

Council Meeting

to be held at the Council Chamber, 32 Civic Drive, Greensborough
on Tuesday 28 October 2025 commencing at 7:00 PM.

Agenda

Carl Cowie
Chief Executive Officer

Thursday 23 October 2025

Distribution: Public

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

Council Chamber Council Meeting seating plan

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

Nillumbik Shire Council

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Nillumbik Shire Council

Agenda of the Meeting of Nillumbik Shire Council to be held Tuesday 28 October 2025 commencing at 7:00pm

1. Welcome

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

2. Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges and recognises the Wurundjeri Woi-wurrung as the Traditional Owner of the land on which Nillumbik is located. We pay tribute to all First Peoples living in the Nillumbik Shire, give respect to Elders past, present and emerging, and extend our respect to all First Peoples. We acknowledge that sovereignty was never ceded.

3. Good Governance Pledge

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

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

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

4. Prayer

A prayer will be read.

5. Apologies/Leave of Absence

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

6. Declarations of conflict of interest

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

7. Presentations

Sporting Grants

Megan Brand (Edendale Ward) receives \$200 for being selected to represent Victoria at Under 15 National Lacrosse Tournament in Western Australia.

Samuel Cartledge (Ellis Ward) receives \$250 for being selected to represent Australia in Basketball at the 2025 Summer Deaflympics in Japan.

Caleb Rogers (Wingrove Ward) receives \$200 for being selected to represent Victoria at Under 15 National Lacrosse Tournament in Western Australia.

Northern Warriors U/15 Lacrosse (Wingrove Ward) receives \$500 for being selected to represent Victoria at Under 15 National Lacrosse Tournament in Western Australia.

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

8. Confirmation of Minutes

COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 30 September 2025

Confirmation of the Minutes of the Council Meeting and Confidential Council Meeting held on Tuesday 30 September 2025.

Recommendation

That Council:

1. Confirms the Minutes of the Council Meeting (**Attachment 1**) and Confidential Council Meeting (**Attachment 2**) held on Tuesday 30 September 2025.
2. Resolves that the Confidential Council Meeting Minutes (**Attachment 2**) remain confidential in accordance with section 3(1)(f) and (h) of the *Local Government Act 2020*.

Attachments

- 1  Confirmation of Minutes Council Meeting held Tuesday 30 September 2025
2. Confirmation of Confidential Minutes Council Meeting held Tuesday 30 September 2025 - *CONFIDENTIAL*

8. Confirmation of Minutes

COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 30 September 2025

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9. Petitions

PT.005/25 Petition for Removal / Replacement of four Trees

A petition containing **23** signatures from residents requests the removal or replacement of four trees located on the nature strip area of 18 Wilson Street, Diamond Creek.

The petition contained the following statement;

“We the undersigned residents of Wilson Street, Diamond Creek respectfully submit this petition to request the removal / replacement of FOUR Council trees located on the nature strip area of 18 Wilson Street, Diamond Creek, VIC, 3089.”

Recommendation

That Council:

1. Receives and notes the “Petition for Removal / Replacement of four Trees” petition requesting removal of four trees located on the nature strip area of 18 Wilson Street, Diamond Creek, 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.

PT.006/25 Petition - Support for Local BMX Jumps in Swipers Gully (North) Research

A petition containing **73** signatures from residents requesting Council's support to pause any removal of existing BMX jumps on Council land.

The petition contained the following statement;

“Community Petition — Support for Local BMX Jumps in Swipers Gully (North) Research We, the undersigned residents of Research and surrounding areas, respectfully request that Nillumbik Shire Council:

1. Pause any removal or disturbance of the existing BMX jumps and trails currently used by local children until this matter can be properly considered with the community;
2. Engage directly with local young riders, parents, and residents to explore how these trails could be made safe and sustainable with Council's guidance and environmental expertise; and
3. Authorise and support the continued use and improvement of the existing jumps (or an agreed site nearby) as a recognised community recreation space, with appropriate design and safety measures in place.

These small dirt jumps have become a positive and healthy outlet for local young people — encouraging outdoor play, teamwork, and connection. The children have shown real initiative and pride in their neighbourhood.

Rather than removing what has been created, we believe Council could help formalise and celebrate it as a community credit — a great example of shared responsibility, youth leadership, and active recreation in keeping with the Public Park and Recreation Zone (PPRZ) purpose of the land.

In summary, we are asking Council to work with the community to make this a safe, supported and sustainable recreation space — one that reflects the values of Nillumbik's outdoor, active lifestyle and spirit of local innovation.”

Recommendation

That Council:

1. Receives and notes the “Support for Local BMX Jumps in Swipers Gully (North) Research” petition requesting Council's support to pause any removal of existing BMX jumps on Council land, in accordance with the Governance Rule - Meeting Procedure.
2. Refers this petition to the Chief Operating Officer for investigation and response.
3. Notes that officers will advise the petition organiser of the outcome.

10. Questions from the gallery

11. Reports of Advisory Committees

AC.008/25 Advisory Committee Report 28 October 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. Youth Council Minutes meeting held 6 October 2025.

Attachments

- 1  Advisory Committee meeting Minutes reported 28 October 2025

Recommendation

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

11. Reports of Advisory Committees

AC.008/25 Advisory Committee Report 28 October 2025

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12. Officers' reports**CM.124/25 September Quarter Financial Report**

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

This report outlines Council's financial performance and position for the period ended 30 September 2025.

We are pleased to report a \$68.8 million surplus, mainly driven by the rates income recognised in August with the issue of rates notices, which form the main source of income for Council. The surplus will reduce as capital works and services are delivered throughout the year.

This reflects higher than budgeted operating income of \$1.14 million, partially offset by slightly higher operating expenses (\$0.01 million).

Council's financial position at quarter-end remains sound and stable, with net assets of \$1.096 billion and cash holdings of \$30.3 million.

Recommendation

That Council receives and notes the Financial Report for the period ended 30 September 2025 (**Attachment 1**).

Attachments

- 1  Quarterly Finance Report - September 2025

Discussion

1. Council adopted the 2025-2026 Budget in May 2025.
2. The quarterly financial report compares actual performance with budget expectations at the end of the first quarter.
3. Operating results exclude non-operating items such as capital works and investments, which are detailed separately.

12. Officers' reports**CM.124/25 September Quarter Financial Report****Income statement**

4. Council recorded a favourable YTD income variance of \$1.14 million (1.21%). Key contributing factors are:

Category	Variance	Commentary
Non-recurrent grants	+\$650k	New funding from Department of Jobs, Skills, Industry and Regions (DJPR) – \$351k) and Department of Energy, Environment and Climate Action (DEECA) – \$256k.
User charges	+\$132k	Higher leisure facility income
Statutory fees & fines	+\$91k	Additional non-voter fines from election
Other revenue	+\$165k	Container deposit scheme refunds and insurance recoveries
Rates & Waste charge	+\$43k	Supplementary valuations

5. Total operating expenditure was marginally over budget (\$11k or 0.05%), driven by:
- Employee benefits (\$308k favourable) – vacancies and secondments
 - External contracts (\$75k unfavourable) – agency staff and consulting support
 - Materials and related costs (\$124k unfavourable) – legal and software costs
 - Other expenditure (\$84k unfavourable) – emergency service levy and electoral costs
 - Financial year projects (\$35k unfavourable) – Eltham North Pavilion carpark extension.

Balance sheet

6. At 30 September 2025:
- Total assets: \$1.155 billion
 - Total liabilities: \$58.8 million
 - Net assets: \$1.096 billion.
7. This strong position reflects Council's substantial infrastructure base and prudent debt management.

Statement of cash flows

8. The statement of cash flows reports cash holdings including term deposits of \$30.3 million at quarter-end (down \$8.3 million since 30 June 2025), mainly due to timing of rates receipts and capital expenditure.

12. Officers' reports

CM.124/25 September Quarter Financial Report

9. \$21.8 million is currently held in term deposit investments as detailed on page 9 of **Attachment 1**, with the balance held in the general account for operational purposes.

Capital works

10. The capital works report detailing YTD spend by asset class is detailed on page 8 of **Attachment 1**.
11. YTD capital expenditure is \$5.56 million (2.36% ahead of budget). Key projects include:
- Youngs Road upgrade, in Yarrambat
 - Hurstbridge Community Shed
 - Eltham North Preschool improvements
 - Diamond Creek Outdoor Pool upgrades
 - Eltham Lower Park Pavilion improvements
 - Research Preschool extension.
12. Recently completed projects include Eltham North Reserve Car Park and Panton Hill Tennis Court Reconstruction.

Related Council decisions

13. Council adopted the 2025-2026 Budget at the Council Meeting held on 27 May 2025.

Options

14. The detailed Financial Report for the period ended 30 September 2025 is provided in **Attachment 1**. This report is an analysis of Council's financial performance and financial position as at 30 September 2025. The report also includes an analysis of budget variances.

Council plans and policies

15. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Strengthen financial sustainability to support long-term service delivery and community infrastructure.

Access, equity and inclusion

16. A Gender Impact Assessment has been conducted on the budget process and Gender Responsive Budgeting principles continue to be applied through budget development and review.

Sustainability implications

17. Council's financial sustainability is informed by the indicators set by the Victorian Auditor General's Office (VAGO). These indicators comprise of both short term and longer term measures. This is monitored through the annual external audit and presented to the Audit and Risk Committee.
18. The quarterly financial statements are used as an ongoing mechanism to monitor Council's financial position during the year.

12. Officers' reports

CM.124/25 September Quarter Financial Report

Community engagement

19. The budget was put on public exhibition prior to its adoption by the Council in May 2025.

Innovation and continuous improvement

20. Not applicable.

Collaboration

21. Not applicable.

Budget considerations

22. This is a standard reporting item to Council, the associated costs for which are included in the current budget.

Relevant law

23. *Local Government Act 2020*, section 101 Financial Management Principles.
24. *Local Government Act 2020*, section 97 Quarterly Budget Report
25. Australian Account Standards.

Regional, state and national plans and policies

26. Not applicable.

Conflicts of interest

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

12. Officers' reports**CM.125/25 Annual Report 2024-2025****Distribution: Public****Manager: Jeremy Livingston, Director Culture and Performance****Author: Craig King, Manager Customer Experience and Business Performance****Summary**

This report presents Council's Annual Report 2024-2025 for noting (**Attachment 1**).

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

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

Appropriately, the Annual Report 2024-2025 also reports on progress and delivery of the key strategies and actions for the final year of the Council Plan 2021-2025, and also highlights and achievements across the four-year lifespan of the Council Plan 2021-2025.

The Annual Report includes the Financial and Performance Statements as approved 'in principle' by Council at the 30 September 2025 Council Meeting.

Once noted by Council, the Annual Report will be made available on Council's website.

Recommendation

That Council:

1. Notes Council's Annual Report 2024-2025 (**Attachment 1**).
2. Notes that the Annual Report has been prepared in accordance with section 98 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.
3. In finalising the Annual Report, authorises the Director, Culture & Performance to make any further minor changes that may be necessary and are inconsequential in nature.

Attachments

- 1  Annual Report 2024-2025

12. Officers' reports**CM.125/25 Annual Report 2024-2025**

Discussion

1. This report presents Council's Annual Report 2024-2025 for noting. The Annual Report 2024-2025 has been prepared by Council officers in accordance with the *Local Government Act 2020* and relevant regulations.
2. As well as meeting statutory requirements, the Annual Report outlines to the community the Council's key achievements and challenges throughout the 2024-2025 financial year. The report also outlines key achievements across the final year of the Council Plan 2021-2025, as well as highlights and achievements across the four-year lifespan of the Council Plan 2021-2025.
3. In 2024-2025, of the 56 strategic indicators in the Council Plan, 75% either improved or maintained performance compared to the previous year.
4. In addition, of the 30 priority actions outlined in the 2024-2025 (Council Plan) Annual Action Plan, 83% were either completed or were on track for completion within stated timeframes and budgets.
5. As outlined in the Annual Report 2024-2025, achievements for the year included (in no particular order):
 - a) Completed implementation of the final year actions in the Health and Wellbeing Plan 2021-2025;
 - b) Opened Council's first Youth Hub in Diamond Creek, providing a dedicated space for the Shire's young people;
 - c) Implemented key actions in Council's Disability Action Plan 2020-2024 to ensure a disability lens was applied across Council's projects, services and activities;
 - d) Implemented key actions in Council's Gender Equality Action Plan 2022-2025, including 35 Equity Impact Assessments on Council projects and services;
 - e) Adopted Council's Biodiversity Strategy 2024-2034 and Urban Tree Canopy Strategy 2024-2040;
 - f) Adopted Council's Integrated Transport Strategy 2024, which provides a strategic framework to guide transport planning, sustainability and advocacy priorities;
 - g) Council provided feedback on the State Government's Plan for Victoria, highlighting Nillumbik's Green Wedge, environmental and transport constraints, and successfully advocated for sustainable, context-sensitive housing growth, leading to the target being reduced from 12,000 to 6,500 new dwellings by 2051;
 - h) Implemented key actions in Council's Arts and Culture Strategy 2022-2026, including delivery of the 2025 Summer Sounds and 2025 Nillumbik Prize for Contemporary Art events;
 - i) Implemented key actions from Council's Climate Action Plan 2022-2032;
 - j) Continued to establish Edendale Community Environment Farm as a climate action hub;
 - k) Implemented key actions in Council's Economic Development Strategy 2020-2030;

12. Officers' reports**CM.125/25 Annual Report 2024-2025**

- l) Council rated number 1 overall across a range of industry sectors (and out of over 200 organisations) in the Customer Service Benchmarking Australia's (CSBA) telephone mystery shopping program;
- m) Completed implementation of the Nillumbik Customer First Strategy 2023-2026, highlighted by significant improvements seen in both service performance and customer experience;
- n) Completion of 87% of Council's 2024-2025 Capital Works program, with the remaining projects on track for completion by the end of 2025;
- o) Council continued to pursue its local advocacy priorities in line with its Advocacy Plan; and
- p) In terms of service delivery, a selection of activities that Council provided across the year included:
 - i) 3,503 community bus trips for local residents through our Community Transport service
 - ii) 517 birth notifications through our Maternal Child Health service
 - iii) Over 713,300 participants in Council arts and cultural programs
 - iv) Over 1.64 million visits to Council's leisure and aquatic facilities
 - v) Over 570 decisions on planning applications
 - vi) Over 24,130 rates notices sent
 - vii) Over 13,110 animals registered
 - viii) Over 399,000 visitors to Council's website
 - ix) 31,000 phone calls received through our Customer Service centre
 - x) 28,000 customer requests responded to.

6. Some challenges for the year included:

- a) Delivery of a number of strategic planning actions in regards to housing were delayed as Council awaited State Government advice on proposed state-wide planning reforms and clarity on housing targets;
- b) Road maintenance and repairs, bushfire maintenance and repairs, traffic management and provision and maintenance of street trees were the top four issues of concern for Nillumbik residents, based on 2025 Annual Community Survey results;
- c) Without the legislation to assist Council with issuing more substantial penalties, the unauthorised (illegal) dumping of soil on private rural properties continues to pose a threat on our Green Wedge values;
- d) The Victorian Government's Best Start, Best Life reforms continues to challenge councils to meet increased demand, address workforce shortages, and upgrade infrastructure to ensure equitable access and quality services;

12. Officers' reports**CM.125/25 Annual Report 2024-2025**

- e) Council's Climate Action Plan sets an ambitious goal to reach net-zero community emissions by 2035, 10 years ahead of the State Government's target for Victoria;
 - f) Residents and local businesses are facing a challenging economic situation, especially with the current pressures from the cost of living;
 - g) Readiness to effectively respond to emergency events such as bushfires, storms, floods and power outages that follow;
 - h) High industry costs and limited consultant availability are creating significant risks for the capital works program. These factors continue to adversely impact project budgets, design timeframes and pre-planning before works can begin; and
 - i) The Victorian Government's rate-capping framework limits Council's ability to increase revenue while expenses surge. This creates a persistent gap between community expectations and available funding.
7. The Annual Report includes the Financial and Performance Statements as approved 'in principle' by Council at the 30 September 2025 Council Meeting.
8. Once noted by Council, the Annual Report will be made available on Council's website and social media platforms.

Related Council decisions

9. Not applicable.

Options

10. Not applicable.

Council plans and policies

11. This report directly supports the achievement of the Council Plan 2025-2029 strategies:
- Ensure transparent communication of Council's role and decisions, reflecting community values and priorities, to build trust and alignment with Council's purpose
 - Build strong community relationships through clear, consistent communication and meaningful engagement
 - Strengthen financial sustainability to support long-term service delivery and community infrastructure.

Access, Equity and Inclusion

12. An Annual Report summary 'Report on a Page' will also be developed and made available to the community via the Council website and relevant networks. This version will convey key results and achievements using simplified concepts and specialised design elements. This is particularly beneficial for people with low English literacy, people with intellectual disability, and people who speak English as a third language.
13. The Annual Report outlines a wide range of activities, programs and services that Council delivers in the access, equity and inclusion space.

12. Officers' reports

CM.125/25 Annual Report 2024-2025

Sustainability implications

14. The Annual Report includes reporting on Council's environmental, social and financial sustainability and performance. Financial sustainability measures included in the Annual Report are those used by the Auditor-General to assess financial sustainability for local government across Victoria.

Community engagement

15. The Annual Report 2024-2025 is a community engagement item in its own right. It will be made available on Council's website and social media platforms.

Innovation and continuous improvement

16. The financial statements and the performance statement are prepared in line with the local government sector's better practice guide and model financial statements.
17. The annual Australasian Reporting Awards (ARAs) were established in 1950 to award excellence in preparing annual reports and improve the standards of financial reporting and communicating with stakeholders. Council's 2023-2024 Annual Report received a Gold Award from the ARA, the fifth consecutive Gold Award for Nillumbik. The report was also a finalist in the Best in Sector Award for Local Government.
18. Council's 2024-2025 Annual Report will be submitted to the 2026 ARA Awards following the publication and release of the report. The ARAs provide assessment and benchmarking of the report against best practice criteria and other organisations across a range of sectors and aims to continuously improve the overall quality and effectiveness of reporting, to provide better transparency and performance information to stakeholders.

Collaboration

19. The annual report is prepared by Council's Business Performance team in collaboration with teams across Council, who provide input and data for inclusion in the report.

Budget considerations

20. The cost of producing the Annual Report is accommodated within the existing operating budget.

Relevant law

21. The Annual Report has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Regional, state and national plans and policies

22. Not applicable.

Conflicts of interest

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

12. Officers' reports

CM.125/25 Annual Report 2024-2025

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12. Officers' reports**CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029**

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

The Triennial Festival and Event Program 2026-2029 supports large-scale festivals and events that foster community connection, celebrate local identity, and enhance Nillumbik's cultural and economic vibrancy.

This report provides Council with an overview of the outcomes of the Expression of Interest (EOI) process for the Nillumbik Festival and Event Triennial Program 2026–2029. It provides Council with a full copy of the assessment outcomes against the applications received and outlines the assessment methodology, proposed funding allocations, and how these align with Council's strategic objectives **(see Attachment 1)**.

The Expression of Interest process commenced on 6 May 2025 and closed on 30 June 2025, offering three-year funding between \$10,000 and \$65,000 per event, from a total annual pool of \$320,000.

A total of 15 applications were received, assessed, and reviewed against the assessment criteria provided in Nillumbik Triennial Festival and Event Program 2026-2029 Guidelines **(Attachment 2)** by an external assessment panel.

A total of 15 applications were received, requesting \$672,813.00 in annual funding. Of these, a total of eight applications have been recommended for funding. Two are recommended for full funding, six for partial funding, three are not recommended, and three were deemed ineligible.

Recommendation

That Council:

1. Endorses the eight community events listed in **Attachment 1** for the Triennial Festival and Event Program 2026-2029:
 - a) Applicant 1 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - b) Applicant 2 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - c) Applicant 3 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - d) Applicant 4 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - e) Applicant 5 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.

12. Officers' reports**CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029**

- f) Applicant 6 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - g) Applicant 7 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
 - h) Applicant 8 _____ for the sum of \$[Redacted] (inclusive of GST) disclosed in **(Attachment 1)**.
- 2. Acknowledges and thanks all community event organisers who submitted an application for the Triennial Festival and Event Program 2026-2029.
 - 3. Resolves that the Assessment Outcome **(Attachment 1)** is to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.

Attachments

- 1. Triennial Festival and Event Program 2026-2029 - Assessment Outcomes - **CONFIDENTIAL**
- 2. Nillumbik Festival and Event Triennial Program 2026-2029 Guidelines

- 3. Nillumbik Events Policy

- 4. Community Grants Policy


Discussion

- 1. The EOI process for the Program 2026-2029 opened for eight weeks on Monday 6 May 2025 and closed on Sunday 30 June 2025, offering annual funding of \$10,000 to \$65,000 per event from a total pool of \$320,000 per annum. The Program supports large-scale festivals and events that strengthen community connection, celebrate local identity, and contribute to the cultural and economic vibrancy of Nillumbik.
- 2. Community groups and organisations that live, work, study, volunteer or play in Nillumbik were invited to apply for three-year funding. The program was guided by the Nillumbik Festival and Event Triennial Program 2026–2029 Guidelines, **(Attachment 2)** developed in alignment with the Nillumbik Events Policy **(Attachment 3)** and Community Grants Policy **(Attachment 4)**.
- 3. To support applicants, two information sessions were delivered through April, including a virtual option outside business hours. Additional one-on-one support was provided by the Events team.
- 4. A Community Assessment Panel was convened to evaluate applications, comprising six members from the Nillumbik Community. Panel members were selected for their

12. Officers' reports

CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029

diverse expertise, lived experience, and involvement in Council advisory committees and community leadership program.

5. The panel assessed applications against the published criteria, with support from Council officers through training, regular check-ins, and technical assistance.
6. A total of 15 applications were received, requesting \$672,813.00 in annual funding. Of these, eight applications are recommended for funding. Two are recommended for full funding, six for partial funding, three are not recommended, and three were deemed ineligible. Applications were considered ineligible or not recommended due to factors such as misalignment with program objectives, low application quality, delivery risks, or budget constraints.
7. In May 2022 VAGO (Victorian Auditor General's Office) issued a report regarding Fraud Control over Local Government Grants. Nine recommendations were made about strengthening and improving their guidance and training for grants addressing the risk of fraud.
<https://www.audit.vic.gov.au/report/fraud-control-over-local-government-grants>
8. A theme of the VAGO report strongly recommended that assessment of grant applications be informed by a transparent and unbiased process, where decision-making and grant assessments are kept separate.
9. This recommendation underpins the decision by Council to move away from Councillors participating on assessment panels and reinforces their role as the ultimate decision-makers in the chamber. Furthermore, the decision to separate Councillors from sitting on grant assessment panels is grounded in good governance practice and the need to maintain both the integrity and perception of fairness in decision-making.
10. As outlined in our Community Grants Policy (**Attachment 4**) to ensure an accountable and transparent assessment process, 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.
11. This approach also aligns with the findings of the recent Parliamentary Inquiry into Fraud and Corruption, which highlighted the need for stronger controls to mitigate risks of perceived or actual conflicts of interest in local government decision-making.
12. The Triennial Festival and Event Program 2026-2029 Assessment Outcomes (**Attachment 1**) provides a comprehensive evaluation of community-led festival and event funding applications across Nillumbik Shire. It outlines proposed funding allocations based on community panel scores, strategic alignment, local benefit, and financial viability. The document includes officer recommendations for full, partial, or no funding across 15 applications, supporting a balanced investment of \$320,000 over three years. It aims to enhance cultural vibrancy, community engagement, and tourism while encouraging innovation, sustainability, and collaboration.
13. Unsuccessful applicants will be offered feedback and referred to other internal and external funding opportunities, including the Nillumbik Community Fund and Quick Response Grants.

12. Officers' reports**CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029**

Related Council decisions

14. On the 27 September 2022 Council endorsed that an Expression of Interest (EOI) process to take place every three years inviting new and existing events and festival organisers for the Events and Festivals Funding (Triennial Funding) 2023 onwards. The Festivals and Events Triennial Program Guidelines and Events Policy were also endorsed.
15. The *Triennial Event and Festival Program 2026–2029 Guidelines*, which outline the program's objectives, eligibility criteria, and assessment framework, were presented to Councillors at the briefing held on 18 February 2025. These guidelines have since informed the assessment of community led event applications, ensuring alignment with Council priorities and enabling a strategic and balanced funding approach across the shire.

Options

16. The purpose of this report is to provide Councillors with the outcomes of the Triennial Event and Festival Program 2026–2029 Expression of Interest (EOI) process, including proposed funding allocations and assessment methodology (see **Attachment 1**).

Council plans and policies

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
 - Support volunteering and community involvement to build strong connections, improve wellbeing, and create welcoming, active places for everyone.

Access, Equity and Inclusion

18. An Equity Impact Assessment (EIA) was conducted on 5 June 2024 as part of the development process for the Triennial Event and Festival Program 2026–2029 Guidelines. Insights from the EIA directly informed the creation of inclusive and accessible application materials, including a simplified EOI template and question structure designed to reduce barriers to entry. The use of a community assessment panel further embedded diverse perspectives into the evaluation process, ensuring the program reflects Council's commitment to equity, inclusion, and community representation.

Sustainability implications

19. Not Applicable.

Community engagement

20. In line with the Community Grants Policy (**Attachment 4**), the assessment panel was drawn from the Nillumbik community, ensuring community voice and representation in decision-making. This approach builds trust, transparency, and shared ownership of Council's grant programs.

12. Officers' reports

CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029

Innovation and continuous improvement

21. The 2026–2029 program reflects a shift toward a more competitive and transparent model, with improvements in applicant support, assessment training, and community involvement. Feedback from the 2023–2026 round informed refinements to the guidelines and process.

Collaboration

22. Applications were initially reviewed by Council officers from Events, Economic Development, Arts and Culture, Community Development, and Social Inclusion. Their insights helped inform the assessment process and provided valuable context for the external panel.

Budget considerations

23. The program is funded through an annual allocation of \$320,000 in the operational budget. A review of funding levels is recommended every three years to account for CPI and program growth.

Relevant law

24. Not Applicable.

Regional, state and national plans and policies

25. Not Applicable.

Conflicts of interest

26. All officers and the community assessment panel involved in the preparation of this report have declared no conflicts of interest.

12. Officers' reports

CM.126/25 Nillumbik Festival and Event Triennial Program 2026-2029

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12. Officers' reports

CM.127/25 Replacement member for the Economic Development Advisory Committee

Distribution: Public

Manager: Renae Ahern, Acting Director Planning, Environment and Strategy

Author: Tania Treasure, Economic Development & Tourism Lead

Summary

The purpose of this report is to notify Council of the resignation of the Hurstbridge Traders Association representative from the Economic Development Advisory Committee (EDAC) and to seek Council's approval for the process to appoint a replacement representative.

Recommendation

That Council:

1. Acknowledges the current Hurstbridge Traders Association representative has resigned from the Economic Development Advisory Committee (EDAC) and thanks the representative for their participation on the Committee.
2. Endorses that the Hurstbridge Traders Association will hold a standing position on Council's Economic Development Advisory Committee as per the Terms of Reference (**Attachment 1**).
3. Endorses that the Hurstbridge Traders Association will nominate a representative (and alternate) to fulfil their role on EDAC in writing to the Chairperson of the Economic Development Advisory Committee and Director Planning, Environment and Strategy.
4. Delegates the approval for the appointment of the Hurstbridge Traders Association representative (and alternate) to the Director of Planning, Environment and Strategy.

Attachments

- 1  Economic Development Advisory Committee - Terms of Reference

Discussion

1. The Economic Development Advisory Committee (EDAC) was created in March 2017 to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in all matters relating to economic development and tourism in Nillumbik.
2. At the 30 July 2024 Council Meeting, the current EDAC members were endorsed for the 2024–2026 term, following an expression of interest process and assessment against the approved Terms of Reference (**Attachment 1**).
3. The EDAC Terms of Reference outline that membership consists of up to 14 members and includes representation from representatives, or alternate, from Nillumbik's business and industry associations (one per organisation).

12. Officers' reports**CM.127/25 Replacement member for the Economic Development Advisory Committee**

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4. The intent for the membership of the four business and industry associations is for these to be representative positions of the relevant association. The Hurstbridge Traders Association is one of the associations included in the Terms of Reference.
 5. Council officers have formally received notification from the endorsed representative of the Hurstbridge Traders Association, of their resignation from EDAC.
 6. As this position is directly tied to representing a business association nominated in the Terms of Reference, officers are seeking Council's approval for the Hurstbridge Traders Association to be formally invited to nominate a new representative (and alternate) in writing to the Chairperson of EDAC and the Director of Planning, Environment and Strategy.
 7. Following the Hurstbridge Traders Association's written nomination, officers are seeking Council's approval for the Hurstbridge Traders Association's new representative (and alternate) to EDAC to be delegated to the Director of Planning, Environment and Strategy.
 8. To clarify, the Hurstbridge Traders Association will continue to have only the one member on EDAC. An alternate is suggested only if the primarily nominee is unable to attend meetings. The Terms of Reference accommodate a business and industry association to nominate a representative and alternate stating: *"Representatives and alternates from the key business groups outlined above will be nominated by the business group and appointed by Council"*.
 9. This approach provides a streamlined and efficient process that ensures the Hurstbridge Traders Association continues to be represented without delays of unwarranted administrative processes. This supports the continuity of the Committee's work, minimising disruption. It is also important to note this process is only being recommended due to the vacancy of a representative from a business and industry association, not a general committee member.
 10. If Council is supportive of this approach and another business and industry association representative member resigns from EDAC before the end of this term, the same process can be used to fulfil the role.

Related Council decisions

11. Council endorsed the membership of EDAC for the 2024–2026 term and the Terms of Reference, at the Council meeting held on the 30 July 2024.

Options

12. The alternative option to the process outlined above in paragraphs 6 to 10 would be to seek Council's formal endorsement of the new Hurstbridge Traders Association Representative. This option was not considered the preferred approach as the Terms of Reference provide a mechanism for the business and industry associations to nominate their representatives. Therefore, it would be unlikely their nominee would not be supported by Council.

12. Officers' reports

CM.127/25 Replacement member for the Economic Development Advisory Committee

Council plans and policies

17. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Strengthen Nillumbik's local economy by supporting businesses, growing local industries, attracting investment, and promoting vibrant events.
 - Build strong community relationships through clear, consistent communication and meaningful engagement.

Access, Equity and Inclusion

18. The assessment process was conducted in line with Council's Access, Equity and Inclusion Policy.

Sustainability implications

19. Not applicable.

Community engagement

20. To invite a new EDAC representative for the Hurstbridge Traders Association, direct communication with the Association will be carried out.

Innovation and continuous improvement

21. The adoption of a new nomination process for business association representatives reflects Council's commitment to continuous improvement. Through the process outlined above in paragraphs 6 to 10, Council reduces the administrative resources required while ensuring representation is maintained seamlessly and efficiently when membership changes occur.

Collaboration

22. Timely and efficient replacement of the Hurstbridge Traders Association representative ensures that strong collaboration with business groups is continued, and officers are engaged and informed, and can provide support and assistance as needed.

Budget considerations

23. Administrative support for EDAC is provided within Council's operating budget.

Relevant law

24. *Local Government Act 2020.*

Regional, state and national plans and policies

25. Not applicable.

Conflicts of interest

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

12. Officers' reports

CM.127/25 Replacement member for the Economic Development Advisory Committee

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12. Officers' reports

CM.128/25 Outcome EOI Process Health and Wellbeing Advisory Committee 2025-2027

Distribution: Public

Manager: Corrienne Nichols, Director Communities

Author: Nichole Johnson, Manager Community Partnerships

Summary

This report seeks endorsement for 12 recommended applicants for appointment to the Nillumbik Health and Wellbeing Advisory Committee for a two-year term (**Attachment 1**).

The Terms of Reference (**Attachment 2**) outlines that membership can consist of up to 20 Committee members for a two-year term.

Expressions of interest for membership were open for three weeks during which 12 submissions were received, comprising of three community members and nine organisational representatives. All applications were assessed against a selection criteria (**Attachment 1**) by an internal assessment panel.

Recommendation

That Council:

1. Endorses the 12 applicants listed (**Attachment 1**) onto the Nillumbik Health and Wellbeing Advisory Committee:
 - (a) Applicant 1 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (b) Applicant 2 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (c) Applicant 3 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (d) Applicant 4 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (e) Applicant 5 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (f) Applicant 6 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (g) Applicant 7 _____ for their role as a Arts and Cultural Advisory Committee Member
 - (h) Applicant 8 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (i) Applicant 9 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (j) Applicant 10 _____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member

12. Officers' reports**CM.128/25 Outcome EOI Process Health and Wellbeing Advisory Committee 2025-2027**

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- (k) Applicant 11_____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member
 - (l) Applicant 12_____ for their role as a Nillumbik Health and Wellbeing Advisory Committee member.
2. Acknowledges and thanks all community members and organisational representatives who submitted applications to the Health and Wellbeing Advisory Committee.
 3. Resolves that the Applicant Assessment Summary (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

Attachments

1. Applicant Assessment Summary - Health and Wellbeing Advisory Committee 2025-2027 - *CONFIDENTIAL*
- 2 Terms of Reference - Health and Wellbeing Advisory Committee 2025-2029


Discussion

1. The Health and Wellbeing Advisory Committee provides a formal mechanism for Council to fulfil the requirements of the *Public Health and Wellbeing Act 2008 (the Act)* to develop and implement their Municipal Health and Wellbeing Plans every four years.
2. The Nillumbik Health and Wellbeing Plan 2025-2029 (the Plan) was endorsed at the Council meeting on 30 September 2025.
3. The Health and Wellbeing Advisory Committee supports the governance of the Plan by engaging its members, both community members and organisational representatives, through information sharing, partnership development, and alignment with regional priorities across the Plan's development, implementation and evaluation.
4. The endorsed Health and Wellbeing Advisory Committee Terms of Reference 2025-2029 (**Attachment 2**) outlines that membership will consist of up to 20 members and will include representation from up to two Councillors, six individual community members and up to 12 representatives of community groups or local agencies, State and/or Federal government departments, or independent organisations.
5. Expressions of Interest for membership were sought for a period of three weeks from 4 August to 22 August 2025.
6. Expressions of Interest submitted were assessed against the objectives and selection criteria of the Terms of Reference for the Committee (**Attachment 2**).

12. Officers' reports

CM.128/25 Outcome EOI Process Health and Wellbeing Advisory Committee 2025-2027

7. A total of 12 expressions of interest were received and assessed by a panel comprising of two council staff members and a senior manager, who applied the selection criteria set out in the Terms of Reference to score applicants and provide recommendations for preferred nominees.
8. The recommended Committee members reflect the health priorities outlined in the Plan and bring diversity in knowledge, skills and experience to the group.

Related Council decisions

9. The Nillumbik Health and Wellbeing Plan 2025-2029 was adopted on 30 September 2025.
10. The Health and Wellbeing Advisory Committee Terms of Reference were endorsed on 29 July 2025.

Options

11. Based on scoring and suitability all 12 applicants have been recommended to Council for endorsement.
12. A copy of the Applicant Assessment Summary is attached (**Attachment 1**).

Council plans and policies

13. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
 - In partnership with local organisations, agencies and service providers, deliver coordinated health and wellbeing outcomes.

Access, Equity and Inclusion

14. Council's Access, Equity and Inclusion Policy has informed inclusion of new measures in the Terms of Reference (**Attachment 2**), which support an increase in the representation of diverse and varied needs of the community on the Committee.
15. An Equity Impact Assessment across all advisory committees was undertaken to ensure a consistent approach to the application and assessment process.
16. The Health and Wellbeing Advisory Committee differs from other advisory committees, with the majority of its members representing organisations and six positions specifically reserved for community members.

Sustainability implications

17. Not applicable.

Community engagement

18. Expressions of Interest for community members to join the Committee were invited through Council communication avenues and targeted recruitment.

Innovation and continuous improvement

19. The Terms of Reference 2025-2029 (**Attachment 2**) ensures continuous improvement in meeting the objectives of the Advisory Committee Policy and the Access, Equity and Inclusion Policy.

12. Officers' reports

CM.128/25 Outcome EOI Process Health and Wellbeing Advisory Committee 2025-2027

Collaboration

- 20. The Committee provides a formal mechanism for Council to fulfil the requirements of *the Act* which requires a Municipal Public Health and Wellbeing Plan to specify how the Council will work in partnership with the Department and other agencies on public health initiatives, projects and programs to achieve the goals and strategies outlined in the Plan.
- 21. The Committee supports ongoing and new partnerships, information sharing and alignment of strategy and practice across the region.

Budget considerations

- 22. All costs associated with the delivery of the Committee have been accounted for in the operational budget of the Communities Directorate.

Relevant law

- 23. *The Local Government Act 2020*
- 24. *Public Health and Wellbeing Act 2008.*

Regional, state and national plans and policies

- 25. *Victorian Public Health and Wellbeing Plan 2023-2027*

Conflicts of interest

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

12. Officers' reports**CM.129/25 Reynolds Road, Eltham - Special Charge Scheme**

Distribution: Public**Manager: Claire Quinlan, Chief Operating Officer****Author: Steven Blight, Manager Capital and Infrastructure****Summary**

On 5 December 2023, Council received a petition by property owners to seal Reynolds Road in Eltham, between Mount Pleasant Road and Laughing Waters Road, with costs recovered via the implementation of a Special Charge Scheme.

Council officers have prepared a concept design and cost estimate for the Scheme. The estimated cost of the works is between \$173,000 and \$207,600.

On 9 July 2025, a formal questionnaire and cost apportionment were sent to property owners to determine their level of support for a Special Charge Scheme. The cost apportionment was based on Council contributing 24% of the cost of the Scheme (i.e. \$41,520 to \$49,824) to account for broader community benefit.

The level of support for a Special Charge Scheme for Reynolds Road in Eltham, between Mount Pleasant Road and Laughing Waters Road, was 67 percent (4 of the 6 property owners).

As the level of support for the scheme is over the 60 percent threshold, it is recommended that the development process proceeds and Council officers invite affected property owners for nominations to join the Task Group.

Recommendation

That Council:

1. Proceeds with the development of a Special Charge Scheme for the sealing of Reynolds Road in Eltham, between Mount Pleasant Road and Laughing Waters Road.
2. Notes that Council will contribute 24% of the cost of the Scheme, which is currently estimated to equate to a Council contribution of \$41,520 to \$49,824.
3. Notes that Council officers will notify property owners accordingly and invite affected property owners for nominations to join the Task Group to provide comments for consideration within the design process.

Attachments

1.  Reynolds Road SCS - Scheme Area

12. Officers' reports

CM.129/25 Reynolds Road, Eltham - Special Charge Scheme

Discussion

1. On 5 December 2023 Council received a petition signed by property owners in Reynolds Road, Eltham requesting that Council investigate road sealing between Mount Pleasant Road and Laughing Waters Road.
2. The proposed Special Charge Scheme area is shown in **Attachment 1**.
3. The proposed Special Charge Scheme would connect to the existing sealed section of Reynolds Road.
4. An initial questionnaire was sent to all property owners in this section of Reynolds Road on 5 February 2024 to establish their level of support to seal the road via a Special Charge Scheme.
5. The initial questionnaire results demonstrated sufficient level of support to proceed with further investigation (refer table below).

	Construction	No Change	Total
Votes	4	2	6
Percentage	66.7%	33.3%	100%

6. Council officers held an information session with property owners on 8 May 2024 to explain the Special Charge Scheme process and discuss design issues.
7. Council officers have prepared a concept design and cost estimate for the Scheme. The estimated cost of the works is between \$173,000 and \$207,600.
8. Traffic count data indicates that 66% of traffic using this section of Reynolds Road is through traffic. In accordance with Council's policy, this equates to a Council contribution of 24% of the cost of the Scheme (i.e. \$41,520 to \$49,824) to account for broader community benefit. A greater contribution is not considered justified as the Scheme will not include road widening or other upgrade works to better accommodate through traffic needs.
9. On 9 July 2025 a formal questionnaire and cost apportionment were sent to all property owners of Reynolds Road in Eltham, between Mount Pleasant Road and Laughing Waters Road, to ascertain their level of support.
10. The results of the formal questionnaire are shown in the table below.

	Construction	No Change	Total
Votes	4	2	6
Percentage	66.7%	33.3%	100%

12. Officers' reports

CM.129/25 Reynolds Road, Eltham - Special Charge Scheme

11. As the level of support is over the 60 percent threshold, it is recommended that the development process proceeds and Council officers invite affected property owners for nominations to join the Task Group and provide comments for consideration within the design process.

Related Council decisions

12. Not applicable.

Options

13. To proceed as per the recommendations of this report reflective of the consultation undertaken with property owners and consistent with Council's policy.

Council plans and policies

14. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Improve local road infrastructure to meet community needs while respecting neighbourhood character.

Access, Equity and Inclusion

15. Not applicable.

Sustainability implications

16. Council is committed to using environmentally sustainable materials where available and appropriate.

Community engagement

17. Consultation has been undertaken in accordance with Council's Special Rate and Special Charge Policy and Guidelines (June 2024).

Innovation and continuous improvement

18. Not applicable.

Collaboration

19. Not applicable.

Budget considerations

20. Council will contribute 24% of the cost of the Scheme to account for broader community benefit, which is currently estimated to equate to a Council contribution of \$41,520 to \$49,824.

Relevant law

21. The 'Special Charge Scheme' legislation under Section 163 of the *Local Government Act 1989* (the Act).

Regional, state and national plans and policies

22. Not applicable.

Conflicts of interest

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

12. Officers' reports

CM.129/25 Reynolds Road, Eltham - Special Charge Scheme

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12. Officers' reports**CM.130/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

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

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

The Chief Executive Officer makes these appointments by authority conferred by Instrument of Delegation by Council dated 25 March 2025.

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

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

Recommendation

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

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

Attachments

- 1  Instrument of Appointment and Authorisation for Planning and Environment Act 1987

Discussion

1. The purpose of this report is for Council to consider executing an Instrument of Appointment and Authorisation under the *Planning and Environment Act 1987* (Instrument).
2. Instruments of Appointment and Authorisation enable Council staff to exercise powers permitted to authorised officers under legislation or Council local laws.

12. Officers' reports

CM.130/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

3. Council subscribes to the Maddocks Authorisations and Delegations service. The appointment and authorisation of officers for the purposes of enforcing the *Planning and Environment Act 1987* enables day to day statutory and operational decisions to be made in relation to this Act.
4. The proposed Instrument (**Attachment 1**) is based on the model developed by Maddocks Lawyers and available through the subscription service.
5. Maddocks recommend that Officers enforcing the *Planning and Environment Act 1987* be authorised by Council resolution and that Instruments of Appointment and Authorisation be refreshed on a regular basis. The instruments are reviewed by Governance as required to ensure they are up to date.

Related Council decisions

6. The current Instrument was resolved by Council on 26 August 2025.

Options

7. It is recommended by Officers that Council resolves that the Officers referred to in the instrument (**Attachment 1**) be appointed and authorised as set out in the instrument.

Council plans and policies

8. This report directly supports the achievement of the Council Plan 2021-2025 strategy:
 - Make transparent, well-informed decisions that prioritise the community's best interests through practising good governance.

Access, Equity and Inclusion

9. Not applicable.

Sustainability implications

10. Not applicable.

Community engagement

11. As a legislative requirement and an administrative function of Council, Community engagement is not required.

Innovation and continuous improvement

12. Council's appointments and authorisations under the *Planning and Environment Act 1987* have been signed under delegation to the CEO in accordance with legal advice. In order to strengthen Council's decision making and enforcement process it is recommended that Council make these appointments by Council Resolution.

Collaboration

13. Not applicable.

Budget considerations

14. The appointment of authorised officers is an administrative exercise undertaken by Council Officers. There is no additional resourcing required if Council supports and resolves the officer recommendation.

12. Officers' reports

CM.130/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Relevant law

- 15. Section 224 of the *Local Government Act 1989*
- 16. Section 147(4) of the *Planning and Environment Act 1987*

Regional, state and national plans and policies

- 17. Not applicable.

Conflicts of interest

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

12. Officers' reports

CM.130/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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12. Officers' reports**CM.131/25 Informal Meetings of Councillors Records - 28 October 2025**

Distribution: Public**Manager: Blaga Naumoski, Director Governance, Communications and
Community Safety****Author: Juliana Dimovski, Senior Governance Officer****Summary**

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

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 30 September 2025.

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

1. Councillor Briefing held 16 September 2025;
2. Planning Application Conference for 21 Brougham St, Eltham held 22 September 2025;
3. Council Meeting Pre-Meet held 30 September 2025;
4. Youth Council Formal Advisory Committee held 7 October 2025;
5. Councillor Briefing held 7 October 2025;and
6. Planning and Consultation Committee Pre-Meet held 14 October 2025.

Recommendation

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

Attachments

1.  Informal Meeting of Councillors Records 28 October 2025

Discussion

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

12. Officers' reports

CM.131/25 Informal Meetings of Councillors Records - 28 October 2025

Related Council decisions

2. Not applicable.

Options

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

Conclusion

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

Council plans and policies

8. This report directly supports the achievement of the Council Plan 2025-2029 strategy:
- Make transparent, well-informed decisions that prioritise the community's best interests through practising good governance

Access, Equity and Inclusion

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

Sustainability implications

10. Not applicable.

Community engagement

11. Not applicable.

12. Officers' reports

CM.131/25 Informal Meetings of Councillors Records - 28 October 2025

Innovation and continuous improvement

12. Not applicable.

Collaboration

13. Not applicable.

Budget considerations

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

Relevant law

15. *Local Government Act 2020.*

Regional, state and national plans and policies

16. Not applicable.

Conflicts of interest

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

12. Officers' reports

CM.131/25 Informal Meetings of Councillors Records - 28 October 2025

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13. Notices of Motion

NOM.002/25 Fossil Fuel Non-Proliferation Treaty

Cr Kate McKay advised of their intention to move the following:

Motion

That Council:

1. Endorses the Fossil Fuel Non-Proliferation Treaty, noting the alignment with Council's existing commitments to climate action.
2. Calls on the Australian Government to endorse the Fossil Fuel Non-Proliferation Treaty.
3. Authorises officers to complete the online endorsement form.

14. Delegates' Reports

15. Supplementary and urgent business

16. Confidential reports

17. Close of Meeting