

Date: Wednesday 22 February 2017
Time: 7.30 -9.30 pm
Venue: Living & Learning Nillumbik – 739 Main Road, Eltham
Chair: Anthony Herrett
Minute taker: Maggie Clarke

Order of business

1. **Attendees:** Cr. Jane Ashton, Ruth Bailey, Anthony Herrett, Pam Miranda, Jacqui Ward, John Brownrigg, Leanne Wilson, Cindy Geyer, Karyn Kamminga, Liz Buijs, Matt Campbell, Maggie Clarke

Apologies: Robyn Meikle

2. **Conflict of interest and Assembly of Councillor form**

Conflict of interest provisions are contained in section 80C of the *Local Government Act 1989*, the Councillor's Governance Code, the Employee Code of Conduct and the Volunteer Handbook. An Assembly of Councillor form must be completed at the meeting in accordance with section 80A of the Local Government Act 1989

No conflicts were noted

3. Welcome to Councillor Jane Ashton – Cr. Ashton spoke of her previous involvement with L&LN and some of the work that she will be undertaking as a Councillor. Due to her current workload as a Councillor it was suggested that she may only be able to attend every second meeting.

Welcome to John Brownrigg who is attending as a potential new Committee member. John spoke about his previous work history as a small business owner and how he felt he could contribute to the Committee. John is also a graduate of the Certificate IV in Training and Assessment course with L&LN.

4. Review of the staff/COM planning session held in November 2016. Matt Campbell facilitated a discussion to debrief on the planning session and to reflect on what was covered.

5. Staff briefing: Staff in attendance gave individual briefings on aspects of the work of L&LN including:

Cindy Geyer – VET/ RTO

Leanne Wilson – Administration/ finance

Karyn Kamminga – Community programs and community development work from the perspective of the Eltham site.

Liz Buijs – Community programs and community development work from the perspective of Diamond Creek and Pantan Hill

This briefing generated a strong conversation on the work of L&LN and acknowledged the work undertaken by the team and highlighted their enthusiasm for working with the new Council over the coming term.

6. Resignation from Terry Marston

Due to a clash of commitments Terry has submitted her resignation from the Committee. A letter of thanks for her contribution to Living & Learning Nillumbik and the broader community was signed by Anthony on behalf of the COM and staff.

7. March COM meeting

It was suggested that COM consider not holding a meeting in March but instead aim to all attend the Graduation Ceremony. It was felt that this should only be considered if it does not impact ongoing business that the COM need to attend to.

8. 2016 VET Graduation Ceremony – 16 March @ Eltham High School

Invitations to the graduation were handed out and all COM members were encouraged to attend. Anthony will say a few words on behalf of the COM on the night.

It was noted that Cr Ashton will be an apology.

9. Minutes of previous meeting – Due to the meeting running over time the minutes were not discussed – moved to next meeting

10. Business arising from previous minutes- Not discussed moved to next meeting

11. Committee Terms of Reference - Not discussed

12. COM membership – recruitment drive – Not discussed

13. Other business –

John Brownrigg agreed to a nomination to join the Committee and relevant paperwork was completed.

14. Meeting closed at 9.45 p.m.

Next meeting – Wednesday 22 March @ Cowin Street, Diamond Creek