillumbik project that aims to help lessen the effect of potential catastrophic natural events by enhancing community disaster preparedness and resilience, including running a community emergency exercise and regular preparedness pop-ups.	This multi-year project was completed, and included the delivery of preparedness pop ups, an emergency preparedness exercises, and a climate resilient Nillumbik workshop series with local community organisations and agencies.	COMPLETE
20	Train relevant staff in the use of a Person-Centred Emergency Preparedness approach to best support people with disability to tailor emergency preparedness planning to their individual support needs.	Training/awareness raising has been undertaken and will continue.	COMPLETE
21	Continue advocacy for streamlining involvement of agencies in disaster response.	Council continues to work in partnership with all responsible agencies in disaster response preparation.	COMPLETE
Focus Area 3: Having a climate resilient natural environment			
22	Finalise, then implement, Councils new Biodiversity Strategy and Urban Tree Canopy Strategy with a climate mitigation and resilience lens, seeking opportunities to reduce urban heat-island impacts and provide climate resilient habitat for example.	These new strategic plans are both complete and have been adopted by Council. Year 1 Implementation Plans for both have been delivered in 2024/25.	COMPLETE
23	Develop an indigenous perspectives education program at Edendale Farm, with particular reference to Wurundjeri seasons, changing land management and connecting to country.	An Indigenous perspectives education program is being developed in partnership with Wurundjeri, focused on seven educational areas. This development will continue over the coming months and it is hoped that delivery can commence in 2026.	ON TRACK
24	Prepare a list of climate change resilient plants (i.e. heat, flood etc) that our community can purchase through Edendale nursery.	A list of climate change resilient plants is in the process of being developed.	ON TRACK
25	Investigate options to calculate the potential 'carbon sequestration value' of the plants sold at Edendale nursery	Research is underway into how to calculate this carbon sequestration value, and will continue next year.	ON TRACK
Focus Area 4: Having climate responsive Council services, facilities/buildings and infrastructure			
26	Explore and develop training opportunities for staff in collaboration with support agencies to prepare for, respond to and recover from emergencies	Some training has taken place, with more planned for 2025/26.	ON TRACK

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
27	Implement the findings from Council's 'sectorisation project' to further enhance how Council allocates resources and prepares for emergency events in order to minimise the time that roads, footpaths, trails and drainage systems are subsequently out of action. Including; updating warning signage, investigating additional gates at high risk locations, training for impacted staff, updated infrastructure.	Sector maps have been created and are now incorporated within operational emergency response processes and training, to shorten response times and more efficiently coordinate resources. Planning in underway to install permanent flood warning signs at two new locations by the end of December 2025.	COMPLETE
28	Finalise and implement Councils new 'Environmentally Sustainable Development' (design, building and works) (ESD) Policy 2024' and associated standards - which will provide parameters around having ESD principles incorporated within Council's annual capital works, infrastructure, building renewal and maintenance works.	The new draft ESD policy and associated ESD specifications matrix have been prepared and trialled on three current Capital Works projects. They are now ready to be considered by Council's executive leadership team for endorsement.	ON TRACK
29	Continue to investigate the installation of a Shade Sail over the amphitheatre at Edendale to support sun smart outdoor learning and school education programs	The shade sail has been installed and is highly effective. Additional shading requirements and options will continue to be investigated in consideration of visitor and animal welfare.	COMPLETE
30	Conduct maintenance of Council's static fire water-tanks as per the findings of a 2023 audit and associated triaged recommendations.	All action items as per the condition report have been addressed. Another audit/condition report will take place in three years time. Additionally, in conjunction with state and federal government, five sites have been upgraded or new infrastructure has been installed for the community to use in drought or emergency conditions: two overhead standpipe projects at Hurstbridge and Arthurs Creek; and three bore projects in Strathewen, St Andrews and Christmas Hills.	COMPLETE
Focus Area 5: Achieving zero emissions energy use			
Community focus:			
31	Expand Councils Sustainability Advisory Service to be available to business' as well as local residents, and at a variety of times and locations.	The <i>Community Energy and Sustainable Living Advisory Service</i> was launched in 2023 and expanded in 2024 to also cover businesses and to strengthen the ability for interested people to book a personalised meeting or call. Over the past year, there have been 19 sessions delivered at 4 locations across the Shire, including individual appointments held via phone or in person. People have received advice about solar power, battery storage, going electric, electric vehicles, heat pump hot water systems, split system air-conditioning, rebates, induction cooking, building and renovation designs and understanding energy bills, etc.	COMPLETE
32	Promote state and federal funding/grant opportunities for Nillumbik businesses to invest in sustainability initiatives and transition to net zero.	Various promotions were undertaken during the year on state government energy incentives, instant asset write offs, and Sustainability Victoria's Circular Economy 101 online program via the 'Business in Nillumbik' Facebook group and e-news with 1600+ subscribers. Melbourne's North Food Group "Reduce Waste, Save Money" networking event was also promoted in the Facebook group. Continuous promotion on grants and funding opportunities in monthly newsletter, social media networks and at workshops are now BAU.	COMPLETE
33	Deliver a series of renewable energy and energy efficiency education programs for local residents and businesses including some that help participants to learn how to reduce emissions themselves and one that helps to create new net-zero community champions	The Power Up Nillumbik electrification program launched in March 2025 with 8 events held. Recorded webinars of online events are available on the Council website as an ongoing resource. Topics covered included: heat pump hot-water systems, reverse-cycle air conditioning, window thermal efficiency, draught proofing and electrification.	COMPLETE
34	Continue to help identify and support feasible opportunities for local community battery / micro grids / virtual power plants, via collaboration with community partners and the network provider as opportunities arise.	Council has been successful in grant applications for funding to install solar and off-grid capable back up battery power systems at the Hurstbridge Community Hub and Hurstbridge Football and Cricket Pavilion. Officers continue to assist community groups with support and advice regarding community battery opportunities.	COMPLETE & ONGOING INITIATIVE
35	Promote the advantages of 'building' sustainability to Nillumbik sporting clubs and explore opportunities to engage directly with sporting clubs to improve energy efficiency at their facilities.	Sustainability articles on energy efficient cooling in summer, promoting the benefits of solar and Council's support process for Clubs, and optimising field lighting to reduce energy and impact to wildlife were published in Council's Sporting Club Development Update e-news. Clubs at two pavilions are actively working with Council Officers to explore and implement energy-efficiency opportunities through behaviour change and on-site renewable energy generation and storage.	COMPLETE
36	Collaborate with Nillumbik early years educators to identify how best to support them to be able to access information about relevant climate resilience and sustainability practices - for practical implementation.	An online sustainability forum board for early years providers was created as a trial. It was suggested that sustainability officers should attend the annual Early Years services and lease renewal meeting.	COMPLETE

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
Council operations focus: <i>Implement Council's 2023-2030 Zero Emissions Roadmap that guides Council's transition to net-zero emissions, in a staged approach, by 2030.</i> <i>Year 3 focused on the following initiatives:</i>			
37	Join the local government Victorian Energy Collaboration (VECO) which pools our joint electricity needs into a single long-term energy supply contract - sourced from renewable energy generated from Victorian wind-farms.	Council joined the local government Victorian Energy Collaboration (VECO) on 1 July 2024 with 29 Small Sites and 4 Large Sites under the agreement. Since joining, an additional six new electricity connections across Council reserves, buildings, street and traffic lighting have been added to the contract. In the first six months of the VECO contract (Jul-Dec 2024) 162 MWh of 100% renewable electricity was supplied, eliminating 121.64 t of carbon dioxide emissions from Council's electricity use.	COMPLETE
38	Replace all of Nillumbik's remaining mercury vapour street lighting with LED lighting	Officers have submitted an upgrade application for Council's remaining 396 mercury vapour street lights with the network authority (Ausnet). There have been minor delays in the appointment of a contractor to complete the work, and this is now scheduled for Q1/Q2 of the 2025/2026 financial year. Mercury vapour lights at three Council carparks have been upgraded to LED, and a fourth is scheduled.	MINOR ISSUES
39	Commence a major upgrade of the energy infrastructure at Council's Recycling and Operations Centre in Plenty (subject to grant outcome) to enable the installation of EV charging stations and additional solar. Note, if this grant is secured, considerable Council resources will be focused on contributing co-funding to deliver it. Therefore many of the below emissions reduction actions would be reprogrammed to occur at a later date.	Investigation into what network and site electrical infrastructure upgrades are required to enable the transition of fleet, plant and equipment at Council's Recycling and Operations Centre to electric power was completed. However the Grant application seeking \$376,000 federal funding to support the delivery of the works was unsuccessful. The funds were intended to 50:50 co-fund the upgrade of electrical infrastructure including network connection, main switchboard, distribution boards, cabling & communications, charge stations & ports and maximised rooftop solar PV. These works are needed so consideration will be given in 2025/26 as to how to progress them.	MAJOR ISSUES
40	Review the findings of recent energy-efficiency and gas-replacement audits undertaken at Eltham Leisure Centre, Community Bank Stadium and Diamond Creek Community Centre, to identify future emission reduction opportunities at these venues.	Gas connection removal was undertaken at Diamond Creek Community Centre and opportunities identified at Community Bank Stadium. A detailed Electrification Feasibility study has been undertaken for the Eltham Leisure Centre, which has supported a grant application for the Federal Government's Community Energy Upgrades Fund – Round 2 (outcome pending).	COMPLETE & ONGOING INITIATIVE
41	Undertake gas replacement feasibility audits at all Council facilities to help inform Council and tenants of replacement opportunities (or barriers).	Gas replacement feasibility audits have been undertaken or are underway at 11 small and two large sites (Eltham Leisure Centre and Diamond Creek Outdoor Pool) this year. Audits have resulted in the replacement of gas cooking appliances with electric, the abolishment of the gas supply at 5 facilities, the identification of sites requiring power supply upgrades to facilitate electrification (barrier), 2 applications to the power authority (Ausnet) for power upgrades, scheduling of hot water heating upgrades in FY 2025/2026 at 6 sites and the commencement of a detailed options study at Council's site of highest gas consumption.	COMPLETE
42	Support tenants of Council buildings (sports clubs and community organisations etc.) to install solar - by undertaking solar feasibility audits (at up to four sporting pavilions this year) and by promoting and implementing Council's new 'Tenant Solar Support Process'.	Solar feasibility audits were completed at three sporting pavilions and two community halls. Grant funding was received to install solar at two sporting pavilions and a third application has been submitted. Officers continue to monitor grant funding opportunities for solar and batteries, and assist tenants with grant applications.	COMPLETE & ONGOING INITIATIVE
43	Undertake lighting audits at Council's public toilet blocks to identify sites where LED lighting upgrades are required.	All Council's public toilets were audited and all non-LED lighting at public toilet blocks have been upgraded to energy-efficient LED lighting, including installation of timers in urban areas and occupancy sensors in areas of high biodiversity.	COMPLETE
44	Install solar panels at Hurstbridge Hub and the Hurstbridge Mens Shed (dependent on outcome of action 41)	Grant funding has been successfully obtained to install solar panels at Hurstbridge Hub, and suppliers are currently being sourced. The works will include maximising rooftop solar pV, installing a 100kWh battery storage system, 45kVa back-up generator and a twin 7kw EV charge station. The Hurstbridge Men's Shed project has been delayed, though solar panels are scheduled for installation once the project reaches the building stage.	ON TRACK

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
45	Explore the opportunity to install a battery at the Diamond Valley Sports and Fitness Centre (grant-dependent).	Council participated in the Greenhouse Alliance Neighbourhood Battery Investigation (Metro) GANBIM business case study led by Yarra Energy Foundation which investigated the opportunity to install a neighbourhood battery at the centre. The business case report identified the facility as a good site for a behind the meter battery storage system. However there was insufficient community value for a front of the meter battery to meet the Victorian Government 100 Neighbourhood Batteries Grant guidelines. As such a battery is not currently planned for installation.	COMPLETE
46	Provide thermal and energy efficiency upgrades at various Council facilities, including: - upgrading the lighting at Eltham Leisure Centre; and potentially several preschools, sports clubs, halls and toilet blocks; - installing solar hot water service and heat pump at Diamond Creek Pool; - thermal efficiencies at Meruka Childcare Co-op; - etc <i>(all dependent on outcome of action 41)</i>	Thermal and energy-efficiency upgrades have been undertaken at 17 Council facilities (in addition to the toilet blocks reported in action 43). These works have included solar PV installation, draught-proofing, replacement of gas cooking appliances with electric, improved Building Management Systems for heating and cooling, new electric vehicle chargers, and hot water efficiency and LED lighting upgrades – including at childcare centres, preschools, sporting pavilions, community halls, Council halls and the Council office. Due to electricity supply constraints, only electrification of the domestic shower hot water heaters at the Diamond Creek Outdoor Pool is included in the redevelopment project currently underway. However, an application to the electricity authority to upgrade the power supply has been made, and the replacement of the gas boilers for pool water heating is scheduled to occur the following winter (2026) once the power upgrade is complete.	COMPLETE
47	Complete research into alternative power sources for flashing lights that are used as part of Council traffic management operations, and trial the proposed new option.	As road maintenance vehicles involved in traffic management become due for replacement, they now include a specification requirement to include an auxiliary battery option to power hazard lights. Three are on order.	COMPLETE
Focus Area 6: Enhancing sustainable transport			
48	Conduct a 12 month trial of new work practices for the drivers of Council's heavy fleet, to reduce the time a truck is idling through the day in order to reduce emissions and fuel wastage.	Trial has been completed and new work practices have been introduced to reduce truck idling. These practices include the introduction of independent power-sources to run flashing lights for traffic management, and encouraging drivers to use Operations Centre facilities with temperature control during breaks on hot weather days.	COMPLETE
49	Provide visitor and secure staff bike parking facilities at the Civic Centre, Greensborough.	A preliminary layout for secure staff bike parking has been developed as part of a staged site plan which involves other required building works. Currently the bike parking element does not have funding allocated. Visitor bike parking options are being explored, and currently include bike parking locations outside the nearby library and sports centre.	MINOR ISSUES
50	Progress the development of a new Integrated Transport Strategy which includes a focus on climate and sustainability.	Council has adopted a new Integrated Transport Strategy 2024-29 and action plan. It includes climate and sustainability in its vision and has four key objectives including 'plan and deliver active transport networks'; 'advocate for and encourage public transport', 'ensure land use planning that supports safe and sustainable transport outcomes', and 'enable emerging sustainable transport'. Additionally, Council has received funding to develop a new Road Safety Strategy.	COMPLETE
51	Identify and apply for grant funding opportunities, for example from Victoria Walks, TAC etc, to deliver active-transport initiatives.	Council has also received funding from the State government to deliver the Safe Local Roads and Streets program, which will support safe active transport.	COMPLETE & ONGOING INITIATIVE
52	Implement Council's annual program of footpath installation in key locations where there is currently no footpath. Triaged list.	Various footpaths were completed in 24/25 and include locations at: Challenger Street Reserve and Bishop Avenue, Diamond Creek; and Andrew Street and Main Road, Eltham.	COMPLETE & ONGOING INITIATIVE
53	Commence a review of Council's passenger and tool-of-trade fleet to determine fit-for-purpose criteria ahead of future electric vehicle purchases, promoting down-sizing for improved efficiency where suitable; and continue to transition Council's fleet to be electric.	100% (all nine) of the dedicated shared pool cars that are located at the Council Civic offices are now fully electric vehicles. They are mixture of Hyundai, MG, Renault and Subaru models. One of these was downsized from a commercial utility vehicle to an electric passenger vehicle. There is also additional electric vehicle charging station capacity to support additional Council electric vehicles at Civic offices. Review of tool of trade vehicles to see if any can be downsized is on-going.	COMPLETE
54	Pursue opportunities for new public electric vehicle charge stations to be installed in Nillumbik.	New high-speed public EV charge stations have been installed in Eltham Town Centre (Dudley Street) on four carparks that have been leased from Council for this purpose.	COMPLETE & ONGOING INITIATIVE

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
Focus Area 7: Achieving a zero waste and circular economy			
55	Provide ongoing services that enable the recovery of materials to divert them from landfill, including: the provision of small e-waste collection hubs at various locations across the Shire, the curbside recycling collection service, hard-waste collection service for residents, hosting Detox Your Home, the Nillumbik reuse shop and Council's Recycling Centre in Plenty.	<ul style="list-style-type: none">• Council provided 8,237 hard waste collections to residents in 2024-25.• Collection hubs for small e-waste items, batteries and light globes continue to be provided at Hurstbridge, Diamond Creek and Greensborough, with a temporary change to accepting only batteries and mobile phones at Eltham while addressing some misuse challenges.• Council's Recycling Centre continues to provide recycling options for garden waste, metal, e-waste, batteries, light globes, mobile phones, CDs/DVDs and video tapes, motor oil, paper and cardboard, tyres, mattresses, fridges, freezers, air conditioners and x-rays. This is supported by the on-site Reuse Shop.• The kerbside bin collection service for recycling, food and garden organics and landfill has diverted 69% of waste from landfill in 2024-25. This is a slight decrease compared to the previous year primarily due to lower recycling and food and garden organics tonnes.	COMPLETE & ONGOING ANNUAL INITIATIVE
56	Deliver new projects that support the community (residents and businesses) to avoid and reduce waste generation and improve landfill diversion	<p>To help avoid and reduce waste generation and improve landfill diversion, the interactive workshops were held:</p> <ul style="list-style-type: none">• DIY natural cleaning workshop at Diamond Valley Library – 24 attendees• Make-your-own beeswax wraps workshop at Eltham Library – 34 attendees• Two Reusable nappy workshops in partnership with Plenty Valley Libraries – 34 attendees combined• Youth clothing upcycling workshop during Trans Awareness Week with the Rainbow Youth Group, in collaboration with the Youth team• Youth Plastic Free July Workshop – Make Your Own Chai, in partnership with Plenty Valley Libraries and the Youth team – 32 attendees• Food waste avoidance cooking workshop at the Nillumbik Mini Food Fair – 40 attendees• Kintsugi ceramic repair workshop – in partnership with Plenty Valley Libraries <p>Additionally:</p> <ul style="list-style-type: none">• The kitchen caddy program was expanded to help keep food waste out of landfill, with over 5,500 kitchen caddies being provided to residents.• The compost subsidy program was expanded to include Edendale Community Farm as a distribution site, offering residents access to 50% off composting and worm farming products.• Hard waste communication was updated, including brochure and website content refreshed to promote local reuse options.• Trialled an internal council uniform recycling drop-off service at the Operation Centre through Upparel, with 132 kilograms of textiles processed.• Supported the launch of a 'Library of Thing's' pilot through the Hurstbridge Repair Café, making it easier for people to borrow tools and equipment instead of buying new.• A recycling bin inspection program was launched to provide direct feedback to households to help reduce recycling contamination in kerbside bins. The program included:<ul style="list-style-type: none">- 10,000 bin inspections, with direct feedback and education provided through 'well done and thank you' or 'oops, here's how you can improve' bin tags- 3,000 recycling education letters sent to households- 9% reduction in overall contamination by weight since May 2024- Of re-checked bins, the number containing bagged rubbish or bagged recycling has halved	COMPLETE
57	Support potential new 'community-sharing' initiatives to start-up in Nillumbik by delivering training and subsequent one-on-one mentoring.	Two 'Start your own community-sharing initiative' workshops were held, although no participants have taken up the offer of subsequent one-on-one mentoring to date. A new 'Library of Things' has commenced in Hurstbridge.	COMPLETE

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
58	Review and improve Council's compost and worm farm subsidy program to help provide cost effective home composting tools for residents and to encourage more households to recycle food waste at home.	Outcome of the review has included: <ul style="list-style-type: none"> Pilot of 50% discount to Nillumbik residents of compost and worm farms, with purchases available at Edendale Farm. New worm farming and composting 'how to cards' made available. 	COMPLETE
59	Further develop the waste reduction and associated education system at Eltham Community Reception Centre. Showcase the enhancements to other Nillumbik facility managers to identify potential opportunities for enhanced waste reduction options to be considered at those sites.	Waste reduction techniques and signage were developed and implemented at ECRC to enable guests to separate organic wastes for composting, recover takeaway coffee cups and lids, and separate recyclables. Systems are being fine-tuned through collaboration to determine the most appropriate ways to implement similar opportunities at other council facilities.	COMPLETE
60	Further investigate the feasibility of hosting a repair café at Edendale.	A new Edendale Farm repair café has been established, with the support of community volunteers.	COMPLETE
61	Implement phase 2 and 3 of Council's Sustainability Victoria Circular Economy Household Education Fund grant, focusing on recycling contamination, waste avoidance and food waste diversion.	This work delivered campaigns targeted at Nillumbik households that focused on 1) recycling contamination and 2) food waste. They included articles in community bulletins, roadside signs at key locations, train station billboard signs, targeted Facebook advertising, postcard mailouts to households, and bin inspection tags. Nillumbik News had a dedicated section focused on recycling, providing residents with information on recycling contamination, correct recycling, and guidance on less common waste types including textiles and e-waste.	COMPLETE
62	Develop and distribute circular economy business information factsheets and flyers to help enable Nillumbik business's to participate in the circular economy	Circular economy business information factsheets were prepared, and have been promoted and distributed.	COMPLETE
63	Participate in a regional, multi-council Circular Economy Leadership Program that aims to build the knowledge of Council officers to lead the transition of council operations to a circular economy	Council participated in a regional Circular Economy Leadership Program and attended the following trainings and workshops: <ul style="list-style-type: none"> Circular Economy 101 Executive Training: 25 Council staff, including members of the Executive Leadership Team participated to build foundational knowledge and leadership alignment. Circular Economy Cross-council workshop series: 3 key departmental staff participated to learn how to identify, prioritise, and initiate circular economy opportunities in the built environment and to integrate these into future annual action plans. Capacity building Cross-council workshop series: 4 council staff participated in additional cross-council workshops designed to build internal capabilities and support broader adoption of circular practices across council operations. 	COMPLETE
64	Continue to specify that recycled products should be used where suitable in Council construction projects, and progress research into how to collect data on the volumes of such products that are used. This will include a trial project.	Construction specifications increasingly request and preference products with recycled content where suitable. A data collection trial was completed for Council's annual road surface re-sealing program to track recycled content used in road asphalt. Data on the percentage of recycled content, and the percentage of removed road surface sent for recycling, will be available in the coming months.	COMPLETE & ONGOING INITIATIVE
65	Conduct further research into how to measure/ track the use of recycled road material in Councils annual grading program.	It is not currently viable to purchase recycled road materials (crushed concrete or gravel for unsealed roads) for this purpose, due to the potential for contamination of the product which could have environmental impact due to road runoff.	COMPLETE
66	Embed the practice of repurposing acceptable street sweeping material and waste from storms and roadside drain clearing, rather than disposing of it as waste.	Over the period May 2024 – April 2025, a total of 1,437 tonnes of debris material from drains and streetsweeping was delivered to a resource repurposing facility to be recycled instead of being sent to landfill. This constituted 58% of all debris material from these sources, and it is expected that this percentage of material diversion will increase next year.	COMPLETE
Focus Area 8: Integrated Water Management			
67	Consider opportunities to increase the use of non-potable water sources from additional locations for use in street sweeping and wetting down unsealed roads as part of the annual road grading program (including use of captured water from the Operations Centre, Eltham Leisure Centre, Diamond Valley Sports and Fitness Centre and Hurstbridge).	Investigation into providing sufficient filtration of captured water from the Operations Centre for use in street sweeping and wetting down unsealed roads is underway. Non-potable water is now used for tree irrigation.	ON TRACK

Nillumbik Climate Action Plan (CAP) - Year 3 Implementation Report 2024-2025

#	Action	Annual Commentary	Status Column (as at 15 May 2025)
68	Partner with Melbourne Water to commence flood modelling and mapping of flood risk areas across Nillumbik.	In partnership with Melbourne Water, flood modelling is underway. It is anticipated the process will take at least two years. Modelling scenarios will be based on the <i>Australian Rainfall and Runoff: A Guide to Flood Estimation Guidelines</i> which include guidance on how to consider climate change when planning for future floods.	ON TRACK
69	Implement Council's annual drainage improvement program in key locations. Triaged approach.	Two drainage improvement programs have been complete, and another two should commence shortly. The two completed were: <ul style="list-style-type: none">- Upgrade of a drainage pit to reduce flooding at Acheron Cres, Eltham North- Construction of a drainage pipe to reduce flooding at Storey Ave, Research	COMPLETE & ONGOING INITIATIVE

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Nillumbik Climate Action Plan - Year 4 (2025/26) Implementation Plan - Draft

The three goals of the Nillumbik Climate Action Plan 2022-2032 are to:

- Goal 1 (Council mitigation) – Reduce Council's direct contribution to climate change. *Target: Net-zero Council emissions by 2030.*
- Goal 2 (Council adaptation) – Prepare for, respond and adapt to the risks and impacts of a changing climate on our community, environment, infrastructure & services.
- Goal 3 (Community mitigation & adaptation) – Support our community to reduce their contributions to climate change and to adapt and be resilient to climate change risks and impacts. *Target: Net-zero community emissions by 2035.*

Actions		Contributes to Goal #	New CAP initiative or ongoing
Focus Area 1: Strong climate action leadership and culture			
1	Annually report on climate-action initiatives delivered and progress to date against indicators and targets; and prepare the next year's annual implementation plan.	All	Ongoing
2	Consider climate risks and impacts (and adaptation and mitigation solutions / sustainability opportunities) when reviewing/preparing new Council policies, strategies and plans. In Year 4 (2025/26) these will include: <ul style="list-style-type: none"> - Council Plan - Municipal Health and Wellbeing Plan - Planning Scheme review - Housing Strategy - Community Grants Policy - Triennial Festival and Events Program Framework 	All	Ongoing
3	Annually identify Council priorities for climate action advocacy and embed within Council's advocacy process.	All	Ongoing
4	Participate in the second year of regional research (led by NAGA) into future carbon offsetting, inseting, drawdown and sequestration opportunities for local government.	All	Ongoing
5	Commence the process of preparing so that Council will be able to report as per Australian Sustainability Reporting Standards by 2027.	1 & 2	New
Focus Area 2: Having a climate resilient, adaptive and safe community			
6	Support the review and updating of Nillumbik's Municipal Emergency Management Plan and sub-plans. These plans are prepared by the Nillumbik Municipal Emergency Management Planning Committee, which includes Council plus other emergency management partners; and are approved by the North West Metro Regional Emergency Management Planning Committee, not Council). The sub-plans include the Municipal Fire Management Plan, Municipal Storm and Flood Emergency Plan, Nillumbik Heatwave Strategy (Extreme Heat Plan), and Municipal Relief and Recovery Plan.	3	New
7	Deliver bushfire preparedness information for the community in conjunction with the CFA and other partners, including delivering a community bushfire expo and series of community pop-ups; and share agency heat health and other climate/weather-related health messages and warnings to the community via Council media channels.	3	Ongoing

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 3. Year 4 Climate Action Implementation Plan (2025-26)

Actions		Contributes to Goal #	New CAP initiative or ongoing
8	Implement year 2 of a 5-year plan for Edendale Community Environment Farm to be a Nillumbik Environment & Climate Action Hub and demonstrate climate action (mitigation and adaptation). May include installation of displays that demonstrate actions that can be done in the home such as draft sealing, retrofit window treatments etc; and website enhancements.	All	Ongoing
9	Install an energy-resilience system at Hurstbridge Football and Cricket Pavilion (solar and backup battery). These works (which are grant funded via the Victorian Government 100 Neighbourhood Batteries Program Grant) will enable this facility and its clubs to continue to operate during power outages and will provide a venue for community to access during widespread power outages.	2 & 3	New
10	Offer a range of in-person and online climate action courses, information sessions and resources for local residents, community groups and businesses, including: <ul style="list-style-type: none"> - Offer training for community groups that receive Triennial Festival and other event grants, on how they can demonstrate 'sustainability leadership' in their events and day-to-day operations. - Session on 'Finding your climate action sweet spot'. - Greener groups leadership training. 	3	New
11	Explore sustainable solutions within creative spaces and artistic practices; and explore opportunities to increase awareness of climate related issues through public art programs.	3	New
Focus Area 3: Having a climate resilient natural environment			
12	Implement Council's new Biodiversity Strategy and Urban Tree Canopy Strategy with a climate lens, seeking opportunities to help maintain and increase vegetation cover for example.	All	Ongoing
13	Develop an indigenous perspectives education program at Edendale Farm, with particular reference to Wurundjeri seasons, changing land management and connecting to country.	3	New
14	Complete the development of a list of climate change resilient plants (i.e. heat, flood etc) that our community can purchase through Edendale nursery.	3	New
15	Continue to investigate options to calculate the potential 'carbon sequestration value' of the plants sold at Edendale nursery	2 & 3	New
Focus Area 4: Having climate responsive Council services, facilities/buildings and infrastructure			
16	Install solar powered water activated permanent flood warning signs at two high risk locations along the Diamond Creek at Brougham Street, Eltham and Allendale Road, Diamond Creek. (Grant funded)	2 & 3	New
17	Subject to receiving grant funding (Council has applied for a Federal government Disaster Ready Fund, Round 3 grant to boost community safety and awareness), enhance emergency trail markers, flood warning systems, signage for emergency relief centres, and Fire Danger Period signage at a number of locations, and purchase a portable power system.	2 & 3	New
18	Provide training opportunities for staff in collaboration with support agencies to prepare for, respond to and recover from emergencies.	2 & 3	Ongoing

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 3. Year 4 Climate Action Implementation Plan (2025-26)

Actions		Contributes to Goal #	New CAP initiative or ongoing
19	Finalise then commence implementation of Councils new 'Environmentally Sustainable Development' (design, building and works) (ESD) Policy 2025' and associated standard(s) - which will facilitate a consistent approach to incorporating sustainability elements within the design, build and maintenance of Council facilities and infrastructure. This year it will be applied to, for example: <ul style="list-style-type: none"> - Diamond Creek Men's Shed redevelopment; and - Yarrambat change room pavilion and equestrian pavilion redevelopments. <p>Additionally, investigate preparing an accompanying standard focused on civil projects.</p>	1 & 2	New
20	Develop operational guidelines around the impacts of weather extremes when considering operational service delivery of Edendale Farm, including pathway erosion, flood, animal safety, extreme heat, and other storm impacts on infrastructure.	2	New
21	Investigate options to build another water storage tank in the Arthurs Creek area.	2 & 3	New
22	Install new energy-resilience system at Hurstbridge Hub (solar and backup battery, plus new main switchboard and a back-up generator). These works (which are grant funded) will enable the Hub to continue to operate during power /grid outages.	1 & 3	New
Focus Area 5: Achieving net-zero emissions energy use			
Community focus:			
23	Continue to deliver Councils <i>Energy and Sustainability Advisory Service</i> which provides tailored advice to local residents and businesses, with a particular focus on providing an on-demand service via phone call or in-person appointments at a Council or library facility.	3	Ongoing
24	Deliver a range of renewable energy and energy efficiency information/education programs for local residents and businesses, including: <ul style="list-style-type: none"> - REthink Nillumbik electrification and energy efficiency series of events – covering liveable homes, heat pump hot water services, reverse cycle air conditioning, window thermal efficiency, low cost window upgrades etc - a new 'hands-on practical energy efficiency' series of events - a campaign encouraging community uptake of roof-top solar and battery. 	3	New and ongoing
25	Continue to help identify and support feasible opportunities for local community batteries, with community partners and the network provider, as opportunities arise.	3	Ongoing
26	Investigate opportunities for Council to use power that is supplied by an electric vehicle rather than from a generator at community festivals and events.	1 & 3	New
27	Develop simple targeted instructional signage on how to operate community facilities efficiently e.g. heating, cooling and ceiling fans, sports field lighting, hot water taps etc, to provide to Council's community facility user groups.	3	New

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 3. Year 4 Climate Action Implementation Plan (2025-26)

Actions		Contributes to Goal #	New CAP initiative or ongoing
Council operations focus: <i>Implement Council's 2023-2030 Zero Emissions Roadmap that guides Council's transition to net-zero emissions, in a staged approach, by 2030.</i> <i>Year 4 will focus on the following initiatives (note electric vehicle initiatives are found under the sustainable transport focus area):</i>			
28	Add Council's remaining small sites to our local government Victorian Energy Collaboration (VECO) renewable electricity contract as of 1 July 2025; and our remaining two street lighting grids and remaining two large sites (Civic Centre and Eltham Library) as of 1 January 2026.	1	New
29	Commence the transition off gas (pool hall air and water) at the Eltham Leisure Centre, which is Council's largest emissions source/site (subject to grant outcome).	1	New
30	Upgrade the electricity connection supply for Diamond Creek Outdoor Pool; replace gas boilers with electric heat pumps to heat the main pool, toddler pool and showers; and install pool covers. Works to completed by end 2026.	1	New
31	Undertake an electrification feasibility study for one of: Community Bank Stadium, Diamond Valley Sports and Fitness Centre and/or the Civic Centre; or a number of smaller sites.	1 & 3	New
32	Replace all of Nillumbik's remaining mercury vapour street lighting with LED lighting. <i>(These works were scheduled to commence in 24/25 but were delayed to 25/26);</i> and commence liaison with AusNet regarding their replacement of Nillumbik's remaining high pressure sodium street lighting.	1	New
33	Provide thermal and energy efficiency upgrades at various Council facilities, including: <ul style="list-style-type: none"> - Upgrading the lighting at Living & Learning Nillumbik centres. - Replacing gas (and aged inefficient resistive) hot water units at all halls and preschools (that have sufficient electricity supply) with electric heat pumps - Audit older facilities and upgrade priority items identified, including lighting, ceiling fans, heating and cooling, cooktops and draught proofing as required 	1	New
Focus Area 6: Enhancing sustainable transport			
34	Install public EV charging at the Hurstbridge Hub.	3	New
35	Investigate options to enable a major upgrade of the energy infrastructure at Councils Recycling and Operations Centre in Plenty – (i.e. create the electrical capacity for the installation of EV charging stations and additional solar to power them, which is needed to enable the transition to EV plant and heavy vehicle fleet).	1	New
36	Keep abreast of zero-emissions heavy vehicle and plant technology improvements and market availability and deliver a staged transition. Commence replacement of outgoing fleet vehicles with fit for purpose low/no emissions alternatives (and independent power sources to power traffic management lights etc), including: <ul style="list-style-type: none"> - purchase three hybrid trucks in 25/26 to replace existing fleet vehicles - consider opportunities to use EV as a mobile power source for small power tools - upskill workshop staff on EV battery safety. 	1	New
37	Implement recommendations of the 12 month trial of new work practices for the drivers of Council's heavy fleet, aimed at reducing emissions and fuel wastage and continue to encourage alternative practices.	1	Ongoing

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 3. Year 4 Climate Action Implementation Plan (2025-26)

Actions		Contributes to Goal #	New CAP initiative or ongoing
38	Identify and apply for grant funding opportunities to help deliver active-transport initiatives in Nillumbik.	3	Ongoing
39	Review Council's Footpath Delivery Priority Program.	3	Ongoing
40	Consider options to provide visitor bike parking facilities at the Civic Centre, Greensborough. <i>(This action was scheduled to commence in 24/25 but delayed to 25/26).</i>	3	New
Focus Area 7: Achieving a zero waste and circular economy			
41	Provide services that enable the recovery of materials to divert them from landfill, including: the provision of e-waste collection hubs, kerbside recycling and FOGO collection services, a hard-waste collection service for residents, the Nillumbik reuse shop and Council's Recycling Centre in Plenty, and awareness raising of container deposit locations and other options for diverting materials.	3	Ongoing
42	Deliver new projects that support the community to avoid and reduce waste generation, improve landfill diversion and reduce contamination. These will include, for example, program of circularity and waste sessions for the community, including an introduction to the circular economy, a minimising food-waste series of events, and a minimising textile waste series of events.	3	New
43	Support local businesses to adopt a circular economy approach, including: <ul style="list-style-type: none"> - A targeted workshop with construction businesses; - Distribution of Council's new Circular Economy for Businesses fact sheets, which were developed with Monash University; and - Potential creation of a circular diagnostics website in collaboration with Swinburne University. 	3	New
44	Deliver a program of 'Lost Skills' sessions aimed at assisting/encouraging/teaching people to repair and reuse items rather than dispose of them. E.g. caring for timber furniture, Kintsugi, upcycling, propagating plants, servicing and maintaining tools etc.	3	New
45	Explore opportunities to increase the use of recycled products in Council building and civil projects. To support this: <ul style="list-style-type: none"> - Increase the focus on specifying that recycled products should be used where suitable at the earliest project stages such as within project briefs, architect discussions and contracts. - Trial a process of organising two-three 'new product training workshops' annually, for infrastructure and capital works staff, on recycled-content construction materials. - Conduct a trial of the use of 100% recycled plastic pipes in suitable Council civil infrastructure projects. 	1	New
46	Explore opportunities to further reduce/minimise waste to landfill as part of Council construction projects. To support this: <ul style="list-style-type: none"> - Increase the focus on specifying that waste to landfill must be minimised in Council construction project contracts. - Expand the trial data collection of the volumes/percentages of such products used and waste diverted to other projects/materials (beyond road resealing). 	1	New
47	Explore opportunities to trial: <ul style="list-style-type: none"> - Further source separation at community events. - A reduction of disposable packaging waste at Council events. - The introduction of waste separation options at selected hireable spaces such as community halls. 	1 & 3	New

CM.079/25 Climate Action Plan - Year 3 (24/25) Annual Performance Report and Year 4 (25/26) actions
Attachment 3. Year 4 Climate Action Implementation Plan (2025-26)

Actions		Contributes to Goal #	New CAP initiative or ongoing
Focus Area 8: Integrated Water Management			
48	Audit Council's building-adjacent water tanks and pumps to identify what maintenance, decommissioning or new installs is recommended.	2	New
49	Investigate different filtration options to increase the use of non-potable water sources (including at the Operations Centre, Diamond Valley Sports and Fitness Centre, and Hurstbridge) for use in street sweeping and wetting down unsealed roads.	2	New
50	Commence process of developing an Integrated Water Management Plan for the Operations Centre	2	New
51	Consider options for the potential development of a recycled water harvest and usage system for the vehicle wash bay at the Operations Centre.	2	New
52	In partnership with Melbourne Water, continue flood modelling and mapping of flood risk areas across Nillumbik. <i>Year 2 of 3.</i>	2 & 3	Ongoing
53	Implement Council's annual drainage improvement program in key locations. Triaged approach.	2 & 3	Ongoing

	Biodiversity Strategy Indicators	Baseline (where applicable)		Year 1 results 2024/25	Target met?
	Goal 1 – Biodiversity in Nillumbik is healthy <i>(i.e. Nillumbik has functioning plant and animal populations, improved habitats and resilient ecosystems)</i> <i>Target: Achieve a net gain in the overall extent, connectivity and condition of habitat by 2035.</i>				
1	Extent of native vegetation (based on Ecological Vegetation Classes). Target: net gain. <i>Source: Victorian Government, measured approximately every 10 years.</i>	2017: 29,296 ha 68% of Shire		Not available	-
2	Extent of tree canopy cover (2 meters+ in height). Target: no net loss <i>Source: LIDAR. Measured every 4 years</i>	2019/20: 21,962 ha 51% of Shire ¹		20,592 ha 48% of Shire ²	Neutral <i>Canopy cover is generally stable, noting higher data modelling accuracy achieved for recent measurement.</i>
3	Number of new local extinctions. Target: zero (i.e. safeguard the persistence of species) <i>Source: VBA and ALA. Considered annually.</i>	-		Zero	Yes
4	Proportion of rural and urban Forest Health Monitoring sites that three or more of the following native fauna indicator species are detected at: - Brush-tailed Phascogale - Eastern Whipbird - Powerful Owl - Sacred Kingfisher - Scarlet Robin - Southern Boobook - White-throated Nightjar - White-throated Treecreeper - Gang-Gang Cockatoo - Superb Lyrebird. Target increase. <i>Source: Council records. Measured annually.</i>	2017 57%	2020 50%	40%	No
5	Proportion of rural and urban Forest Health monitoring sites that rabbits and/or foxes are detected at. Target: decrease <i>Source: Council records. Measured annually.</i>	2017 63%	2020 40%	46.7%	No

¹ Source: LIDAR

² Source: Nearmap, Summer 2024

	Biodiversity Strategy Indicators	Baseline (where applicable)	Year 1 results 2024/25	Target met?
6	Proportion/number of Council bushland reserves ranked as being of each of the following levels of conservation significance. Target: Maintain or improve ranking of each reserve. <i>Source: Council records. Measured annually.</i>			
	- National significance	-	35	-
	- State significance	-	28	-
	- Regional significance	-	11	-
	- Local significance	-	12	-
	- Basic	-	16	-
7	Scored condition of habitat in Council bushland reserves. Target: Improved condition <i>Source: Council records. Each reserve assessed every three years on a rolling rotation. Overall improvement/decline score presented here. Accompanying table below provides scores per reserve.</i>		+19 45% improved 45% declined 10% stable	Yes
8	Number of indigenous plants planted on Council land (in streets, parks and reserves). Target: Increase <i>Source: Council records. Reported on annually.</i>	-	11,110	-
9	Number of partners working collaboratively to support biodiversity gain. Target 20+ <i>Source: Council records. Reported on annually.</i>	-	68	Yes

	List of Bushland Reserves	Reserve conservation significance rating	Baseline score (2020)	2024/25 score	Amount of improvement or decline
	Scored condition of habitat in Council bushland reserves. Target: Improved condition <i>Source: Council records. Based on assessment of a 10m² quadrant within each reserve, undertaken every three years on an annual rolling rotation. Considers large trees; diversity of shrubs & trees, herbs and grasses; recruitment; weed cover; tree canopy, under-storey and non-vascular structures; logs.</i>		Out of 100	Out of 100	
	Barak Bushland	National	44	40	-4
	Ben Frilay Reserve (riparian area)	State	40	36	-4
	Bourchiers Road Reserve	State	37	55	+18
	Browns Lane Reserve	Basic	42	48	+6
	Bulwidj Reserve	National	64	60	-4
	Bunjil Reserve	National	64	57	-7
	Challenger Street Reserve	National	46	50	+4
	Dianella Drive Reserve (Rangeview Road)	State	35	51	+16

	List of Bushland Reserves cont.	Reserve conservation significance rating	Baseline score (2020)	2024/25 score	Amount of improvement or decline
	Dry Creek Drainage Reserve (Rotin Crt Reserve)	National	42	46	+4
	Eltham North Reserve (Laurel Hill Dr)	State	42	42	0
	Gawa Reserve (Wurrundjeri Resource Trail)	State	49	42	-7
	Gumtree Reserve	Local	67	58	-9
	Haleys Gully Road Reserve	Local	53	44	-9
	Ironbark Road Reserve	National	65	58	-7
	Lenister Reserve	Regional	42	46	+4
	Long Gully Road Reserve	National	43	39	-4
	Mine Road Reserve	State	41	41	0
	Murrays Wetland	Regional	53	46	-7
	Nerremman Reserve (Karingal Yallock)	National	50	43	-7
	Nillumbik Park (Gipson St Reserve)	Regional	40	48	+8
	Oxley Reserve	State	53	51	-2
	Plenty River Walk	National	42	47	+5
	Pretty Hill Reserve	State	38	43	+5
	Proctor Street Reserve	Local	68	58	-10
	Professors Hill Reserve	National	60	58	-2
	Research Gully Reserve	Basic	18	14	-4
	Strathewan Reserve	Basic	41	44	+3
	Temple Ridge Reserve	State	30	46	+16
	The Chase Reserve	State	63	63	0
	Western Eltham Copper Butterfly Reserve	National	61	59	-2
	Woodridge Linear Reserve	National	48	52	+4
	Yarramie Reserve	National	51	62	+11
	Yirrip Reserve	National	51	53	+2
	- Remaining bushland reserves will be added over next two years				
	Overall scored condition of this 2024/25 (one-third) sample of Council bushland reserves*:				+19

*In 2024/25, 60% of the reserves scored less than 50/100. The highest scored reserve condition was 63/100

	Biodiversity Strategy Indicators	Baseline (where applicable)	Year 1 results 2024/25	Target met?
	Goal 2 – Nillumbik’s community values and cares for nature <i>Target: That 70% of Nillumbik residents care for nature by 2034</i>			
1	Percentage of people acting to care for/protect Nillumbik’s natural environment. <i>Includes cat containment, dog on lead, visiting a bushland reserve, planting natives and removing weeds on own land or outside of your property, purchasing green products, picking up litter, advocating for the environment, and/or collecting citizen science data.</i> <i>Source: Annual Community Survey. Reported on annually.</i>	2024 74%	2025 92%	Yes
2	Number of nature/environment/land management community-focused programs/events delivered and number of attendees. Target: increased number of attendees. <i>Source: Council records. Reported on annually.</i>	-	42 events 2,213	-
3	Number of properties supported by Council to undertake biodiversity actions. Target: increase. <i>Source: Council records. (Includes via rate rebates, LMIP grants and advice. Excludes support provided via workshops, demonstrations and events)</i> <i>Reported on annually.</i>	2023/24 320	 389	Yes
4	Number and total area of permanently protected areas of private land (Trust for Nature covenants). Target: increase. <i>Source: Trust for Nature records. Reported on annually.</i>	-	64 properties 502.28 hectares	-
5	Number of indigenous plants sold by Edendale Indigenous Plant Nursery. Target: 80,000 per year, including 50% for local revegetation projects. <i>Source: Council records. Reported on annually.</i>	-	80,000+ plants sold 50% local target met.	Yes

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
Focus Area 1 – Leadership and Advocacy				
1	Consider biodiversity opportunities and impacts in the development of new Council policies, strategies and plans. In 2024/25, these will include: <ul style="list-style-type: none"> - new Council Plan 2025-2029 - review of the Domestic Animal Management Plan - new Housing Strategy 	1.1	Biodiversity considerations have been included in the review of the Domestic Animal Management Plan, including proposing a new 24 hour cat curfew and reconsidering dog-appropriate locations; in the drafting of the new Council Plan; and as part of the preliminary review of the Nillumbik Planning Scheme. Work on the Housing Strategy has been delayed to determine the implications of state government housing reform.	COMPLETE & ONGOING
2	Annually identify Council priorities for biodiversity action advocacy and embed within Council's advocacy process. In 2024/25 this will include, for example, advocacy for greater illegal clearing penalties.	1.3	Advocacy has included: <ul style="list-style-type: none"> • A submission to the Victorian Parliamentary Inquiry into wildlife roadstrike. • Proposing motions via the Australian Local Government Association that the Australian government: <ul style="list-style-type: none"> – Increase funding available to support the recovery of threatened species and ecological communities; and to support on-ground actions to track and inform priorities, to support nationwide biodiversity. – Increase grant funding and investment of infrastructure to support the delivery of their National Feral Deer Action Plan 2023, which aims to limit the spread of feral deer into new areas and reduce their negative impacts on agriculture, communities and the environment. • Supporting motions via the Municipal Association of Victoria, calling on the Victorian government to protect and enhance the amenity of state-owned public land (including national parks and the natural estate, arterial roads and railway land) by increasing investment and routine maintenance, and recognising the burden on local government by managing the impacts of litter, 	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			debris, lack of pest-control and other hazards that migrate onto Council-managed areas.	
3	Implement and enforce Council's regulatory tools that support biodiversity protection	1.1, 3.1, 3.2, 4.4, 4.5	Council's regulatory tools include the planning scheme and Nillumbik General Local Law 1. All planning applications have been assessed against the requirements of state and local planning policy and all reported incidents that are contrary to these regulatory tools have been investigated.	COMPLETE & ONGOING
4	Identify opportunities to enhance Council officer awareness of how to proactively avoid and minimise negative impacts of Council operations on native vegetation and biodiversity, and how to enhance positive impacts.	1.2, 3.1	Work to continuously enhance these collaborations are underway, with ongoing improvements sought.	COMPLETE & ONGOING
5	Pursue grant funding opportunities to support local biodiversity action.	1.4	<p>Council has been successful in the following grants in the past year relating to biodiversity:</p> <ul style="list-style-type: none"> • Federal Govt Urban Rivers Grant – Friends of Edendale (\$150k across three years) • Melbourne Water Liveable Communities, Liveable Waterways Grants: <ul style="list-style-type: none"> - Improving habitat on the Diamond Creek (\$150k) - Improving habitat for Southern Toadlet (\$17k) - Platypus Signs on the Diamond Creek (\$3,000) • Victorian Government – Deer Control (\$320k over two years) 	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
Focus Area 2 – People and Partnerships				
6	Partner with Traditional Owners on programs and initiatives dedicated to caring for country; and increase community appreciation of Traditional Owner knowledge.	2.1	<p>Council continues to develop partnerships with Traditional Owners, Wurundjeri Woi-wurrung, through projects and operations. Over the past year:</p> <ul style="list-style-type: none"> Discussions progressed with CFA and MFPO around cultural burns. Opportunities for involvement in planning burns and other on country management have been discussed with Wurundjeri Narrap Land Management team. Council is continuing to consult with Wurundjeri education team on the developed signage for Council's Food, Fibre, Medicine Garden at Bunjil Reserve; and is also liaising with them about a partnership program to jointly develop and share indigenous perspectives education programs around Wurundjeri seasons, changing land management and connecting to country. These projects will continue next year. Two cultural walks with Wurundjeri Woi-wurrung were delivered and there are plans to continue these walks. 	ON TRACK
7	Host a Watsons Creek catchment workshop with partners to identify collective catchment management priorities and collaborative approaches.	2.2, 3.1, 3.2, 4.1, 4.2	A community workshop was held in May 2025 and several smaller workshops, including with industry partners, are underway. Outcomes have already been incorporated with landscape-scale grant applications/projects such as the Victorian government Peri-urban Weed Management and Nillumbik Deer Control projects.	ON TRACK
8	Help support Nillumbik environmental volunteer groups by collaboratively identifying potential areas for skills-enhancement (technical, leadership, communications, grant writing etc); and develop a multi-year program to offer useful	2.2	Council has delivered various training events and bespoke advice, targeting different aspects of skill-enhancement for environmental volunteers - including ecological knowledge, snake awareness, AI communication skills, fauna monitoring and OHS training;	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
	training opportunities - for Landcare, Friends of and other environmental volunteers.		A longer term training calendar is being developed to increase the consistency and effectiveness of training opportunities for volunteers. It is hoped that this can include 'nature restoration' training covering planning, delivering and monitoring of revegetation projects.	
9	Consider how to enhance promotion of Friends of Groups and opportunities to volunteer.	2.2, 3.1, 4.2, 4.3	Council is taking steps to more purposefully promote our Friends of groups and their community working-bee events through multiple media platforms to increase visibility and encourage participation. A process of upgrading the bushland reserve webpages on the Council website has also begun, which will highlight the Friends Groups that work in these reserves, their contributions, and opportunities to join.	COMPLETE & ONGOING
10	Investigate creating an 'umbrella' group for Friends of Groups and other environmental volunteers that operate along the Diamond Creek.	2.2, 3.1, 4.2, 4.3	The concept of creating an umbrella group was explored in collaboration with relevant groups to determine interest and ideas. This led to the hosting of a collaborative 'rewilding the Diamond Creek' event in March 2025 attended by community members, volunteers and agency staff. Council will continue to investigate the next steps for this group, including reviewing responses to the post event survey.	COMPLETE & ONGOING
11	Support and encourage community groups and residents to contribute their biodiversity data into the Victorian Biodiversity Atlas or similar databases, including by delivering an online training session.	2.2	Council has delivered specific training and community engagement programs around the public contributing biodiversity data to databases and platforms. This is a vital step in increasing understanding of trends of indigenous species and in tracking invasive species. This included: <ul style="list-style-type: none"> - A webinar on how to contribute data, which is available as a video on Councils website, and numerous in person demonstrations. - Support for citizen science programs including Great Southern Bioblitz and City Nature Challenge on the iNaturalist platform. 	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
12	Advance work to establish a 'Nillumbik Environment and Climate Action Hub' at Edendale Community Environment Farm	2.3	Work has been undertaken through the year to continue to incorporate biodiversity themes into Edendale's programs. Including supporting the Friends Of Edendale to improve habitat on adjacent areas of the Diamond Creek, hosting the Rewilding forum, continuously updating education programs to ensure they deliver relevant biodiversity topics, and the Nursery providing locally indigenous plants as well as advice to the community.	ON TRACK
13	Deliver a range of environment / biodiversity / land management / nature-connection events (for a diverse range of people).	2.3, 3.1, 3.2, 4.1, 4.2, 4.3	<p>During 2024/25, Council delivered over 40 environment events, although less were conducted during Spring than hoped due to Council election caretaker period.</p> <p>Examples include:</p> <ul style="list-style-type: none"> - Regular bird walks in Council reserves - National Tree Day community planting event at Challenger St Reserve in Diamond Creek - A youth focused Platypus walk and talk - Practical land management demonstrations on rabbit and blackberry control. - Butterflies of Nillumbik talk - Fungi and moss walks. 	COMPLETE & ONGOING
14	Design an 18-month 'Platypus community-engagement campaign', and deliver educational outreach and events to increase community awareness of how special Platypus are, threats, and how people can contribute to caring for their habitat.	2.3, 3.2	<p>To date, programs and engagement that have been delivered include:</p> <ul style="list-style-type: none"> - Update of Council's Platypus webpage - Community outreach to increase community knowledge through a social media campaign, Nillumbik News article and various events - Youth focused outreach, including via platypus habitat planting projects and citizen science - A Platypus /Rewilding the Diamond Creek workshop in partnership with Friends of Edendale, Melbourne Water and community 	ON TRACK

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			<ul style="list-style-type: none"> - Submittal of a grant application to manufacture and install eight signs along the Diamond Creek to raise the awareness of the presence of Platypus in the waterway. The grant was successful and signs will be installed in the coming months. - Engagement with Eltham Leisure Centre, which is located adjacent to the Diamond Creek, to explore opportunities for them to champion the platypus and support platypus outreach to their many patrons. This process will continue. 	
15	Update aspects of Edendale Farm's school environmental education program, to increase content on planting indigenous plants for habitat for local insects and pollinators, native birds and other local species.	2.3	<p>Edendale Education is now offering a re-worked activity called "Habitat Heroes" which is described as such: <i>What is "habitat", and what does an animal need in a home? What other creatures call Edendale and its surrounds their home? What is an indigenous plant, and why is it great to plant them? Visit our indigenous plant nursery and discover that different plants can help to attract butterflies, bees, birds and frogs to your garden. And what else we can provide in our gardens particularly to provide shelter for local species (eg rocks, logs, habitat boxes, insect hotels)</i></p> <p>Additionally, Edendale nursery is incorporated within several other activities such as the Eltham Copper Butterfly program and Sustainable Edendale farm tour.</p>	COMPLETE
16	Develop and trial a lendable flora and fauna survey kit for residents, to enable people to learn how to survey, document and then submit observations of plants and animal on their property into citizen science databases.	2.3	<p>A lendable flora and fauna survey kit (which contains equipment that does not cause disturbance to wildlife nor require a permit) has been formed and a trial will commence in late 2025. It includes:</p> <ul style="list-style-type: none"> • Trail camera • Micro songmeter • Flora of Melbourne • Bird field guide 	ON TRACK

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			<ul style="list-style-type: none"> Clip on phone camera lens Instructional documents are being developed including how-to's on safety, ethics, guides and further resources.	
17	Scope a new program to enhance how we promote and encourage people to visit Nillumbik's bushland reserves as ways people can connect with nature.	2.4	A program of incrementally updating and creating new specific bushland reserve pages on Council's website has commenced. The intent is that each reserve will have a page that highlights the fauna and flora present, facilities, environmental volunteering opportunities, and other interesting aspects of the reserve.	ON TRACK
18	Commence audits in Council's bushland reserves of: <ul style="list-style-type: none"> Trail accessibility and grading, and consider how this information can be made available to inform mobility / accessibility considerations for potential visitors. Wayfinding and interpretive signage, to identify potential opportunities to enhance visitor nature-experiences. 	2.4	Officers have commenced developing projects relevant to this action with other council teams to ensure consistency across Council in managing assets and providing accessibility information.	ON TRACK
19	Deliver the <i>Nillumbik Gardens for Wildlife</i> Program in partnership with community volunteers.	2.4, 3.1	During 2024/25, 29 garden visits were undertaken by volunteer garden guides up to May 2025; and several events were held for participants of the program. The program is co-delivered by 14 volunteers. The current community wait-list to receive a garden visit is 9 months.	COMPLETE & ONGOING
20	Deliver a <i>Pollinator Garden in Schools</i> pilot program in four Nillumbik schools.	2.4, 3.1	This program has been successfully delivered to four schools, which included 80 students and 8 teachers. There is interest from other schools, so we anticipate offering the program to three additional schools in 2025/26,	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
	Focus Area 3 – Species and Habitat Enhancement <i>(associated actions focused on addressing invasive species and other threatening processes are listed in Focus Area 4)</i>			
	- Council's bushland and wetland reserve actions:			
-	Carry out management works across Council's bushland reserves and wetlands (including our native vegetation offset sites). To help direct these works:			
21	Reassess the vegetation condition of 33 of Council's bushland reserves, to measure change and inform management priorities (all 100+ reserves will be re-assessed over a rolling three year cycle).	3.1, 1.2	<p>In 2024/25, vegetation assessments were undertaken at 33 of Council's bushland reserves to determine their current condition and compare against the previous baseline.</p> <p>The results show that approximately 50% of reserves improved their vegetation condition or stayed the same, and 50% showed a decrease in condition. Rabbit impact, seasonal conditions and assessor variation were possible causes noted.</p>	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
22	Investigate expanding the long-term Nillumbik <i>Forest Health Monitoring Program</i> into Council's bushland reserves; and commence a trial (10 sites proposed).	3.2	<p>In 2024/25 an additional 10 sites were identified across council bushland reserves in accordance with the Forest Health monitoring protocols. Wildlife monitoring equipment was deployed and has been successful in contributing to the Forest Health monitoring program for understanding trends in indicator fauna species across the Nillumbik landscape.</p> <p>Across the 10 new reserve sites, 63 unique species were detected. Species richness per site ranged from 2 to 30 species, with an average of approximately 14 species per site. Commonly detected species included Noisy Miner, Sulphur-crested Cockatoo, Rainbow Lorikeet and Australian Magpie. In contrast, several species—such as Scarlet Robin, Weebill, New Holland Honeyeater, and Yellow Thornbill —were detected only once or twice. Several mammal species were detected across the monitoring sites, with foxes being the most frequently recorded (36 detections), followed by Swamp Wallabies (10), rabbits (6), and smaller numbers of wombats, Sambar Deer, and Brush-tailed Possums (each with 4 detections).</p>	COMPLETE
23	Review and update 'conservation briefs' (the work-plans of Council's bushland reserve contractors). This year the target is to update the briefs for 5 bushland reserves)	3.1, 3.2, 1.2	Five Conservation Management Briefs were updated.	COMPLETE & ONGOING
24	Commence a process of creating/updating work plans for Friends of Groups, to help align the works of volunteers with each reserve's conservation brief/ prioritised works.	3.1, 1.2	Basic works plans were created in collaboration with Friends of Groups, including a schedule of activities for the year. They are currently being reviewed and adapted to better represent overall works.	ON TRACK

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
- Private land actions				
25	Promote and deliver Council's free land management and biodiversity advice and property-visit service.	3.1, 2.3, 4.2, 4.3	In 2024/25 environment and land management officers undertook over 100 property visits and responded to 244 enquiries. Common enquires include: - Weeds, especially Blackberry; and - Pest animals with Foxes, Rabbits and Deer being the main problems. The service is promoted through Councils website, at events such as Wattle Festival and at activities such as bird walks.	COMPLETE & ONGOING
26	Promote and deliver Council's LMIP - Land Management Incentive grant Program	3.1	In 2024/25 Council received 68 expressions of interest, and awarded 40 grants valuing \$60,000. 22 EOs were assessed as being ineligible for a grant (but were provided with tailored land management advice and if related to a waterway were referred to Melbourne Water's community grant program). Projects funded included: - Numerous local weed control projects - Rabbit control - Fish survey workshop in Watson's Creek - Soil workshop - Support for a Strathewen Landcare weed control subsidy program for their local landholders	COMPLETE & ONGOING
27	Support and encourage landholders to permanently protect habitat on private property, including by providing financial incentive through provision of a rate-rebate for Trust for Nature covenanted properties	3.1	Council continues to support private landowners to permanently protect their land through a rate rebate offering for landowners who place a Trust for Nature Conservation Covenant on their property. The rate rebate acknowledges the long-term commitment of these landowners to conserving biodiversity on their land. Landowners receive \$50 per hectare placed under covenant, with a minimum of \$200 and maximum of \$500. A total of 58 titles have Trust for Nature covenants (on private land) in Nillumbik as at June 2025.	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
- Broader and landscape-scale actions:				
28	Seek opportunities to increase tree planting and maintenance on Council and private land, via implementation of Council's Urban Tree Canopy Strategy.	3.1, 1.2, 4.3	The Nillumbik Urban Tree Canopy Strategy 2024-2040 was adopted by Council in August 2024.	COMPLETE
29	Conduct annual fauna monitoring surveys at 30+ specified <i>Forest Health</i> monitoring sites across the shire, to monitor and increase our understanding of the presence of biodiversity values, threats and trends over time.	3.2	Over the past 12 months, fieldwork was undertaken across all 30 core forest health monitoring sites; and Monash University students were introduced to the program. Looking ahead, areas identified for improvement include enhancing the public-facing presentation of Forest Health data—particularly via the website—and refining the statistical analysis of the existing dataset to better inform future reporting and decision-making. Utilising advances in detection software, the number of detections more than doubled compared to previous years, recording 81 species in this year's monitoring.	COMPLETE & ONGOING
30	Improve the health of the urban Diamond Creek waterway through a three-year coordinated landscape-scale weed control and revegetation program (<i>subject to grant outcome</i>)	3.1	Council was unsuccessful with this grant application. However, in May 2024 Council did receive a grant for a smaller scale version of the works from Melbourne Water. These works will commence in 25/26.	NOT COMMENCED
31	Enhance landscape connectivity between Eltham Lower Park and Hohnes Hill (<i>subject to grant outcome</i>)	3.1	Council was unsuccessful with this grant application. However, Council has received funding from North East Link for tree planting that will be undertaken in Eltham Lower Park and the nearby Barak Bushlands Reserve that will commence in 25/26.	NOT COMMENCED

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
-	Undertake actions that support threatened species and communities, and the implementation of their recovery plans, including:			
32	Build on established work programs that are helping to support the following threatened species and the implementation of their recovery plans:	3.2	During 2024/25, Council officers, environmental volunteers, landholders and supporting organisations put considerable effort into recovery actions for the threatened species which occur across all land tenures in Nillumbik. The following is a brief snapshot of key actions for each noted species:	COMPLETE & ONGOING ANNUAL INITIATIVE
-	Southern Toadlet		<ul style="list-style-type: none"> Participation in the regional working group for Pseudophryne (Toadlets). Received a grant from Melbourne Water to support work and monitoring at Bunjil Reserve Held a community spotlight walk in Panton Hill to provide information on Toadlet recovery to community. Managed weeds at Bunjil reserve to improve habitat quality. Undertook Deer control in May/June on Council land to reduce the threat to waterway condition from Deer. Overall Toadlet numbers in Bunjil Reserve are low and appear to be declining, which is similar across its Melbourne region despite significant resources from agencies and community to prevent its regional extinction. 	
-	Eltham Copper Butterfly		<ul style="list-style-type: none"> Continued to implement habitat management and conservation works across all Nillumbik owned ECB reserves according to the Management Plan prepared by Karl Just in 2022. Additional works have included the rabbit proof fencing of the Western Colony. A comprehensive larvae monitoring program was undertaken which included all ECB populations in Nillumbik (Council owned reserves plus Eltham East Primary School, Parks Victoria site and two private 	

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			<p>properties). Council also ran an adult-survey program during the summer period for a second consecutive year. Generally larvae numbers have remained steady at 5 of the ECB populations, with another 5 recording a significant increase in population numbers and 2 (YVW and EEPS) declining somewhat.</p> <ul style="list-style-type: none"> • Several Friends of Groups (Fo) have participated in management and monitoring activities across ECB reserves including; Fo ECB, Fo Woodridge Linear Reserve, Fo Biodiversity Hohnes Hill, and Fo St Helena Bushland Reserve. • Eltham East Primary School obtained a Junior Landcare grant and a Council LMIP grant to enhance the ECB habitat on their school grounds. 	
	- Slender-tailed Dunnart		<p>Dunnart artificial habitat monitoring sites were monitored and maintained at Yanggai and Bunjil Reserves. An additional monitoring site was established at Yirrip Reserve. No positive occurrences were detected.</p> <p>Commenced building relationship with university-based Dunnart researchers, to potentially assist with future monitoring, including on private land.</p>	
	- Brush-tailed Phascogale		<p>30 nest boxes and 10 chainsaw hollows were inspected/monitored through the Panton Hill Bushland Reserves during April and May. One positive occurrence in Bunjil Reserve.</p>	

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
	- Threatened orchids		<ul style="list-style-type: none"> Facilitated the Nillumbik Threatened Orchid Recovery Team, which includes DEECA, Parks Victoria, Royal Botanic Gardens, Volunteers and landholders. Continued recovery works for Charming Spider-orchid and Rosella Spider-orchid through translocations. Finalist in the LGPro Awards for Excellence for Charming Spider-orchid conservation works. Awarded a High Commendation. Assisted the Round the Bend Community to manage translocated Wine-lip Spider-orchid on their land Continued to manage and monitor several listed orchids and regionally significant orchids on Council bushland reserves Developed a video to document the work to translocate the Charming Spider-orchid and share with community Applied for a grant to help support private landholders, traditional owners and Council to manage threatened orchids (unsuccessful) Presented to the Australian Plant Society (Yarra Yarra Group) on Council's native orchid conservation works. 	
	- Clover Glycine		<ul style="list-style-type: none"> Continued to manage and monitor populations at two Eltham reserves Conducted habitat and conservation management works including weed control and some ecological thinning around Clover Glycine Undertook management of translocations and commenced trying to source different provenance to improve genetic viability. 	
33	Consider opportunities to create programs to help support the Platypus and Powerful Owl	3.2	<p>Focus has been put into Platypus management in 2024/25 including:</p> <ul style="list-style-type: none"> Supporting Friends of the Eltham Platypus to improve habitat and increase community awareness of the species 	COMPLETE & ONGOING

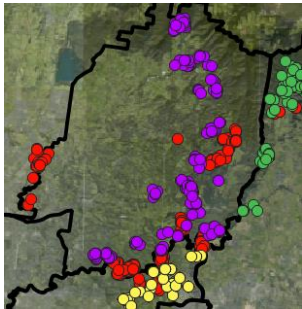
Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			<ul style="list-style-type: none"> Advocating for Melbourne Water to continue to improve the condition of habitat in our local waterways including implementing capital works in the Diamond Creek to support Platypus habitat Applying for a large grant from Melbourne Water to improve the condition of habitat along the Diamond Creek on Council land, which supports ongoing management of Council bushland and wetland sites. Increasing community knowledge through social media, Nillumbik news, events and signage Engaging youth including through being involved in planting projects and citizen science. Hosting a Platypus /Rewilding the Diamond Creek community event. <p>Council has commenced developing industry relationships, particularly relating to researchers, on Powerful Owl.</p>	
34	Deliver an Icon Species 'Saving Nillumbik's Threatened Spider Orchids' 12-month project, to raise community awareness of four key species and carry out on-ground works at previous and future translocation sites (<i>subject to grant outcome</i>).	3.2	Council was unsuccessful with this grant application.	NOT COMMENCED
Focus Area 4 – Mitigating Threatening Processes <i>(associated actions focused on enhancing habitat are listed in Focus Area 3)</i>				
35	Manage noxious and environmental weeds on Council bushland and wetland reserves, adopting a biosecurity approach, within available budget.	4.2, 3.1, 3.2	Council continues to manage weeds in 103 bushland and 17 wetland sites within assigned budget. Weed control is prioritised across these sites in accordance with reserve prioritisation methods, values and resource availability. A biosecurity approach has been undertaken through managing weeds in accordance with their threat level and the designated management zone of the reserve.	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			Concerns were raised by several community members about the environmental condition of several locations, requesting that additional or adjusted management be undertaken.	
36	Manage noxious and environmental weeds on Council roadsides, adopting a biosecurity approach, within available budget.	4.2, 3.1, 3.2	<p>Across Councils 1,200 km of roadsides, weed control allocation was prioritised based on Councils legislative requirements, urgency of treating new and emerging weeds, and to protect biodiversity/agricultural/social values.</p> <p>In 2024/25 the priority weeds that works concentrated on were:</p> <ul style="list-style-type: none"> - Chilean Needle Grass, - Serrated Tussock - Blackberry - Disa / African Weed Orchid - Patterson's Curse - Artichoke Thistle <p>Additional weed control was undertaken on Meruka Rd in Panton Hill post burn to support regeneration of indigenous flora and habitat; and grooming of overabundant Burgan was undertake in Scholz Rd, Christmas Hills to reduce bushfire risk and promote regeneration of indigenous species.</p>	COMPLETE & ONGOING
37	Control pest animals on Council land, adopting a biosecurity approach, within available budget.	4.2, 3.1, 3.2	<p>The main works undertaken in 2024/25 included:</p> <ul style="list-style-type: none"> • Deer control in Chase, Bunjil and Wimbi Reserves. • Rabbit control impact assessments in reserves where rabbits are an issue. • Rabbit control at 34 reserves (compared with 22 reserves treated in 2024, which was enabled through grant funding received from Melbourne Water). 	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
			<ul style="list-style-type: none"> Maintenance of rabbit fencing at Western Colony/ Kalbar Reserves 	
38	Implement Year 3 of the grant-funded 'Nillumbik Deer Control Project'. 	4.2, 3.1, 3.2	<p>Deer continue to be a significant threat to the biodiversity of Nillumbik. There is high community interest in the issue of deer and their impacts. Council has received 123 deer enquires since June 2024.</p> <p>Council received Victorian Government funding to deliver a third year of the Nillumbik Deer Control Project, and continues to advocate for more and ongoing funding to continue the works.</p> <p>In 2024/25 deer control was undertaken on 58 properties and 360 deer were dispatched. The purple dots in the map represent locations that deer were removed from via Council's program; the red dots represent deer removed on Parks Victoria land; and the green and yellow dots represent supportive deer control works being undertaken in neighbouring Yarra Ranges and Manningham.</p>	COMPLETE
39	Implement Year 8 of the grant funded landscape-scale 'Rivers to Ranges' peri-urban weed Management project in partnership with Parks Victoria and others.	4.2, 3.1, 3.2	<p>This project continues to be a significant project for building partnerships with other organisation and stakeholders. Council has applied for 2-year extension with a focus on the Watsons Creek catchment.</p>	COMPLETE & ONGOING
40	Support private landholders to manage invasive species, including by: <ul style="list-style-type: none"> - Developing a Nillumbik weed calendar, to provide information on control and method - Communicating a 'weed of the month' campaign - Deliver (and plan future) practical workshops on bush-block property management 	4.2, 3.1, 3.2	<p>Council continues to support landholders though a variety of long term and one-off projects. This is a large focus of Council's environment officers, given the substantial issues pest plants and animals create in agricultural, urban and environmental contexts.</p> <p>Calendar and weed of the month campaign being developed. Practical demonstrations on rabbit control and blackberry control delivered.</p>	COMPLETE & ONGOING

Biodiversity Strategy 2024-2034 – Year 1 Implementation Plan Report (2024-25)

#	Action	Supports objective #	Annual Commentary	Status (as at 30 June 2025)
	- Delivering Council's free land management and biodiversity advice and property-visit service; and LMIP Land Management Incentive grant Program (Focus Area 3)			
41	Design and trial a driver-behaviour speed awareness campaign on Council roads, targeted to help reduce wildlife vehicle collisions.	4.7	<p>A new program has been designed whereby a variable speed display sign with messaging such as 'Wildlife in area. Slow Down' and an inbuilt speed detector display will be deployed to targeted hotspots along Council roads that have experienced wildlife collisions.</p> <p>A special devise has been purchased that will be used for this purpose (and also to enhance speed safety awareness around schools etc), however it requires repairs.</p>	MINOR ISSUES
42	Promote ways that the community can report observations of invasive species presence.	4.2	This information has been placed onto Council's website.	COMPLETE
43	Commence a review of the environmental weeds list 2009 that is incorporated into the Nillumbik Planning Scheme.	4.4	An updated list has been created for consideration in future planning scheme amendments.	ON TRACK
44	Support the community to understand how to manage native species such as Noisy Miners and Burgan.	4.2	<p>An expert in improving habitats to reduce impacts of problematic Noisy Miners was included in Council's 2024 Spring Outdoors program. Related brochures and updated Gardens for Wildlife information was prepared. Noisy miners are also commonly discussed during regular weekday bird walks, offering ongoing solutions.</p> <p>A 'Managing Burgan' factsheet has been drafted and will be added to Councils website.</p>	ON TRACK

Biodiversity Strategy 2024-2034 – Year 2 Implementation Plan (2025-26)

The two goals of the Biodiversity Strategy are: <ol style="list-style-type: none"> 1. Biodiversity in Nillumbik is healthy 2. Nillumbik's community value and care for nature 			
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#	Action	Supports objective #	New initiative or ongoing
Focus Area 1 – Leadership and Advocacy			
1	Consider biodiversity opportunities and impacts in the development of new Council policies, strategies and Plans. In 2025/26, these will include: <ul style="list-style-type: none"> - Council Plan 2025-2029 - Planning Scheme Review - Housing Strategy 	1.1	Ongoing/new
2	Annually identify Council priorities for biodiversity action advocacy and embed within Council's advocacy process. In 2025/26 this will include, for example, advocacy for measures that will reduce wildlife road strike incidents, advocacy for funding support from state and federal government, and advocacy to reduce the environmental impact of Yan Yean Road Stage 2.	1.3	ongoing
3	Implement and enforce Council's regulatory tools that support biodiversity protection	1.1, 3.1, 3.2, 4.4, 4.5	ongoing
4	Further build Council officer awareness of how to proactively avoid and minimise negative impacts of Council operations/construction works/services on native vegetation and biodiversity, and how to enhance positive impacts.	1.2, 3.1	ongoing
5	Pursue grant funding opportunities to support local biodiversity action.	1.4	ongoing
Focus Area 2 – People and Partnerships			
6	Partner with Traditional Owners on programs and initiatives dedicated to caring for country; and increase community appreciation of Traditional Owner knowledge, including by: <ul style="list-style-type: none"> - Continuing to develop opportunities for traditional owner involvement in Caring for Country on Council land - Continuing development of interpretive signage for Bunjil Reserve's Food Fibre Medicine Garden and Edendale - Continuing development of an indigenous perspectives education program at Edendale, with particular reference to Wurundjeri seasons, changing land management and connecting to country - Delivery of community events that increase understanding, learnings and awareness of TO connection to country and traditional ecological knowledge. 	2.1	ongoing
7	Continue strategic planning for the Watsons Creek catchment with partners, to identify collective catchment management priorities and collaborative approaches.	2.2, 3.1, 3.2, 4.1, 4.2	ongoing
8	Promote Friends of Groups and opportunities for environmental volunteering within the Shire.	2.2, 3.1, 4.2, 4.3	ongoing
9	Support collaboration of environmental volunteer activity along the Diamond Creek.	2.2, 2.3	ongoing
10	Assist Nillumbik environmental volunteer groups by providing skills-enhancement training (technical, leadership, communications, grant writing etc).	2.2	ongoing

CM.080/25 Biodiversity Strategy - Year 1 (24/25) Annual Performance Report and Year 2 (25/26) Actions
Attachment 3. Year 2 Biodiversity Strategy Implementation Plan (2025-26)

11	Support three Landcare groups in developing their future direction plans	2.2	new
12	Deliver a range of environment / biodiversity / land management / nature-connection events for a diverse range of people.	2.3, 3.1, 3.2, 4.1, 4.2, 4.3	ongoing
13	Promote the new residents page on Council's website, with specific focus on the 'caring for land' information.	2.2, 2.3	new
14	Support citizen science programs including: <ul style="list-style-type: none"> - Encourage Friends of and Landcare groups to contribute their biodiversity data into the Victorian Biodiversity Atlas or similar databases - Support Great Southern BioBlitz and City Nature Challenge events on iNaturalist. - Launch Council's new lendable flora and fauna kit. - Support environment groups individual citizen science programs and activities (<i>subject to resourcing</i>) 	2.3	new
15	Enhance how we promote Nillumbik's bushland reserves as ways people can connect with nature, focusing initially on the 22 reserves with friends groups.	2.4	new
16	Complete audits in Council's bushland reserves of: <ul style="list-style-type: none"> - trail accessibility and consider how this information can be made available to inform mobility / accessibility considerations for potential visitors. - wayfinding and interpretive signage, to inform potential future opportunities to enhance visitor nature-experiences. 	2.4	ongoing
17	Deliver the <i>Nillumbik Gardens for Wildlife</i> Program in partnership with community volunteers.	2.4, 3.1	ongoing
18	Expand the <i>Pollinator Gardens in Schools</i> program to additional four Nillumbik schools.	2.4, 3.1	ongoing
19	Explore options around nature strip planting guidelines, and then potential opportunities for the Gardens for Wildlife program to plant a demonstration nature strip that showcases how people can habitat garden on nature strips in accordance with guidelines.		new

#	Action	Supports objective #	New initiative or ongoing
	Focus Area 3 – Species and Habitat Enhancement <i>(associated actions focused on addressing invasive species and other threatening processes are listed in Focus Area 4)</i>		
	- Council's bushland, wetland and roadside reserve actions:		
-	Carry out management works across reserves. To help direct these works:		
20	Reassess the vegetation condition of 33 of Council's bushland reserves, to measure change and inform management priorities (all 100+ reserves will be re-assessed over a rolling three year cycle); and reassess the conservation significance of every reserve.	3.1, 1.2	ongoing
21	Scope and undertake an assessment of conservation significance of Council roadside reserves.	3.1, 1.2	new
22	Further expand the Forest Health monitoring program on Council-managed sites, to an additional 10 new reserves, focusing on ones that are supported by Friends group environmental volunteers.	3.2	new
23	Review and update 'conservation management briefs' (reserve details and objectives). This year the target is to update the briefs for another 5+ bushland reserves.	3.1, 3.2, 1.2	ongoing

CM.080/25 Biodiversity Strategy - Year 1 (24/25) Annual Performance Report and Year 2 (25/26) Actions
Attachment 3. Year 2 Biodiversity Strategy Implementation Plan (2025-26)

24	Collaboratively develop work plans with five Friends of Groups, to help align the works of volunteers with each reserve's conservation management brief.	3.1, 1.2	new
- Private land actions:			
25	Promote and deliver Council's free land management and biodiversity advice and property-visit service.	3.1, 2.3, 4.2, 4.3	ongoing
26	Promote and deliver Council's LMIP - Land Management Incentive grant Program	3.1	ongoing
27	Support Trust for Nature in identifying and encouraging properties within the Yarra Strategic Plan area to permanently protect habitat through on title covenants, including exploring the potential to co-host an information day.	3.1	new
28	Review Council's Trust for Nature rate rebate incentive.	3.1	new
- Broader and landscape scale actions			
29	Seek opportunities to increase tree planting and maintenance on Council and private land, via implementation of Council's Urban Tree Canopy Strategy.	3.1, 1.2, 4.3	ongoing
30	Conduct annual fauna monitoring surveys at 30+ specified <i>Forest Health</i> monitoring sites across the shire, and expand to 10 additional Council reserve locations, to monitor and increase our understanding of the presence of biodiversity values, threats and trends	3.2	ongoing
31	Deliver a program of works to help improve the health of the urban Diamond Creek waterway, made possible via a Melbourne Water LCLW grant (18 month grant)	3.1	new
-	<i>Undertake actions that support threatened species and communities, and the implementation of their recovery plans, including:</i>		
32	Build on established programs that are helping to support the following threatened species and the implementation of their recovery plans: <ul style="list-style-type: none"> - Southern Toadlet - Eltham Copper Butterfly - Slender-tailed Dunnart - Brush-tailed Phascogale - Threatened orchids - Clover Glycine - Platypus 	3.2	ongoing
33	Develop a new program that delivers targeted actions to protect and enhance the habitat of the regionally significant Stencilled Hairstreak Butterfly population at Yarrambat on Council land.	3.2	new
34	Continue to support and be involved in threatened species working group such as Nillumbik Threatened Orchid Recovery Team and Southern Toadlet regional working group.	3.2	ongoing
35	Establish a working group to support Slender-tailed Dunnart monitoring and management at Pantom Hill Bushland Reserve.	3.2	new
36	Scope opportunities to enhance processes for collection of seed or material for Edendale Indigenous Nursery, including investigating potential seed production areas.	3.2 & 2.3	new

CM.080/25 Biodiversity Strategy - Year 1 (24/25) Annual Performance Report and Year 2 (25/26) Actions
Attachment 3. Year 2 Biodiversity Strategy Implementation Plan (2025-26)

#	Action	Supports objective #	New initiative or ongoing
	Focus Area 4 – Mitigating Threatening Processes <i>(associated actions focused on enhancing habitat are listed in Focus Area 3)</i>		
37	Manage noxious and environmental weeds on Council bushland and wetland reserves, taking a biosecurity approach, within available budget.	4.2, 3.1, 3.2	ongoing
38	Manage noxious and environmental weeds on Council roadsides, taking a biosecurity approach, within available budget.	4.2, 3.1, 3.2	ongoing
39	Control pest animals on Council land, taking a biosecurity approach, within available budget.	4.2, 3.1, 3.2	ongoing
40	Implement Year 4 of the grant-funded 'Nillumbik Deer Control Project'.	4.2, 3.1, 3.2	ongoing
41	Implement Year 9 of the grant funded landscape-scale 'Rivers to Ranges' peri-urban weed Management project in partnership with Parks Victoria and others.	4.2, 3.1, 3.2	ongoing
42	Support private landholders to manage invasive species, including by providing: <ul style="list-style-type: none"> - Demonstrations and info sessions (Focus Area 2) - Council's free land management and biodiversity advice and property-visit service (Focus Area 3); and - LMIP Land Management Incentive grant Program (Focus Area 3) 	4.2, 3.1, 3.2	ongoing & new
43	Commence a trial of a driver-behaviour speed awareness campaign on Council roads, targeted to help reduce wildlife vehicle collisions.	4.7	new

Nillumbik Urban Tree Canopy Strategy - Year 1 Implementation Report 2024-2025

#	Action	Objective	Annual Commentary	Status Column (as at 30 June 2025)
Focus Area 1: Leadership				
1	Consider the strategic priorities of the Urban Tree Canopy Strategy when developing Council's new Council Plan 2025-2029, and its resourcing needs via Council's annual budget process.	1.1	A new 'Arborist / Tree Establishment Officer' position has been created which will directly support the delivery of the Urban Tree Canopy Strategy.	COMPLETE
2	Provide information for Council staff on Nillumbik's new Urban Tree Canopy Strategy and the Tree Management Policy – and what they mean for their work.	1.1	Ongoing liaison is occurring with relevant Council departments to strengthen awareness and implementation.	COMPLETE & ONGOING ANNUAL INITIATIVE
3	Advocate for action by state government that will facilitate positive urban canopy outcomes, including: - higher penalties for un-permitted damage or removal of vegetation; and - a submission on <i>Plan Victoria</i> that expresses concern about the likely urban canopy impacts of proposed housing targets.	1.3	Council has advocated to the state government for measures that assist in retaining and growing urban canopy. This included a submission on <i>Plan Victoria</i> that included a strong urban canopy protection focus. This advocacy was successful, with the Victorian Government reducing housing targets for Nillumbik by almost half from 12,000 to 6,500 new homes by 2051.	COMPLETE
4	Provide information on Council's website on how to nominate culturally significant trees with The National Trust and with First Peoples – State Relations.	1.5	Information on how to nominate culturally significant trees has been placed on Council's website.	COMPLETE
Focus Area 2: Grow Nillumbik's urban canopy on Council land				
5	Advocate for the North East Link Authority to provide Council with funding for urban tree planting.	2.1	Advocacy was successful. Council has been awarded a grant of \$857,000. This will enable 1,800 trees to be planted in Eltham Lower Park and Challenger Street Reserve over two years and three years of maintenance.	COMPLETE
6	Report, via the Annual Council Report, on new street tree, activity centre and park plantings. Aim to target 70% of this year's amenity/canopy tree planting in those suburbs/townships that have the lowest tree canopy – Greensborough, Plenty and Diamond Creek.	2.1	Within the UGB, a total of 225 street trees and 98 Reserves trees were planted. Street trees planted: 7 in Plenty, 130 in Diamond Creek, 23 in Eltham, 26 in Eltham North, 11 in Greensborough, 22 in Hurstbridge, 4 in Research and 2 in Wattle Glen.	COMPLETE & ONGOING ANNUAL INITIATIVE

Nillumbik Urban Tree Canopy Strategy - Year 1 Implementation Report 2024-2025

#	Action	Objective	Annual Commentary	Status Column (as at 30 June 2025)
			<p>Park trees planted: 33 in Diamond Creek, 11 in Eltham, 12 in Eltham north, 27 in Greensborough, 5 in Hurstbridge and 10 in Research.</p> <p>As such, 64% of trees were planted in the localities with lowest tree canopy.</p>	
7	Develop and pilot a new program that encourages and invites residents to 'request a street tree' outside their home, with a primary focus in Year 1 on targeting areas of Greensborough & Plenty.	2.2	<p>A new social media campaign was implemented, inviting urban residents to 'request a street tree'. 177 street tree requests were received (up from an average of 10-15 requests in previous years).</p> <p>Out of the 177 requests, 87 of the locations (61%) were suitable sites for tree planting next planting season.</p> <p>Successful/suitable requests in our priority localities included 7 in Greensborough, 2 in Plenty and 19 in Diamond Creek.</p> <p>Requests that were assessed as being unsuitable locations were due to factors such as drainage pits, power lines, sight lines, or being in a rural location.</p>	COMPLETE
8	Determine where there is capacity for trees to be planted alongside bus stops to grow shade.	2.3	<p>There are 151 urban bus stops within Nillumbik's Urban Growth Boundary. Each site was inspected by a council arborist.</p> <p><i>Additional bus stops on Department of Transport roads were not inspected.</i></p> <ul style="list-style-type: none"> The majority of bus stops (78%) were assessed as not requiring additional canopy coverage, either due to existing vegetation already or being on track to provide shade, or the presence of permanent shelters for pedestrian use. 33 bus stops were identified as having the potential to benefit from new canopy shade: <ul style="list-style-type: none"> planting was not feasible at 28 of these locations due to factors such as sightline requirements for vehicle safety at intersections, the presence of overhead powerlines, 	COMPLETE

Nillumbik Urban Tree Canopy Strategy - Year 1 Implementation Report 2024-2025

#	Action	Objective	Annual Commentary	Status Column (as at 30 June 2025)
			and existing drainage infrastructure in close proximity to the stops. - Five bus stop locations were identified as needing and being appropriate for planting. These locations will be included in the 2025 Street Tree Planting Program.	
9	Develop an operational plan that will guide key tree maintenance and planting priorities in Nillumbik's activity centres, for multi-year staged implementation subject to budget.	2.2	The process of assessing tree health in high use sites including activity centres has been updated. This will provide a more targeted data set with which to identify and monitor tree maintenance priorities in these locations. Delivery will be subject to budget.	ON TRACK
10	Promote how residents can apply for a permit that allows them to plant on their nature strip, and the associated guidelines.	2.3	Information on how to apply for a nature strip planting permit is now easier to find on Council's website.	COMPLETE
Focus Area 3: Grow Nillumbik's urban canopy on private land				
11	Develop 'Tree Planting Guidelines' to optimise canopy establishment and retention in urban areas (for implementation through the planning scheme, subject to a planning scheme amendment).	3.1	Work in preparing Tree Planting Guidelines commenced, however was placed on hold until updates to Victorian Government housing policy and associated state planning policy for planning schemes is finalised.	MINOR ISSUES
12	Promote how the community can report suspected illegal vegetation removal.	3.1 & 2.5	Information on how people can report suspected illegal vegetation removal has been updated on Council's website.	COMPLETE
13	Commence an update of Council's 'Live Local Plant Local' guide, incorporating a new 'Right tree - right place' approach; and promote Edendale nursery's climate resilient plants.	3.2 & 1.4	This update was placed on hold so that it can be undertaken in tandem with or following the development of the proposed 'Tree Planting Guidelines'.	YET TO COMMENCE

Nillumbik Urban Tree Canopy Strategy - Year 1 Implementation Report 2024-2025

Indicator

1. This Strategy has one indicator, which is to track the extent of urban tree canopy cover (woody vegetation over 2 metres in height) over time. This is measured every four years:
- a. In 2021, average canopy cover within Nillumbik’s Urban Growth Boundary was measured at 39 per cent - which is around 1,434 hectares of canopy.

b. In 2024, average canopy cover was measured at 38 per cent - around 1,404 hectares of canopy.

c. Overall, canopy cover appears to be relatively stable (taking into account data quality considerations), with slight increases and decreases across localities (**Table 1**).

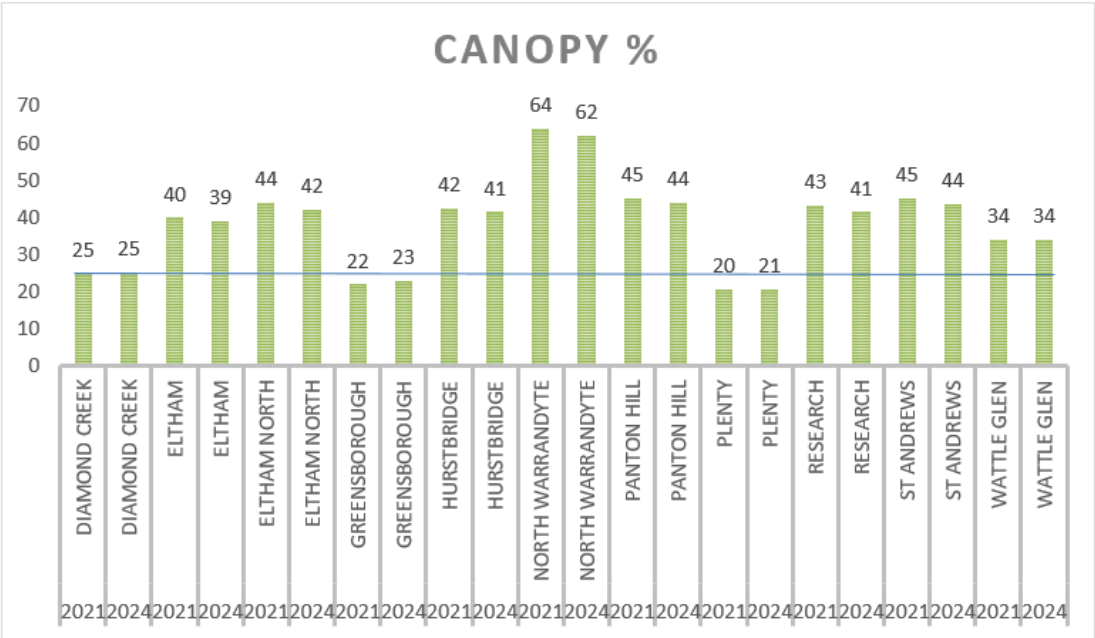


Table 1 – Canopy cover percentage for 2021 & 2024 based on Nearmap AI Vegetation layer for each locality.

Nillumbik Urban Tree Canopy Strategy - Year 2 (2025/26) Implementation Plan

#	Action	Objective	New or Ongoing
	Focus Area 1 - Leadership		
1	Consider the strategic priorities of the Urban Tree Canopy Strategy when developing Council's new Council Plan 2025-2029, and its resourcing needs via Council's annual budget process.	1.1	Ongoing
2	Advocate for action by state government that will facilitate positive urban canopy outcomes, including higher penalties for un-permitted damage or removal of vegetation.	1.3	Ongoing
	Focus Area 2 – Grow Nillumbik's urban canopy on Council land		
	- <i>No budget currently available to deliver additional tree maintenance works to protect and preserve mature trees.</i>		
3	Plant 900 trees in parks/reserves in Eltham and Diamond Creek, funded via a North East Link Authority urban tree planting grant.	2.2 & 2.3	New
4	Host a National Tree Planting Day community event at Eltham Lower Park, and ambitiously aim to plant 2,000 indigenous plants.	2.2 & 2.3	New
5	Plant approximately 300 new street and park trees via Council's annual tree planting program. Aim to target 60% of this year's planting in those suburbs/townships that have the lowest tree canopy – Greensborough, Plenty and Diamond Creek.	2.1	Ongoing
6	Continue to invite residents to 'request a street tree' outside their home, with a repeated focus in Year 2 on targeting areas of Greensborough & Plenty.	2.2	Ongoing
7	Commence a campaign to educate residents on how they can care for street trees.	2.6 & 1.5	New
8	Plant a street tree at each of the unshaded, suitable, bus stop locations identified in the recent inspection program, to grow shade for public transport users.	2.3	New
9	Continue to refine operational plans that will guide key tree maintenance, renewal and planting priorities in Nillumbik's high use sites /activity centres, for multi-year staged implementation subject to budget.	2.2	Ongoing
	Focus Area 3 – Grow Nillumbik's urban canopy on private land		
10	Subject to State Govt housing policy reform outcomes, prepare 'Tree Planting Guidelines' which seek to optimise canopy establishment and retention opportunities on 'house' blocks in urban areas (for implementation through the planning scheme, subject to a future planning scheme amendment).	3.1	New
11	Enforce planning matters related to tree protections and removals as per Council's obligations under the Planning and Environment Act 1987.	3.1 & 2.5	Ongoing
12	Investigate opportunities to supply indigenous seedling vouchers for community to help grow canopy on private land.	3.2	New

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Nillumbik Community Assessment Panel Terms of Reference (2026)

Introduction

The Nillumbik Community Assessment Panel (the Panel) is a specific purpose group, made up of a diverse representation of local community members, established to assess and provide objective advice and recommendations related to applications and nominations for a range of community programs delivered by Nillumbik Shire Council throughout the year.

Panel members are required to:

- Ensure adherence to relevant policies, guidelines, and deadlines;
- Participate in the assessment of at least one community program throughout the year;
- Review and assess all allocated applications electronically via [SmartyGrants](#) against predetermined selection criteria;
- Support assessment scores with clear and transparent rationale and feedback for applicants;
- Attend an assessment panel meeting (one meeting per program); and
- Agree on recommendations to Council.

Successful applicants will be appointed to the Panel for a one-year term, and Panel members will have the opportunity to 'opt in' to assess applications and nominations for a range of community programs throughout the year (approximately 5 assessors per program), including but not limited to:

- Nillumbik Community Fund
- Nillumbik Community Awards
- Other community programs as required

Member Requirements

- Live, work, study, volunteer or play in Nillumbik
- Have an interest and understanding of local community groups and their benefit to Nillumbik communities
- Commitment to participating in at least one community program throughout the year (refer to key dates above)

We strongly encourage applications from First Nations people, people living with a disability, culturally or linguistically diverse, and LGBTQIA+ community.

Successful panel members should also:

- have a well-developed knowledge of local Nillumbik communities and diverse range of community groups;
- be committed to consensus decision making;
- represent a cross-section of community interests and priorities without bias;
- provide assessment responses within the necessary timeframes;
- be available to attend evening panel meetings;



- be comfortable utilising an on-line assessment system as part of the panel process; and
- commit to the Panel for up to one year.

Recruitment Process

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

Membership

Panel members will be selected and appointed based on merit, skills and expertise, and considering diverse representation of views and backgrounds. Panel members will be selected on an annual basis and appointed for a year term as specified in the appointment or Expression of Interest (EOI).

Panel members will be given access to SmartyGrants, our online grant application database. Panel members will be required to log in and read applications online and complete an online assessment/recommendation form and attend in-person assessment panel meetings as required.

Panel members are required to participate in a voluntary capacity and will not receive any remuneration or fees.

Selection Panel to make recommendation of members

- Senior member of Council (Director/Executive Manager – or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue

Once the committee has been appointed the selection panel will be disbanded.

How much work is involved?

Panel members will be invited to 'opt in' to participate in the assessment of Council's community grant and award programs throughout the year (a minimum one required). These panels are an important way for Council to engage the community in effective delivery of our community programs.

Selected Panel members will then be required to make time throughout the assessment period to read and score all the eligible applications against the specified criteria and provide comments as appropriate. On average, individual assessments may take approximately 20 minutes per application, and your time required will be dependent on the number of applications received for each program.

Meeting dates and times will be established in consultation with the membership of the Panel and will be held at times convenient to a majority of Panel members.

Panel meetings commence with an introductory meeting to brief Panel members about the assessment process and an overview of applications received. The Panel will then discuss the overall assessment results to finalise and agree on the final recommendations to Council.

Please note that the Panel is not a decision-making body, and final outcomes for community programs will be made by Nillumbik Shire Council.

Conduct of Panel members

Effective Panel assessments need to be conducted so that all participants have an opportunity to express their views and listen to the views of others in a respectful way. Effective and conducive meetings are vital for transparent and democratic government and ultimately lead to better and more inclusive decision making.

To ensure the Panel operates fairly and transparently, and is as effective as possible, conduct obligations and good governance principles consistent with and complimentary to the Code of Conduct contained within Council's [Governance Rule - Meeting Procedures](#) apply.

Panel Member Responsibilities

Panel members are required to:

- Complete and submit Assessor conduct declaration forms to the Grants Officer;
- Read a description of the funding program and the assessment criteria, as well as all applications and attached support documentation received via SmartyGrants prior to assessment;
- Complete all of assigned assessments online by the due date given;
- Comply with all Council policies applicable to members of advisory committees (i.e. Conflict of interest, privacy and confidentiality, equal opportunity and anti-discrimination, gender equality, child safe standards, and social media);
- Attend a Panel meeting;
- Provide advice to the Panel to the best of their ability;
- Assess all the applications only on the published assessment criteria and description of the program;
- Work with other panel members to reach consensus on the recommendations to Council at Panel meetings.

Council Staff Responsibilities

Council staff will:

- Review the respective applications and determine eligibility, complying with the specific guidelines;
- Ensure that all Panel members comply with the requirements of the *Local Government Act 2020* that members of the Panel have agreed to abide by;
- Provide administrative support to Panel members having difficulties accessing or using SmartyGrants, our online grants administration system, to undertake the assessments;
- Facilitate the Panel meetings and record each decision, and the reasons for the decision, against each application in SmartyGrants;
- Provide background information during Panel meetings as requested to assist with assessors deliberations;



- Record the decisions, and reasons for them, from the Panel meetings and communicate the outcomes to the applicants; and
- Respond to all applicant enquiries concerning their application.

How to apply?

Community Members can self-nominate online through our [Expression of Interest \(EOI\) process](#). Members will be selected and appointed based on merit, skills and expertise, and considering diverse representation of views and backgrounds.

Any enquiries contact the Grants Team via 9433 3270 or grants@nillumbik.vic.gov.au

Applications close 11.59pm 31 August 2025.

All applicants will be notified of the outcome of the selection process in the last week of November 2025.

Induction and Orientation

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

- Briefing members on the expectations and requirements of membership of the Panel
- Introduction to the Council Plan and other relevant Council policies, strategies and plans
- Reviewing the Terms of Reference and expectations of members throughout the assessment process, and each member signing a declaration to abide by the conduct obligations
- Providing information to members to ensure their understanding of obligations relating to:
 - Conflicts of interest
 - Confidentiality and Privacy
 - Gender Equality, Diversity and Inclusiveness
 - Child Safety and Wellbeing

Conflicts of Interest

Panel members and Council staff are expected to understand the concept of conflicts of interest as per the *Local Government Act 2020* and follow Council's procedure for disclosure in the [Governance Rule – Decision-making](#).

Council will rely on each member to acknowledge all connections they have with applicants and applications prior to each assessment. If a member realises they have a conflict when first viewing an application, they must complete the Disclosure of Conflict of Interest in the assessment form and submit it to the Grants Officer. If a member looks at a panel meeting agenda and they perceive they have conflict when they see the name of an applicant whose application is to be discussed, they must provide a completed Disclosure of Conflict of Interest form to the meeting convener before the meeting. Under Council meeting procedures, the member must remove themselves from the meeting during discussion on that application and not vote in the decision on that application.

Confidentiality and Privacy

Panel members must treat both the material that they review, and any discussions related to their assessment, as confidential. When applying applicants provide a wide range of personal or sensitive information. Except within the panel meeting, Panel members must not disclose information about applications, or discuss the names of the applicants or nominees, the recommendations, or any comments made by other Panel members during the meeting. Under no circumstances may this information be released to the media or made public.

Council passes personal information onto Panel members to enable them to assess applications, and Panel members must comply with the requirements of the *Privacy and Data Protection Act 2014* and Council's [Information Privacy Policy](#) while undertaking this role. Panel members should immediately notify the Grants Officer if the personal information they are accessing is lost, if someone else has had unauthorised access, or information has been disclosed to a third party.

Gender Equality, Diversity and Inclusiveness

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

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

Child Safety and Wellbeing

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

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

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

Next review date

November 2026



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Community Grants Policy

Nillumbik Shire Council



Version 1 February 2022

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If you require the Community Grants Policy in an alternative format, email grants@nillumbik.vic.gov.au or phone 9433 3111. Please refer to the 'accessibility' section on page 11 for additional information.

1. Introduction

The Community Grants Policy provides an overarching framework for the various grants programs provided by Nillumbik Shire Council to assist Nillumbik based community groups, organisations, and individuals whose grant activities address specific community needs and Council's strategic objectives. This policy seeks to explain Council's grant processes by providing a consistent and transparent approach across all of Council's grant programs.

Context

Each year, Council delivers a number of grant programs to facilitate and support community groups, organisations and individuals to apply for assistance to deliver projects and initiatives addressing various community needs. These include: community projects, events, arts projects, environmental initiatives, community development and inclusion initiatives, and other activities.

The Community Grants Policy confirms Council's commitment to providing funding avenues and support to community groups, organisations and individuals and ensures an equitable, open, transparent and accountable decision making process.

Scope

The Community Grants Policy applies to all funding and support programs administered by Council to community groups, organisations and individuals, providing a common standard of grants administration, whilst recognising each individual grants program will have its own aim, requirements, funding levels, and criteria depending on the specific purpose of each grants program.

2. Principles

Grant funded initiatives provide Council with the opportunity to support community groups, organisations, and individuals to deliver initiatives that meet local needs, and reflect and promote objectives from both the [Council Plan 2021-25](#) and the [Health and Wellbeing Plan 2021-25](#).

The Council Plan 2021-25 is Council's commitment to delivering on the community's aspirations outlined in our community vision over the next four years. The Council Plan 2021-25 is structured around four key themes, all of which are aligned to the [Community Vision – Nillumbik 2040](#), which are:

- Community and Connection
- Place and Space
- Sustainable and Resilient
- Responsible and Accountable.

The Nillumbik Health and Wellbeing Plan 2021-2025 outlines our commitment to address health and wellbeing priorities and reduce inequalities over the next four years. The Health and Wellbeing priorities for the next four years are:

- Social inclusion and connection
- Community and climate resilience
- Gender equality and prevention of family violence
- Physical activity
- Food
- Reducing harm from alcohol, other drugs and gambling.

Every application will be considered on its own merits, but as we aim to fund the activities that will have the greatest positive impact in Nillumbik, applicants are encouraged to demonstrate how their proposed activities will align with these plans.

Council recognises that community groups, organisations and our residents are best suited to identify and meet community needs, and structures the grants programs to facilitate this process.

3. Eligibility

To be eligible for Council's community grants, applicants must meet the following criteria at the minimum:

- Applicants are required to be either based within Nillumbik or provide services, projects, events or programs within the boundaries of the municipality.
- Not-for-profit incorporated organisations, community groups, clubs, artists and other eligible applicants, that live, work, study, volunteer or play in Nillumbik, may be eligible to apply to Council's grant programs dependant on each grant program's eligibility criteria.
- If an applicant is not an eligible organisation as defined above but meets all other eligibility criteria, they may be auspiced by an eligible organisation to apply on their behalf. For example, if an unincorporated community group is auspiced by a not-for-profit incorporated organisation, they may be able to apply dependant on each grant program's eligibility criteria.

New groups, proposing to establish themselves within the boundaries of the Nillumbik, are also eligible to apply.

Additional criteria may be required for each individual grant program.

Relevant guidelines will be established and published on Council's website for each grant program which further define the eligibility and assessment criteria under which Council funding will be provided.

Council reserves the right to determine an application ineligible if any organisation or project is found to be non-compliant with a previous grant, has an outstanding debt, or commitment, or is the subject of any legal action, dispute or otherwise, which may damage Council's reputation.

4. Insurance

Public Liability Insurance is an eligibility requirement of most, if not all, Council grant programs and applicants must demonstrate insurance that is both appropriate to the grant activity proposed and a policy must be obtained to the minimum value of \$10 million as part of the application process. This insurance must be in the name of the applicant, group or organisation.

Where a grant applicant is being covered by an auspicing agency's public liability insurance cover, this will be reviewed on a case-by-case basis to ensure the cover is sufficient.

If hiring a Council reserve or facility and applicants do not carry their own public liability insurance, they may be eligible to apply for community liability insurance through Council via our [website](#) or by contacting the Risk and Safety team via nillumbik@nillumbik.vic.gov.au or 03 9433 3111.

5. Application process

Council offers a range of grants across a number of programs and a list of Council grants currently accepting applications is available on our website at nillumbik.vic.gov.au/Grants.

Grant opportunities will be widely promoted across Nillumbik using a variety of promotional avenues to inform the community of the grant program and enable everyone who is eligible to apply for a grant, if they choose to do so.

Each grant program will have its own set of guidelines. These guidelines will be provided in a consistent format across Council and will outline to the community the specific purpose, process and conditions of the grant program. The guidelines also include the relevant contact details for further information and applicant support.

Applicants are strongly encouraged to read and follow the grant guidelines and address all relevant criteria outlined in the grant application. It is highly recommended, and in some cases mandatory, that applicants discuss their projects with relevant Council staff prior to submitting a grant application. A number of [grant writing resources](#) are available online to support applicants.

The amount of detail required in the application from the applicant will be proportional to the grant amount. Applicants may be required to include quotations as part of the application process. Details of these requirements will be outlined in the respective guidelines for each grant program.

Council use the [SmartyGrants](#) online grants administration system to ensure a consistent, efficient and user-friendly customer experience. Registration provides applicants with secure access to their forms allowing them to work on them over time rather than having to complete them all at once. It only takes a moment to [register online](#) and applicants can start a submission immediately after registering.

Applications must be submitted online at nillumbik.smartygrants.com.au. Applicants can contact the grant program lead officer if they need support submitting an online application.

Additional support on the use of this system will be provided at Grant Information sessions or upon request. For more help using SmartyGrants download the [Help Guide for Applicants](#) or the [Frequently Asked Questions](#).

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

Supporting Information

Upon application, the following supporting information will be required at a minimum depending on the level of funding available for each individual grant program as outlined in the table below:

Grant funding value	Supporting requirements
Under \$5,000 (excl. GST)	<ul style="list-style-type: none"> • ABN details or completed Statement by Supplier form • A Public Liability Insurance Certificate • Banking details • Letter of support from Auspice organisation (if applicable)
\$5,000 or above (excl. GST)	<ul style="list-style-type: none"> • ABN details or completed Statement by Supplier form • A Public Liability Insurance Certificate • Banking details • Letter of support from Auspice organisation (if applicable) • Quotes for requested expenditure items
\$10,000 or above (excl. GST)	<ul style="list-style-type: none"> • ABN details or completed Statement by Supplier form • A Public Liability Insurance Certificate • Banking details • Letter of support from Auspice organisation (if applicable) • Quotes for requested expenditure items • Two quotes for any expenditure items valued over \$10,000 • 1-2 prior year financial statements • Assurances from the President/Director/Treasurer around the financial viability of the community group seeking the grant

6. Assessment process

Applications for Council grants will be assessed against each individual grant criteria as outlined in the grant program guidelines.

In addition to the grant program criteria outlined in the respective guidelines, to support an equitable and transparent distribution of funds, Council may also consider the following assessment criteria and factors, in determining whether to support grant applications:

- Number of grant applications received and funds sought
- Amount of grant funding available within the grants program budget
- Degree of alignment of the project with the Council Plan, Health and Wellbeing Plan, or other strategic documents
- Distribution and spread of funded activities across the municipality
- Degree of involvement of other stakeholders
- Evidence of adherence to accessibility and inclusion principles, targeting and supporting all people regardless of age, gender, race, ability or socio economic status
- Potential to develop, maintain, or increase project initiatives and sustainability in the community, following Council support.

Council will establish appropriate grant assessment panels for each grant program to assess the applications received, based on how well they meet the required grant program criteria.

To ensure an accountable and transparent assessment process:

- Applications for grant programs offering funding lower than \$5,000 will be assessed internally by Council officers with coordinator/manager oversight.
- Applications for grants programs offering funding equal to and above \$5,000 will be vetted internally against eligibility criteria before being assessed by an assessment panel of community representatives or experts drawn from existing advisory committees and/or stakeholder groups.

Where appropriate, advice or information given to one applicant will be made available to all other applicants.

All applicants will be informed of their application outcomes, and the successful applications may be announced publicly. Unsuccessful applicants will be offered the opportunity to discuss the application process.

All successful applicants will receive the approved funding from Council subject to terms and conditions, which are outlined in the relevant guidelines for each grant program.

7. Conflict of interest

A conflict of interest occurs when there is a conflict between a person's private interests and their public obligations.

To ensure probity and fairness, all Councillors, Council officers and community members involved in grant assessment processes are required to declare their interests prior to assessing any applications.

In the event of a conflict of interest, the relevant person must decline to participate in any discussion about the application and have this declaration noted as per Council's conflict of interest process. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and managed appropriately.

8. Funding Conditions

Successful applicants must agree to the following funding conditions:

- Keep Council informed of any changes to the proposed funded activity, which would require an approved variation
- Submit an acquittal to Council after completion of the funded activity
- Return the full or remaining amount of the grant to Council if the funded activity is no longer viable and/or cancelled, or obtain a variation from the grant program lead officer
- Return the remaining amount of the grant to Council if the funded activity is less than budgeted, or obtain a variation from the grant program lead officer
- Liaise with Council's Communications team, regarding their promotional material and use of the appropriate Nillumbik Shire Council logo.
- Adhere to all current Victorian Coronavirus restrictions during the delivery of the activity
- Obtain all relevant project and event related permits, approvals, and licenses from the relevant authorities prior to commencement

Other funding conditions may be required at the discretion of individual grant programs.

Grant recipients are also required to acknowledge the support provided by the Nillumbik Shire Council in the following ways:

- Inclusion in their organisation's promotional material such as, but not limited to media releases, brochures, flyers, advertising, newsletters and digital media
- At events and activities by way of signage, public announcements, opportunity for speech and or presentation and participation at the event
- Inclusion in any relevant publications e.g. annual report

Further details are provided to successful grant recipients when funding is awarded.

9. Acquittal Requirements

It is generally a condition of accepting a grant that successful applicants submit an online acquittal within two months of completion of each funded project.

This information enables Council to evaluate the achievements of funded activities, monitor the effectiveness of the grant program and ensure that we are meeting the needs of grant recipients and the community.

Recipients who have an outstanding funding acquittal for a grant, and do not have an approved variation in place, may be ineligible for funding in future grant rounds until the outstanding acquittal is completed.

In general, acquittal reports may request (but are not limited to):

- A summary of the activity undertaken
- How the project achieved its objectives
- An evaluation including attendance figures, community impacts and outcomes
- Participant feedback received
- What challenges were encountered and how they were overcome
- Were there any unanticipated benefits
- Any future plans related or as a result
- Financial documentation showing actual expenditure
- Supporting documentation, including publicity and promotional materials, items produced with Council's logo, reviews, photos, recordings, DVDs, manuscripts, etcetera
- Applicant's feedback on the grant program.

10. Accessibility

Not everyone may have access to online facilities nor be confident submitting an application via SmartyGrants. Council Officers are able to assist applicants with specific needs to submit their application using the SmartyGrants portal.

In addition:

Council can be contacted through the [National Relay Service](https://www.relayservice.gov.au) (NRS). The NRS is available as a phone solution for people who are deaf or have a hearing or speech impairment. All calls are confidential. Users must be registered via www.relayservice.gov.au to make and receive calls:

TTY users phone 133 677, then ask for Council on 9433 3111.

Speak and Listen (speech-to-speech) users phone 1300 555 727, then ask for Council on 9433 3111.

A Hearing loop is located at the Civic Drive Customer Service Counter, Civic Centre, Civic Drive Greensborough

Communication boards are available at our Customer Service Counter at the Civic Centre, Civic Drive, Greensborough.

For further information regarding this policy, contact Nillumbik Shire Council via Grants@nillumbik.vic.gov.au or call 9433 3111.

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Assessment

Form Preview

Assessor Declaration

* indicates a required field

Conflict of Interest

All assessors must declare if they have, or could be perceived to have, a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this assessment.

Conflict of Interest *

- ☐ I DO NOT have a conflict of interest
☐ I DO have a conflict of interest

The type of interest is? *

- ☐ general conflict of interest (section 127 the Local Government Act 2020) If an impartial, fair-minded person would consider that the person's private interest could result in that person acting in a manner that is contrary to their public duty
☐ a material conflict of interest (section 128 the Local Government Act 2020) If an affected person would gain a benefit or suffer a loss depending on the outcome of the matter

Material conflict of interest

- The benefit/loss can be-
 - direct or indirect
 - pecuniary or non-pecuniary
- Affected person can be an assessor, club/group/staff member or a family member, body corporate, employer, business partner, consultant, contractor, agent, trustee or recipient of a disclosable gift

Nature of the interest *

Confidentiality

As an assessor for Nillumbik Shire Council, you are being given access to confidential and, in some cases, private and sensitive information. You must agree to the statement below in order to proceed with this assessment.

I pledge to preserve the confidentiality of any information supplied to me in my role as an assessor for Nillumbik Shire Council. I will not make copies of or disclose this information unless explicitly authorised by Nillumbik Shire Council or required to do so by law. I will not use any information supplied to me in my role as an assessor for any personal gain.

Confidentiality *

- ☐ I agree
☐ I do not agree

Assessment

Form Preview

Application Assessment

* indicates a required field

CRITERION 1 (up to 20%)

Weighting can be given to an applicant who identifies as one or more of the following criteria: *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Select the score that responds to the number of below criteria they meet (max 5)

- Are a Carer
- Culturally or linguistically diverse
- Is experiencing or has experienced financial insecurity
- First Nations person
- LGBTIQA+ and/or gender diverse
- Lives in rural Nillumbik
- People living with disability, chronic illness and/or mental illness

Scoring scale

1 = Poor 2 = Fair 3 = Average 4 = Good 5 = Excellent

CRITERION 2 (20%)

Applicant's level of knowledge of local Nillumbik communities and diverse range of community groups *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CRITERION 3 (20%)

Applicant's level of skills, qualities and knowledge *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CRITERION 4 (20%)

Applicant's level of contribution, connection and involvement with Nillumbik communities *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CRITERION 5 (20%)

Demonstrated ability to meet the member requirements in the Terms of Reference *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

In my opinion the nominee demonstrates: *

☐ Qualification skills and/or expertise

Assessment

Form Preview

- ☐ A strong understanding of the local community and its social, environmental and economic influences
- ☐ Good knowledge and understanding of local issues
- ☐ Endorsement by their own organisation if representing an organisation
- ☐ An ability to represent a broad range of views that reflect the diversity of the community
- ☐ Current involvement in the community in the interest area that relates to the purpose of the Assessment Panel
- ☐ Strong community networks and linkages
- ☐ An ability to constructively participate in an advisory capacity
- ☐ A willingness to contribute positively to meetings in a fair and unbiased manner
- ☐ An ability to look beyond personal interests for the benefit of the community and residents in the Shire
- ☐ An ability and willingness to encourage participation from and provide feedback to the community regarding an issue
- ☐ A capacity to commit to the Assessment Panel for the required duration
- ☐ A willingness to celebrate the success and achievements of the issue/s

Select all that apply

CRITERION Total Score

Total Score

This number/amount is calculated.

Comments:

Highlight here any positive or negative aspects of this application that you think other assessors should be aware of.

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Debt Management and Hardship Policy

Description of policy	Policy to assist all ratepayers experiencing any degree of hardship
Policy applies to	All debtors, ratepayers, employees and consumers of Council services
Policy category	Revised Policy
Description of revision and Version Number	Version Number: 1.0

Approved by	
Approval date	
Effective date	1 August 2025
Date of last revision	March 2025
Date of next review*	March 2029

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

Related legislation, standards and guidelines	<i>Local Government Act 1989 (the Act)</i> <i>Local Government Act 2020 (will be referred to by full title where required, so as to differentiate from the Local Government Act 1989)</i> <i>Local Government Legislation Amendment (Rating and Other Matters) Act 2022</i> <i>Fire Services Property Levy Act 2012</i> <i>Local Government (General) Regulations 2015</i> <i>Penalty Interest Rates Act 1983</i> <i>Competition and Consumer Act 2010</i> <i>Valuations of Land Act 1960</i>
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1. PURPOSE

This policy outlines and details Council's debt management and recovery decisions, process and practices. The policy aims to ensure overdue general debts, rates and charges are collected in a fair and reasonable manner, and where required in line with Council's hardship provisions, also contained within this policy. Council is committed to ensuring all ratepayers and general debtors are treated equally and given a fair opportunity to pay outstanding debts.

2. SCOPE

This policy applies to all Council staff and departments recovering or managing funds owed to Council including:

- Rates and charges;
- Fire Services Property Levy;
- Special Charge Schemes;
- Associated property debts;
- User fees and charges
- Administrative charges and Grant receivables;
- Commercial, community and residential leases and on-costed utilities; and
- All other Sundry Debtors

3. DEFINITIONS

ACCC means the Australian Competition and Consumer Commission

Act means the *Local Government Act 1989* (Vic)

ASIC means the Australian Securities and Investments Commission

CCA means the Competition and Consumer Act 2010 (Cth)

Council means Nillumbik Shire Council

CIV means Capital Improved Value

Debt means an amount of money owed, including an alleged outstanding balance

General debtor means any individual, organisation, business or other entity owing monies to Council other than rates, charges and levy collection through the rating and valuation process.

Rates and charges includes rates and charges and levy collection through the rating and valuation process, levies and other charges collected on behalf of the State Government, including but not limited to the Emergency Services and Volunteers Fund Levy and the Victorian Waste Levy (landfill levy, waste levy) and Special Charge Schemes.

SOE means Summons of Oral Examination

4. PRINCIPLES

The management and recovery of overdue debts is an important aspect of Council's financial management function. Debtor management is an essential element of Council's budget monitoring, cash management and Council's Revenue and Rating Plan. The principles that apply to the management and recovery of overdue debts are as follows:

Transparency and accountability – Council will provide targeted and consistent information, payment terms and advice for the type of service being charged. This includes processes around the follow up of non-payment, and decisions made in accordance with the relevant legislation. This policy provides the community with the overarching principles associated with applying for hardship ensuring transparency of the process.

Consistency – Council will consistently apply and interpret the policy across all debts.

Equity – ensuring the fair and consistent application of lawful recovery principles without bias, taking into account all relevant considerations.

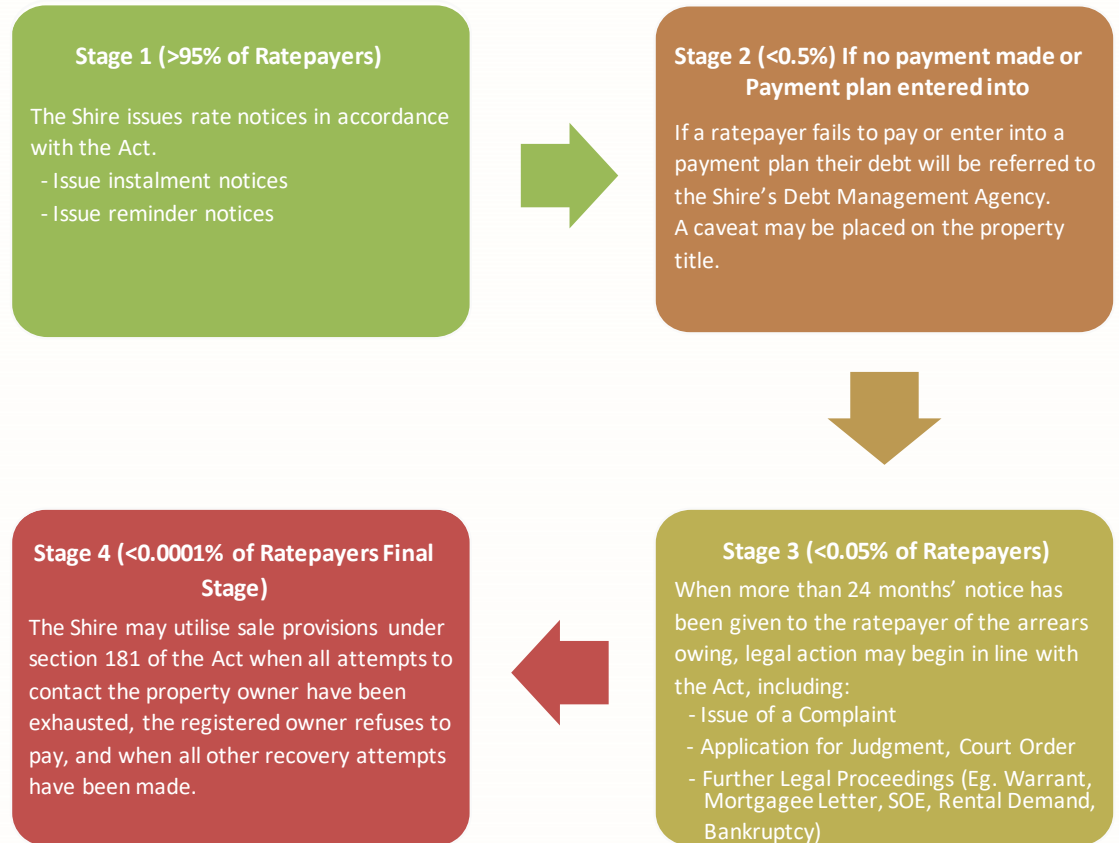
Fairness and sensitivity – requests for assistance will be treated consistently, objectively and in a sensitive and confidential manner.

Financial Viability – The ongoing financial viability of the Shire is ensured. The provision of hardship relief must not affect the ongoing financial viability of Council.

5. POLICY

5.1 Rates Collection Process

(For more detailed information regarding the stages of debt collection please refer to Appendix 2)



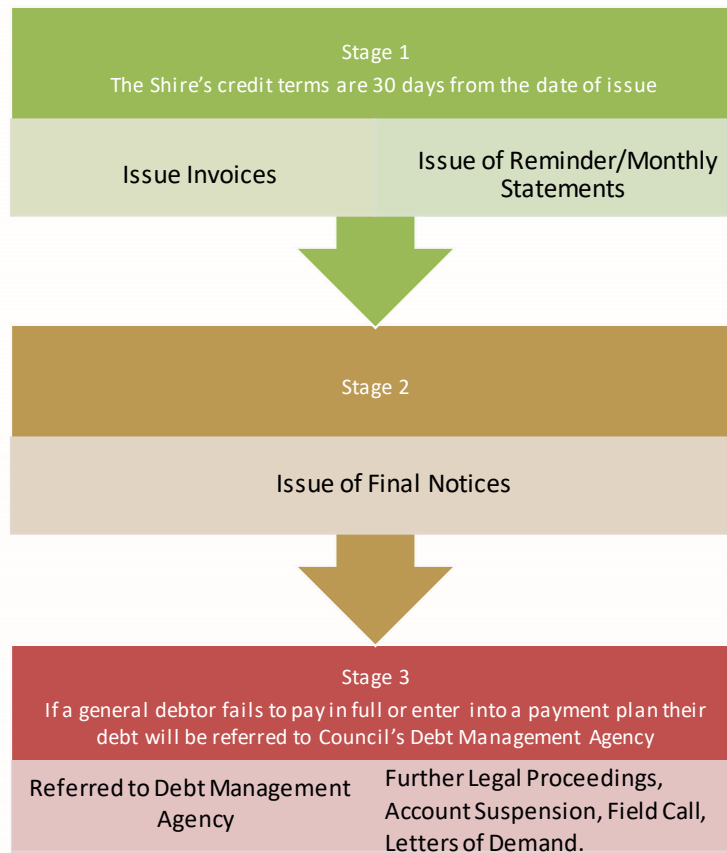
5.1.1 Caveats

Where rates and charges, including special charge scheme debts, are overdue by a period of twelve months or more and the total outstanding arrears is \$5,000 or more, a caveat **will** be placed on the title of the property. This ensures that no transfer or sale of the property can occur without Council's knowledge.

Where there is grounds on which to reasonably assess a risk exists in relation to the collectability of current or future amounts due and payable, or where a property owner holds multiple properties in the Shire and has arrears due on one or more properties, Council may place a caveat on the title of the property/ properties in order to mitigate those risks.

5.2 General Debtor Collection Process

(For more information regarding the stages please refer to Appendix 3)



5.3 Calculating Interest – Rates and Charges

Interest is set by the Minister in accordance with section 172 of the Act and published in the Government Gazette

5.3.1 Where rates are paid by instalments and they are not paid by the due date, interest will accrue from the due date of the missed instalment to the date.

5.3.2 Interest will be charged two weeks after the due date on any overdue amounts.

5.4 Calculating Interest – General Debtors

Council will not charge interest on any general debt account unless permitted under legislation.

5.5 Authority to Waive Debt

5.5.1 General Debt:

Council acknowledges there are situations where recovering a general debt is difficult and it may be uneconomic to recover or pursue further action where the debt is of a low value. In these situations, the general debt may be waived.

General debts can only be waived under the following authority:

Management Level	Authorisation Level
Council (via resolution)	Over \$25,000
CEO	Up to \$25,000
CFO	Up to \$10,000
Rates and Valuations Lead	Up to \$500

5.5.2 Penalty interest:

Penalty **interest** related to rates and charges can only be waived under the following authority:

Management Level	Authorisation Level
Council (via resolution)	Over \$25,000
CEO	Up to \$25,000
CFO	Up to \$10,000
Rates and Valuations Lead	Up to \$500

5.5.3 Rates and charges:

Council will not waive rates, municipal charges or service charges unless extreme, ongoing financial hardship can be independently verified by a registered financial counsellor, and no other viable option to recover all or a portion of the debt exists. Under these circumstances a waiver or partial waiver of rates will only be considered for the owner's principal place of residence (main residence).

The value of each property provides the owner with a potential source of funds if liquidated. It is considered inequitable for the majority of ratepayers to subsidise the property assets of hardship applicants. A more equitable solution for the community is to defer payment of rates and charges.

5.6 Administrative Waivers/Amendments

A debt may be waived or amended in situations caused solely by administrative issue, error, or omission, including administrative errors related to Goods and Services Tax (GST).

5.7 Minor Debts

When other economical avenues have been exhausted and a balance on an account within the scope of this policy is identified as less than the threshold, for a 'minor debt', the amount will be either written off or paid by Council, with the corresponding expense recorded against a budget established for this purpose.

5.8 Legal Costs

Legal costs will not be waived once proceedings have commenced unless there was an administrative error made by Council causing legal proceedings to be issued incorrectly.

5.9 Property Owner Responsibilities

A property owner is responsible for:

- Keeping their contact details (in writing) up to date with Council (e.g. residential address, mailing address, mobile number, email address)
- Communicating with Council if their financial circumstances change and they are unable to make payment by the due date
- If they are experiencing financial hardship, contacting the National Debt Helpline on 1800 007 007 or at www.ndh.org.au or Uniting Care on 1800 685 582 or at <https://www.unitingvictas.org.au/services/money-matters-financial-counselling/financial-counselling>

5.10 Confidentiality

All communication, including written communication, will remain confidential and subject to Council's Privacy Policy.

6. RELATED DOCUMENTS

Readers are encouraged to access relevant documents and/or resources which are available as per the below. These include:

- *Local Government Act 1989* (the Act)
- *Local Government Act 2020*
- *Local Government Legislation Amendment (Rating and Other Matters) Act 2022*
- *Fire Services Property Levy Act 2012*
- *Local Government (General) Regulations 2015*
- *Penalty Interest Rates Act 1983*

Section 5, *Family Violence Protection Act 2008*.

Section 6, *Family Violence Protection Act 2008*.

7. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

8. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

9. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date

10. APPENDICES

Appendix 1 – Financial Hardship Guidelines

Appendix 2 – Rates Collection Process

Appendix 3 – General Debtor Collection Process

Appendix 4 – Special Charge Scheme

Appendix 5 – The meaning of financial hardship

APPENDIX 1

FINANCIAL HARDSHIP GUIDELINES

Sometimes situations happen that affect your ability to pay for services. This could be illness, accident, loss of employment, some family issues, or another change in your circumstances. Council's Financial Hardship Guidelines allow for flexible payment plans and the ability to defer payments on eligible debts.

We recommend anyone facing financial difficulty seeks free financial counselling. You can be referred to a local financial counsellor by calling 1800 007 007 or you can visit the National Debt Helpline <https://ndh.org.au/financialcounselling/find-a-financial-counsellor/>.

This service provides access to a range of free support options.

Alternatively, please contact Council as soon as possible on (03) 9433 3111 or visit www.nillumbik.vic.gov.au if you are unable to pay, so that we can advise you of your options.

These guidelines outline:

- the definition of hardship
- the definition of financial hardship
- your eligibility for financial hardship consideration
- the process for applying for a payment arrangement
- the process for applying for a payment deferral.

1. Hardship

Hardship is where a person is experiencing short term financial difficulty. This may include when a person has limited or low income and is temporarily unable to make a repayment on outstanding debts.

If you believe you are experiencing hardship you can apply for a short-term payment arrangement directly with Council. Please refer to section 6 below.

2. Financial Hardship

Financial hardship is where a person is having difficulty providing for themselves, their family or other dependents and the financial hardship is likely to continue for the foreseeable future, longer than one year.

Financial hardship assistance will be considered on an individual basis and always with a view to the ratepayer or debtor re-establishing financial capacity and meeting their financial obligations.

If you believe you are experiencing financial hardship you may be eligible for a payment deferral or a long-term payment plan.

3. Eligibility

The property must be the ratepayer's principal place of residence and only applications from the property owner will be eligible. If a ratepayer who is not the property owner would like to seek financial hardship assistance, they will be referred to the property owner.

4. Application for Hardship Assistance

Any eligible ratepayer may apply for hardship assistance. Applications can be made directly with Council or through a financial counsellor. Council may recommend applicants seek financial counselling via a counselling service as they provide access to a greater range of support options than what Council can offer.

5. Late Payments

Late payments may be subject to interest. A late payment is a payment that is not received within two weeks after the due date.

Interest will be charged upon cancellation of a payment plan, from the cancellation date.

6. Payment Plans – Rates and Charges (short term)

Ratepayers experiencing hardship causing temporary financial difficulties and are not able to pay their outstanding rates and charges can apply for a short-term payment plan.

Proposed arrangements must be regular (e.g. weekly, fortnightly, or monthly) and paid in full by June 30 of the current financial year.

Council will review and communicate with ratepayers to ensure payment plans are followed or modified as circumstances change.

No legal action will be undertaken while there is an active payment plan in place and interest will not be charged on outstanding amounts.

If two or more payments have defaulted under an arrangement Council's appointed Debt Management Agency will contact the ratepayer, and if not rectified the payment plan will be cancelled, the ratepayer advised and interest charges applied.

7. Payment Plans – General Debtors (Short Term)

Limited financial assistance arrangements will be considered for general debtors. Payment plans will only be negotiated for outstanding balances at the time of granting the plan, with subsequent invoices payable on the due date.

Proposed payment plans must be regular (e.g. weekly, fortnightly or monthly) and paid in full within six months.

No legal action will be undertaken while there is an active plan in place.

Where a payment plan is in place and two or more payments have defaulted, the payment plan will be cancelled, and the debtor will be notified.

8. Payment Deferral and Long-Term Payment Plans – Rates and Charges

This option only applies to long term cases of extreme financial hardship. Where a long-term payment plan is in place, Council may require the ratepayer to attend financial counselling.

Ratepayers experiencing long term financial hardship and are not able to pay their outstanding rates and charges can apply for a long-term payment plan. Payment plans negotiated will be based on weekly or fortnightly payments, but irregular arrangements will be considered based on the ratepayer's individual circumstances.

Any payment plan negotiated under this section must consider the ratepayer's capacity to pay and allow for the arrangement to be re-negotiated at the request of the ratepayer if there is a demonstrable change in their circumstances.

To support ratepayers who are unable to enter into any form of payment plan, Council will outline options for a range of programs that the ratepayer may use including information about appropriate government concession programs and financial counselling services.

Ratepayers who are experiencing financial hardship may apply to have rates and charges, or part thereof, deferred under the following conditions:

- must be the ratepayers sole or principal place of residence
- the ratepayer must be able to show they are experiencing financial hardship
- a confidential Statement of Financial Position must be submitted by the ratepayer as evidence of financial hardship
- for a debt exceeding \$500 the ratepayer may be requested to provide a confidential statement from a recognised financial counsellor, or similarly qualified person, in support of the application.

Where interest has accrued on rates and charges, a partial interest waiver may be granted on special considerations. No legal action to recover the debt will be instigated whilst the deferral is in place.

Council will review the application annually and may contact the ratepayer or nominated representative to confirm that financial hardship conditions still exist.

If two or more payments have defaulted on a payment plan, this will cause the plan to be cancelled, and the ratepayer will be notified.

9. Payment plan eligibility

Where a ratepayer has defaulted on their payment plan and the plan has been cancelled, they may be considered ineligible to enter into future payment plans.

10. Waiving Rates and Charges

Council will not waive rates, municipal charges or service charges unless extreme, ongoing financial hardship can be independently verified by a registered financial counsellor, and no other viable option to recover all or a portion of the debt exists. Under these circumstances a waiver or partial waiver of rates will only be considered for the owners principal place of residence (main residence).

The value of each property provides the owner with a potential source of funds if liquidated. It is considered inequitable for the majority of ratepayers to subsidise the property assets of hardship applicants. A more equitable solution for the community is to defer payment of rates and charges.

Hardship assistance is provided to support ratepayers experiencing financial difficulty and delays action that could otherwise be undertaken to recover the debt. In situations of financial hardship, rates may also be deferred in recognition of the longer term financial difficulty being experienced.

APPENDIX 2 – Stages of Debt Management (Rates and Charges)

STAGE 1

1. Issue of Rates and Charges

Rates and charges are levied by rates notice. This notice will be issued no fewer than 14 days before the due date for payment in accordance with the Act. Rate notices will be sent to the last known mailing address or email address as advised in writing by the property owner.

Rates can be paid by four quarterly instalments. If payment is to be made by the four instalments, then the first instalment must be paid in full on or by the first instalment date being September 30. Subsequent instalment payments are due on November 30, February 28, and May 31 of each financial year. Where a due date falls on a weekend or public holiday, the next business day will be deemed to be the due date.

2. Issue of Reminder Notices

Council will issue a reminder notice where:

- the ratepayer has rates or charges owing to council seven days after the final instalment due date; and
- a current payment plan is not in place; and
- a financial hardship application has not been approved; and
- no other recovery action has been commenced.

Reminder notices will also be issued to ratepayers who have been referred to Council's appointed Debt Management Agency, who have not entered into a payment plan.

Reminder notices will be mailed to the last known mailing address as directed in writing by the property owner. The notice advises the property owner that if they fail to pay in full or enter into a payment arrangement that the debt could be referred to Council's Debt Management Agency.

STAGE 2

1. Issue of Final Notice (Debt Management Agency)

If a ratepayer fails to pay in full or enter into a payment plan, their debt will be referred to Council's Debt Management Agency.

The Debt Management Agency may issue a final notice, make telephone calls and/or issue an SMS/email, as instructed by Council, giving the ratepayer 14 days to respond, pay or enter into a payment plan. Failing any contact, then a Demand Letter would be issued. All the checks listed under *Sect 180(A)* of the Act would need to be met before the Demand is issued.

STAGE 3**2. Issue of a Complaint in the Magistrates Court**

If rates and charges remain unpaid Council may, recover it in the Magistrates' Court or by suing for debt in accordance with *Section 180* of the Act.

If 24 months have passed since the ratepayer was notified of the debt owing, legal action may begin where:

- Council has notified the person liable to pay the rate or charge in writing of the arrears and advised them of payment options available;
- they have failed to make payment or enter into another payment option, including deferral and payment plans;
- if payment of the rate or charge was deferred by Council, Council has sent a notice requiring payment of the deferred rate or charge and the person has failed to make payment required by that notice;
- if a payment plan was entered by the person, the plan has been cancelled by Council due to the person not complying with its terms and at least 24 months have passed since the cancellation of the plan.

Note this action is only considered following the issue of a demand letter where it was advised that legal action may be taken if debt remains unpaid.

3. Application for Judgment (Court Order)

Upon the issue of a Court order relating to arrears of rates or charges, Council will take any steps it considers appropriate in the circumstances to recover the judgment debt owed. Judgments are recorded against the ratepayers credit rating.

Council may also consider utilising its power under section 181 of the Act.

4. Further Legal proceedings

Further legal proceedings may be initiated which could include but not limited to:

- Summons of Oral Examination
- Issue of a Warrant of Seizure
- Attachment of Earnings (deduction from wages)
- Issue of a Rental Demand
- Mortgagee Letter
- Bankruptcy

STAGE 4**1. Sale of Property for Unpaid Rates**

Council may utilise the power of sale provisions under *Section 181* of the Act in any of the following circumstances:

- the amount due to Council for, or in respect of, rates or charges (including enforcement costs and interest) in respect of any ratable land is more than three years overdue.
- where all attempts to contact the registered owner are exhausted.
- no current arrangement, including a payment plan, exists for the payment of that amount to Council;
- Council has a Court order requiring the payment of the amount (or part of the amount); and
- the outstanding rates, legal and other costs do not exceed the Capital Improved Value (CIV) of the property, except in cases where the property has a CIV of less than \$10,000.

The council must serve a Notice of Intention to Sell Land on:

- The owner,
- Any mortgagee,
- The occupier, and
- Any person with a registered interest.

After the notice is served, there's a minimum 3-month waiting period during which the owner can pay the overdue amounts to stop the sale.

If no payment is made, Council can proceed with a public auction of the property. Council must sell the land at or above a fair market value.

Sale proceeds go toward:

- The outstanding debt,
- Any legal or administrative costs,
- Remaining funds (if any) are paid to the property owner or mortgagee or, if that person cannot be found, dealt with in accordance with the Act.

In exercising its rights under *Section 181* of the Act, Council will strictly comply with the various procedural requirements prescribed by the Act.

The CEO must provide approval to commence proceedings under *Section 181* of the Act.

A resolution of Council will be required to proceed with the sale of a property via public auction under *Section 181(1)* of the Act.

APPENDIX 3 – General Debtors

STAGE 1

Issue of Invoice

An invoice is raised showing the details of the goods and/or services provided and a due date for payment. Council's credit terms are strictly 30 days from the date of issue.

STAGE 2

Issue of Reminder and Final Notices of General Debt

Where an invoice remains outstanding after 30 days from the date of issue of the invoice, reminder notices will be issued 14 days after the invoice due date. If the invoice remains unpaid, a final notice will be issued 14 days after the reminder notice is issued.

STAGE 3

Debt Management Services

If a debtor has failed to pay in full or enter into a payment plan, their debt will be referred to Council's Debt Management Agency.

The Debt Management Agency will:

- contact the debtor via SMS, mail, phone, email or other methods; and
- administer any legal action on behalf of Council.

Examples of Legal Action

Further legal proceedings may be initiated which could include but not limited to:

- Letter of demand
- Notice of Complaint (summons)
- Judgment Order
- Summons of Oral examination
- Issue a Warrant of Seizure
- Attachment of Earnings
- Bankruptcy

APPENDIX 4 – Special Charge Scheme

STAGE 1

Issue of Invoice

New scheme invoice raised and the property owner can decide to pay the amount in full or by 40 quarterly instalments over 10 years.

An invoice is raised each quarter including interest (interest amount unique to each scheme) on the pending balance of the scheme. Invoices are raised in January, April, July and October and the due date of invoice is approximately 30 days from the date of issue.

STAGE 2

Expired Schemes

Once the 10 year period lapses and the scheme expires, the owner is issued with a final invoice.

If scheme remains unpaid, the penalty interest rate of 10 percent is applied to the balance of the scheme each quarter and a statement is issued to the owners.

STAGE 3

Debt Management Services

If owner/s have failed to pay in full or enter into a payment plan, their debt will be referred to Council's Debt Management Agency.

The Debt Management Agency will:

- contact the debtor via SMS, mail, phone, email or other methods; and
- administer any legal action on behalf of Council.

Examples of Legal Action

Further legal proceedings may be initiated which could include but not limited to:

- Letter of demand
- Notice of Complaint (summons)
- Judgment Order
- Summons of Oral examination
- Issue a Warrant of Seizure
- Attachment of Earnings
- Bankruptcy

APPENDIX 5 – The meaning of financial hardship

Financial hardship is a category within the broader concept of hardship described above. Many situations can contribute to financial hardship, including (but not limited to):

- Bereavement
- Financial misfortune such as fraud or electronic scamming
- Illness; or
- The impacts of natural disaster.

Inconvenience or difficulty in making a payment is not financial hardship. An inconvenience or difficulty may require the reorganising of finances, prioritising of other payments, or reducing expenditure on social activities and discretionary goods and services, in order to make a timely payment.

Financial hardship denotes more serious circumstances and requires that a person:

- Cannot afford the necessities of life for themselves and/or dependants.
- To be in such a circumstance that paying rates and charges means that they would be unable to afford necessities of life for themselves and/or dependants.

Necessities of life that would be impacted if making a payment of all or part of any rates, charges and any interest would:

- Prevent the ratepayer (or a dependant) from seeking essential medical treatments or supplies;
- Prevent the ratepayer from payment of essential utility services (including water and energy);
- Prevent the ratepayer (or a dependant) from access to basic living needs, such as:
 - Food;
 - Accommodation;
 - Clothing;
 - Education for dependent children; or
- Place the ratepayer (or dependent) in any form of harm or danger, including (but not limited to):
 - Family violence
 - Economic abuse

In contrast, financial hardship is not present where a ratepayer is able to afford goods and services such as (but not limited to):

- Restaurants and takeaway meals;
- Services such as hairstyling, beauty treatments, sport and recreational activities, and holidays;
- Entertainment such as streaming services, movies, concerts and theatre; and
- Alcohol and tobacco.

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Instrument of Delegation (Delegated Committees)

**Nillumbik Shire Council
Instrument of Delegation
Planning and Consultation Committee**

Nillumbik Shire Council (**Council**) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 23 February 2021 and known as the "Planning and Consultation Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 29 July 2025;
2. a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Committee at a meeting of the Committee;
3. the delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force until Council resolves to vary or revoke it; and
 - 3.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
4. all members of the Delegated Committee will have voting rights on the Delegated Committee.

THE COMMON SEAL OF NILLUMBIK)
 SHIRE COUNCIL was affixed hereto on)
 the day of July 2025)
 on the authority of the Council and)
 signed by:)

..... Councillor

..... Chief Executive Officer



SCHEDULE

Purpose

The members of a Delegated Committee have the powers and functions of Council as set out in the Delegated Committees, Planning and Consultation Committee - Terms of Reference adopted by Council on 29 July 2025 and this Instrument of Delegation.

To exercise Council's powers, discretions and authorities under the *Local Government Act 1989 and 2020* and as the Planning Authority under the *Planning and Environment Act 1987*, in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Exceptions, conditions and limitations

The members of the Committee are not authorised by this Instrument to:

1. exercise the powers which, under s 11(2) of the *Local Government Act 2020*, section 188 of the *Planning and Environment Act 1987* or any other Act, cannot be delegated to the Committee; or
2. exercise any function or power or perform any duty if it is something which Council has previously designated as something which must be the subject of a resolution of Council; or
3. exercise the powers which, by force of section 11, cannot be delegated.

PLANNING AND CONSULTATION COMMITTEE

TERMS OF REFERENCE

Classification

The Planning and Consultation Committee is a Committee of Council established under section 63 of the *Local Government Act 2020*.

Delegation

Council delegates powers to the Planning and Consultation Committee to determine any issue, take any action or do any act or thing as set out in the Instrument of Delegation (effective from the date of that Instrument of Delegation).

Scope and Purpose

The members of a Delegated Committee have the powers, duties and functions of Council as set out in these Terms of Reference and the Instrument of Delegation.

These Terms of Reference set out the structure and basis on which the Committee can make decisions for and on behalf of Council.

The scope of the Planning and Consultation Committee's responsibilities include all matters within the following areas:

Planning Matters

The Delegated Committee can by Instrument of Delegation:

- Assess and determine planning permit applications which cannot be assessed and determined by Council officers under delegation and/or which are 'called in' by Councillors or are otherwise referred at the discretion of the Council officer;
- provide Council with advice and recommendations with respect to relevant strategic planning matters to assist its decision making for the community in Nillumbik;
- make decisions in relation to proposed Planning Scheme amendments as permitted by the *Planning and Environment Act 1987*, in particular to seek authorisation of an amendment and to refer submissions to a panel;
- hear submissions on matters relating to proposed Planning Scheme amendments;
- make recommendations to Council in respect of the *Planning and Environment Act 1987*;
- consider broader strategic planning policy directions/proposals and make recommendations to Council about such matters; and
- hear matters relating to land-use planning policy.

The Planning and Consultation Committee is not authorised to exercise the powers which, under section 188 of the *Planning and Environment Act 1987* states cannot be delegated to the Committee.

This means that the Committee cannot exercise the following powers:

- hear abandonment of amendments;
- adoption of amendments;
- purchase, hold, lease and dispose of land by public auction, private treaty or otherwise on terms and conditions satisfactory to the authority;
- exchange land for other land and make any financial adjustment required as a result;
- consolidate, subdivide, re-subdivide and develop land for any purpose consistent with the planning scheme for which it is the responsible authority;
- in the case of a responsible authority other than a municipal council, enter into arrangements with other persons with respect to the development of land within the area of the planning scheme for which it is the responsible authority;
- compulsory acquisition; and
- the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.

Consultation Matters

The Delegated Committee by Instrument of Delegation can hear submissions and exercise Council's powers, discretions and authorities to perform Council's functions under the *Local Government Act 1989 and 2020* in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers. These areas include:

Community Services

- Aged and Disability Services policy and programs
- Arts and Cultural Services policy and programs
- Children, Family and Youth Services policy and programs
- Community Development and Inclusion policy and programs
- Libraries and Community Education policy and programs
- Maternal and Child Health policy and programs.

Economic Development and Marketing

- Tourism industry development and marketing
- Agriculture
- Retail centres marketing
- Economic development policy and programs.

Environment and Sustainability

- Recycling and waste management
- Animal management
- Food safety, public health and immunisation
- Environmental policy, education and events
- Water quality and conservation
- Biodiversity protection and land management.

Finance and Governance

- Financial planning and policy
- Financial and performance reporting
- Budget and Annual Report (excluding declaration of rates and charges, and the power to borrow money, which must be determined by Council)
- Audit and risk management
- Local laws
- Corporate governance.

Infrastructure

- Emergency management
- Transport infrastructure and transport advocacy
- Council property and infrastructure asset management
- Plant and fleet management
- Open space presentation and maintenance.

Social infrastructure

- Leisure centres and facilities
- Sportsground facilities
- Recreational trails
- Open space planning
- Community centres
- Community services infrastructure.

The Committee is not authorised to exercise the powers which, under section 11(2) of the *Local Government Act 2020* states cannot be delegated to the Committee. This means that the Committee cannot exercise the following powers:

- the power of delegation;
- the power to elect a Mayor or Deputy Mayor;
- the power to grant a reasonable request for leave under section 35;

- subject to subsection (3), the power to appoint the Chief Executive Officer, whether on a permanent or acting basis;
- the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
- the power to approve or amend the Council Plan;
- the power to adopt or amend any policy that the Council is required to adopt under this Act;
- the power to adopt or amend the Governance Rules;
- the power to appoint the chair or the members to a delegated committee;
- the power to make, amend or revoke a local law;
- the power to approve the budget or revised budget;
- the power to borrow money;
- subject to section 181H(1)(b) of the *Local Government Act 1989*, the power to declare general rates, municipal charges, service rates and charges and special rates and charges; and
- any power, duty or function prescribed by the regulations for the purposes of this subsection.

Membership and chairperson

- All Councillors are members of the Planning and Consultation Committee.
- A meeting of a delegated committee is chaired by the Councillor appointed by Council resolution or appointed by the Mayor.
- The order of business to be considered by the Planning and Consultation Committee is Planning Matters followed by Consultation Matters.
- The Planning Matters and Consultation Matters areas each have a chairperson elected by Council resolution at the Council Meeting (Election of Mayor) in accordance with section 63(2)(a) of the *Local Government Act 2020*.
- Preliminary matters such as the welcome, confirmation of minutes and disclosure of conflicts of interest will be chaired by the chair of Planning Matters. In the event there are no Planning Matters on the agenda, the chairperson of the Consultation Matters will chair the meeting in its entirety.
- The meeting will be closed by the chairperson of the last committee agenda item considered.
- If the Chairperson is absent from a Committee meeting, the Deputy Mayor will be the temporary Chairperson of the Committee meeting.

Conduct of Committee meetings

- Planning and Consultation Committee meetings will be conducted in accordance with the Governance Rule - Meeting Procedure. A quorum will comprise four of the seven councillors.
- All members of the Planning and Consultation Committee have voting rights. Decisions are to be made by a majority vote through a show of hands.
- Matters which are required by law to be determined by Council at a Council Meeting cannot be determined by the Planning and Consultation Committee.
- The Planning and Consultation Committee's powers are limited to those provided in the Instrument of Delegation from Council, and are subject to any further limitations prescribed in the *Local Government Act 1989*, the *Local Government Act 2020*, the *Planning and Environment Act 1987*, or any other legislation.
- The Planning and Consultation Committee may consider and determine all other matters. However, the Planning and Consultation Committee may also, on occasions, consider such matters and resolve to refer them to Council for determination.

Officer Delegations to Determine Planning Matters

Officers delegated under the *Planning and Environment Act 1987* must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which Council; has previously delegated as an issue, action, act or thing which must be the subject of resolution of Council; or
2. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - a) policy; or
 - b) strategyadopted by Council;
3. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
4. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee; or
5. if a Councillor in whose ward the land to which the application relates, advises in writing that the Councillor wishes the matter to be reported to the Planning and Consultation Committee ('called in'); or
6. if a Councillor, other than the Councillor in whose ward the land to which the application relates advises in writing that the Councillor wishes the matter to be reported to the Planning and Consultation Committee for decision and that request is supported by a second Councillor.

Planning Procedure

In consultation with Councillors, officers will implement the following initiatives to help Councillors decide if they wish the matter of a planning application to be reported to the Planning and Consultation Committee for decision.

1. The following weekly Planning reports are to be provided to Councillors each week:
 - i. New planning permit applications received;
 - ii. Applications out on public notice;
 - iii. Applications where the public notice period has concluded and that are ready for final assessment; and
 - iv. Applications ready for decision.
2. Copies of all advertised plans and any objections received are now made available to Councillors through an online platform during the course of an application. This allows Councillors to view advertised plans and any objections in real time without needing to request copies.
3. A planning permit applicant will be requested to have a Planning Application Conference (PAC) in the event that five or more objections are received for their applications. Objections must be from different households; must not be a proforma (identical) objection and the objectors must be in proximity to the subject site. In most circumstances this would equate to objectors who are in the same street, in the street behind the subject site or within 500 metres of the subject site. The nature and scale of the application will guide this and a wider radius around the subject site may be required for some application types.

Public submissions and presentations

One of the major functions of this Committee is to provide an opportunity for members of the public to address the Committee in relation to matters. The opportunity to address the Committee will be provided on the following basis:

Statutory right to address Committee

A delegated committee must hear any person wishing to be heard in respect of their submission to Council under section 223 of the *Local Government Act 1989* or any other Act.

Committee members may question any submitter in relation to their submission. Each speaker is allowed three minutes to speak to their submission.

The Chairperson may use his/her discretion to allow an extension of time for up to a further one minute.

Anyone making a submission and not wishing to appear in person can be represented by another person in accordance with the *Local Government Act 1989*. Submitters will be requested to disclose any personal or professional interests in the subject matter of their submission.

Other rights to address Committee

In addition to section 223 submissions under the *Local Government Act 1989*, delegated committees may also hear any person on any items listed on the delegated committee agenda where the person has made application to speak to an item in accordance with Council's procedures.

This indicates any person whose rights will be directly affected by a decision of Council, even if Council has not invited public submissions or if the person has not already lodged a written submission.

In respect of these submissions, the Chairperson may, in the case where there are several people representing a common position, encourage the submitters to nominate a single person to speak on the matter.

A person can speak on their own behalf for up to three minutes. They may also speak on behalf of one organisation/company for a further period of up to three minutes. No person may speak on behalf of more than one other person or organisation/company, unless Council or the Committee specifically resolves to allow them to do so.

No person is permitted to speak on behalf of an absent submitter or organisation/company unless he/she is authorised in writing by the absent submitter or by an authorised officer of the organisation/company to address Council on their behalf, such document to be tabled by the speaker. Any person so authorised may only read from a written statement prepared by the absent submitter.

Meeting frequency, time and venue

- Meetings will be open to the public (unless confidential business is being considered in accordance with section 66 of the *Local Government Act 2020*).
- Planning and Consultation Committee Meetings will be held according to the schedule determined by Council. Meetings will generally be held once per month on the second Tuesday (however this may vary due to public and school holiday dates or other factors).
- An extraordinary delegated committee meeting may be called by Council resolution, by Committee resolution, by the Mayor, or by three or more Councillors.
- The venue for the meeting is the Council Chamber at the Civic Centre, Civic Drive in Greensborough (unless otherwise specified). Public notice of the Committee's meetings will be provided.
- Agendas and minutes will be coordinated by the Governance unit.

References

- *Local Government Act 1989*
- *Local Government Act 2020*
- *Planning and Environment Act 1987*
- Governance Rule - Meeting Procedures
- Instrument of Delegation.

Council contact

Director Governance, Communications and Community Safety

Approval date

29 July 2025

Informal Meeting of Councillors Record

The Meeting commenced at 5.31pm

MEETING DETAILS:	Title:	Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 10 June 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Claire Quinlan, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Mike Dean, Melinda Miles, Daniel Tarquinio, Kirsten Reedy, Michele Purtle, Katia Croce
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications Update	No disclosures were made
2	Confirmation of Minutes Planning and Consultation Committee Meeting held Tuesday 13 May 2025	No disclosures were made
3	Diamond Creek Dog Park Upgrade	No disclosures were made
4	Revenue and Rating Plan 2025 - 2029 Submissions	No disclosures were made

The Meeting concluded at 5.46pm

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

The Meeting commenced at 5.47pm

MEETING DETAILS:	Title:	Extraordinary Council Meeting Pre-Meet
	Date:	Tuesday 10 June 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Claire Quinlan, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Mike Dean, Melinda Miles, Daniel Tarquinio, Kirsten Reedy, Michele Purtle, Katia Croce
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Community Energy Upgrades Fund Round 2 - Eltham Leisure Centre Electrification	No disclosures were made

The Meeting concluded at 6.23pm

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

The Meeting commenced at 10:30am

MEETING DETAILS:	Title:	Positive Ageing Advisory Committee
	Date:	Friday 13 June 2025
	Location:	Council Chamber, Civic Drive, Greensborough and via Zoom
PRESENT:	Councillors:	Cr Peter Perkins
	Council Staff:	Narelle Hart (Manager Community Programs), Stephanie Vassilios (Acting Coordinator Ageing Well Team), Heather Macmillan (Positive Ageing Officer) and Julie-Anne Grech (Business and Program Support Officer)
	Other:	Ann Hutchinson, Steve Jenkinson, Sophie Broughton, Jacqui Sweeney, Marcel Saxone, Stella Huet, Tom Fisher, Kate Puls, Julie Cassim, Marlwood Ryder, Tamsyn Guerrera (HolStep Health), Natalie Francis (HealthAbility), Alexandra Price (Yarra Plenty Regional Library Service), and Tanya Cottrell (St Vincent Healthy Ageing Service)
APOLOGIES:		Nil

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	New Positive Ageing Advisory Committee Member Introductions	No disclosures were made
2	Corporate Induction Video – Advisory Committee Information	No disclosures were made
3	Positive Ageing Advisory Committee Operational Logistics	No disclosures were made

The Meeting concluded at 12:30pm

RECORD COMPLETED BY:	Officer Name:	Julie-Anne Grech
	Officer Title:	Business and Program Support Officer

Informal Meeting of Councillors Record

The Meeting commenced at 5.33pm

MEETING DETAILS:	Title:	Council Meeting Pre-Meet
	Date:	Tuesday 17 June 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Claire Quinlan, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Melika Sukunda, Nichole Johnson, Craig King, Yasmin Green, Katia Croce
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Confirmation of Minutes Council Meeting held Tuesday 27 May 2025	No disclosures were made
3	Advisory Committee Report - 17 June 2025	No disclosures were made
4	Presentation of the Draft Municipal Public Health and Wellbeing Plan 2025-2029	No disclosures were made
5	Quarterly Risk and Safety Report - March 2025	No disclosures were made
6	Councillor Internal Resolution Procedure	No disclosures were made
7	Councillor Use of Social Media Policy	No disclosures were made
8	Draft Asset Plan and Draft Financial Plan 2025-2035	No disclosures were made
9	Draft Council Plan 2025-2029 (incorporating the Community Vision)	No disclosures were made
10	Revenue and Rating Plan 2025-2029	No disclosures were made
11	Victorian Electoral Commission - Nillumbik Shire Council Election Report	No disclosures were made
12	Informal Meetings of Councillors Records - 17 June 2025	No disclosures were made

The Meeting concluded at 6.24pm

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

The Meeting commenced at 5.23pm

MEETING DETAILS:	Title:	Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 24 June 2025
	Location:	Virtual
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Claire Quinlan, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Heath Gillett, Patrick Wood
	Other:	
APOLOGIES:		Cr Kim Cope

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Draft Road Management Plan	No disclosures were made

The Meeting concluded at 5.50pm

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

The Meeting commenced at 6:38pm

MEETING DETAILS:	Title:	Recreation Trails Advisory Committee
	Date:	Wednesday 25 June 2025
	Location:	Civic Centre, Council Chambers
PRESENT:	Councillors:	Cr Kelly Joy (Chair) Cr Kim Cope
	Council Staff:	<ul style="list-style-type: none"> Stewart Broussard (Manager Recreation & Leisure) Chris Gipps (Recreation and Community Infrastructure Project Manager)
	Other:	<u>Committee Members:</u> <ul style="list-style-type: none"> Andrew Chau Andrew Bakos Serena Marriott Bill Penrose (online) Mark Hood (online) Andrew McMahon Louise Barry Graham Jackson Daryl Snowdon
APOLOGIES:		<ul style="list-style-type: none"> Cathy Giles Julie O'Connell-Seamer

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Introductions	No disclosures were made
2	Advisory Committee Induction Video	No disclosures were made
3	Conflict of Interest and Informal Meeting of Councillors Record	No disclosures were made
4	Confirmation of minutes from previous meeting	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5	Current Actions	No disclosures were made
6	Capital Works Updates	No disclosures were made
	Maroondah Aqueduct Extension Feasibility	
	Recently completed projects <ul style="list-style-type: none"> • DC Trail at Falkiner Street • DC Trail at Eltham North Reserve 	
	Upcoming projects <ul style="list-style-type: none"> • Chute Street improvement works • Bridge Street Oval trail resurfacing 	

The Meeting concluded at 8:55pm

RECORD COMPLETED BY:	Officer Name: Chris Gipps Officer Title: Recreation and Infrastructure Project Manager
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Informal Meeting of Councillors Record

The Meeting commenced at 5.38pm

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Tuesday 1 July 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope, Cr Kate McKay and Cr John Dumaresq (virtually)
	Council Staff:	Carl Cowie, Claire Quinlan, Blaga Naumoski, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Nichole Johnson, Warren Tomilson, Kirsten Reedy, Ian Culbard, Chris Gibbs, Stewart Broussard
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Advocacy Framework and Workshop to confirm priorities	No disclosures were made
3	Health and Wellbeing Advisory Committee - Terms of Reference	No disclosures were made
4	Climate Action Plan implementation - Year 3 progress update and proposed Year 4 action	No disclosures were made
5	Biodiversity Strategy implementation - Year 1 progress update and proposed Year 2 action	No disclosures were made
6	Hurstbridge Dog Park Upgrade Community Consultation	No disclosures were made
7	CEO Update with Councillors - 1 July 2025	No disclosures were made

The Meeting concluded at 10.20pm

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

The Meeting commenced at 4:30pm

MEETING DETAILS:	Title:	Nillumbik Youth Council July Meeting
	Date:	Monday 7 July 2025
	Location:	Nillumbik youth Hub
PRESENT:	Councillors:	Mayor Cr John Dumaesq, Cr Kate McKay, Cr Kim Cope, Cr Naomi Joiner
	Council Staff:	Corrienne Nichols, Nichole Johnson, Nicola Clutton, Frances Biggar, Sangita Parsot
	Other:	Aashini Rastogi, Alexandra Laidlaw, Anushka Gupta, Eleanor Risley, Gianna Andreoli, Jessica Brown, Lucas Fox, Rose Jarvis, Samuel Lochner, Tahlia Edmonds
APOLOGIES:		Cr Grant Brooker, Cr Kelly Joy, Cr Peter Perkins

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Nillumbik Youth Mayor Elections	No disclosures were made
2	Youth Mayor and Deputy Youth Mayor Voting	No disclosures were made
Mayor Cr John Dumaesq, Cr Kim Cope, Cr Naomi Joiner exited meeting, Cr McKay stayed for remainder of meeting		
3	Nillumbik Municipal Health and Wellbeing Plan	No disclosures were made

The Meeting concluded at 6:30pm

RECORD COMPLETED BY:	Officer Name:	Nicola Clutton
	Officer Title:	Team Leader youth Development

Informal Meeting of Councillors Record

The Meeting commenced at 5.33pm

MEETING DETAILS:	Title:	Planning and Consultation Committee Pre-Meet
	Date:	Tuesday 8 July 2025
	Location:	Council Chamber
PRESENT:	Councillors:	Cr Grant Brooker, Cr Naomi Joiner, Cr Kelly Joy, Cr Peter Perkins, Cr Kim Cope (5.38), Cr Kate McKay and Cr John Dumaresq
	Council Staff:	Carl Cowie, Claire Quinlan, Sally Johnson, Corrienne Nichols, Jeremy Livingston, Frank Vassilacos, Michele Purtle, Chris Gipps, Steward Broussard, Patrick Wood, Heath Gillett, Katia Croce
	Other:	
APOLOGIES:		

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Strategic Communications update to Councillors	No disclosures were made
2	Review of the Road Management Plan	No disclosures were made
3	Diamond Creek Dog Park Upgrade - Final Design Endorsement	No disclosures were made

The Meeting concluded at 6.01pm

RECORD COMPLETED BY:	Officer Name: Officer Title:	Katia Croce Manager Governance and Property
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