

Recreation Trails Advisory Committee

Minutes



Date: Thursday 9 February 2017

Time 6.00pm – 7.30pm

Venue: Diamond Valley Sports and Fitness Centre, Greensborough

Chair: Cr John Dumaresq

Minute taker: Nadine Wooldridge

Order of business

1. Welcome

Attendance – Cr John Dumaresq (chair) , Cr Karen Egan, Bill Lord, Mike Pelling, Kay Cruse, David Nicholls, Kevin Gregg-Rowan, Rex Niven, Stephen Hadley, Stephanie Langton, Damien Barber, Anne-Marie King, Naomi Paton, Nadine Wooldridge and Jo Massoud

Apologies – Cr Peter Perkins, Cathy Giles and Robin Gardner

2. RTAC Committee 2016/17

Welcome to new members of the committee – Stephanie Langton, Damien Barber and Anne-Marie King

3. Conflict of interest and Assembly of Councillor form

Completed following meeting by Nadine Wooldridge

4. Minutes of previous meeting

Moved: Rex Niven

Seconded: Kay Cruse.

These minutes were presented at the September Council 2017 meeting for ratification and recorded in the minutes.

5. Business arising

Road sealing on Ingrams Road was noted on previous minutes.

ACTION – Officers to follow up on what this action entailed and progress

All other items with actions in previous minutes will be covered under the relevant agenda items.

6. Regional Trails update

a. Diamond Creek Trail

- A Panel hearing was held in late November to hear Council's proposed amendment to the planning scheme to acquire the land between Diamond Creek to Hurstbridge required to develop a shared use trail along a creek alignment.
- The panel report has been completed and distributed by Planning Panels Victoria to Council and all submitters. Council has made the report available to the public, ahead of the required date, on Council's website.
- There are a number of recommendations in the report which Council now needs to consider.
- Officers will brief Council in February on the content of the report and the proposed actions to respond to the recommendations.
- Council to then consider the report at a subsequent ordinary meeting. Officers will advise RTAC members of the meeting schedule when it is confirmed.

There was some discussion about the project and the following questions and comments were raised and responded to:

- How long is it likely to be for the trail to be completed?
 - At this stage a construction timeframe hasn't been determined. The delivery of the trail is estimated to cost approximately \$11m (including land acquisition) which will require significant external funding, until funding is confirmed a timeline cannot be committed to.
- It is the Committee's preference to maintain a creek alignment but to keep a safe distance from the creek.
 - The proposed trail layout, as detailed by Council at the Planning Panels Victoria hearing, was along the creek alignment and set back an appropriate distance from the creek to meet Melbourne Water requirements, and avoid areas of environmental or cultural heritage significance.
- Can the project commence at the Hurstbridge end as Council already owns the land so no acquisition required
 - The first step is to work through the amendment process for the entirety of the proposed trail. Starting at Diamond Creek to connect to the existing trail, and heading north to Wattle Glen is likely to be more competitive for funding by way of expanding the regional network.

b. Aqueduct Trail

- A risk audit was completed last year which identified the requirement for fencing along sections of the aqueduct in Kangaroo Ground, primarily

where the embankment is very steep. This fencing work has now been completed.

- Can the pine trees along this section of aqueduct will be removed?
 - When Council assumed the Committee of Management responsibility to develop the trail, a land management plan was prepared which outlined works to be completed. All pine trees were assessed and a 5 year program of work committed to which includes removal of some trees and pruning and maintenance of other trees.
- The Lilydale toppings at the Calwell Road end of the aqueduct trail have washed away in recent heavy rain.
ACTION: Officers to follow up by lodging a service request for repair work

c. Green Wedge Trail

- Green Army carried out audit on the trail condition and signage recommendations – these recommendations will be considered as required.
- The committee raised two areas for consideration
 - Less crossings on Alma Road – which would require land acquisition?
 - Officers advise that this proposal has not been progressed at this time.
 - Start of trail in Wattle Glen, near the General Store does not have any signage.
 - Officers advise that Council is not the responsible for this parcel of land so cannot undertake any trail or signage work without negotiating with DELWP

7. Local links – update

- The local links budget for 2017/18 and part of 2018/19 budget will be allocated to Cherry Tree Road Trail as identified as the highest priority project by the Recreation Trails Advisory Committee.
- Council is successful in securing a grant of \$100,000 towards the project through TAC.
- The proposed trail concept is out for community comment until 17 February 2017 and information is on Council's website and social media.
- Once all comments have been received they will be reviewed to determine if any minor alterations or changes are required ahead of progressing the project.

ACTION – Officers to provide update to RTAC ahead of the next stage of the project.

8. Code of conduct – consideration of user guide for all trails

- Previous committee raised a code of conduct for trail users as a potential project

- Main issues on shared trails relate to dogs off leash and bikes travelling at high speeds
- Diamond Creek Trail is where most issues arise likely due to the high use and location of the trail

ACTION - Officers to circulate the Code of Conduct notes and information

ACTION – Officers to complete some benchmarking with other Councils to see what other examples are being used to educate trail users

ACTION – Officers to add this to the next agenda for some further discussion

9. Panton Hill Bushland Reserves User Group update

- A consultant is currently designing more sculptures for the Reserves as part of an ongoing project
- The Green Army has been doing some maintenance in the Reserves recently. It is unclear if they will continue as the group has lost funding

ACTION – Officers to confirm the future of the Green Army

10. Items raised by members

Trail maintenance

- Trail behind St Andrews Horse and Pony Club was damaged during December floods and was fixed within 24 hours

ACTION – Officers to pass on thanks to Infrastructure Maintenance Team from RTAC

- Trail maintenance item to be added to next agenda as Cathy Giles was not present to discuss and had requested it be on the agenda for discussion.

11. Any other business

There was discussion about the role of the Committee and the opportunity to change the structure of meetings to a more interactive approach with workshops and sub committees to lead projects or parts of projects. This was welcomed and will be explored further.

The Trails Strategy was adopted in December 2011 and a number of major projects i.e. the Regional Trails and the new local links are still being implemented. A review needs to be completed of the current implementation plan to identify the status of the identified projects.

ACTION – Officers to present an update at the next meeting on implementation status

There was some discussion about the mapping of trails and how to promote the trails to the community.

Suggestions included:

- Signage along trail to show route and distance
- Apps
- Maps

- Usage of trails (rate of use)
- Stravia street maps
- Community events
- Leverage off events
- Hurstbridge Town and Country Connect Expo, 20 May – Trails table – this will need to be organised directly with the traders

Date of next meeting – **25 May 2017 at Civic Offices**

Municipal Emergency Management Planning Committee



Minutes

Date: Monday 20 March 2017
Time: 11.30am
Venue: Wadambuk – St Andrews Community Centre
 35 Caledonia Street, St Andrews
Chair: Cr Peter Perkins, NSC

Committee: Cr Peter Perkins, Justin Murray, Adrian Cully, Norm Golgerth, Suzanne Rouvray, Stephen Meloury, Michelle Stewart NSC, Tony O'Connor VicPol Bill McGillivray, Peter Maw Plenty Valley FM, Gail Cumming Redcross, Paul Elso CFA, Mike Chapman CFA - Whittlesea/Diamond Valley Group, Jacinta Elliott DHHS, John Cranston MFB, Rob Reid Smith Nillumbik Group - CFA Narelle Capp AMV, Gerabeth Abbott VICSES, Mark Kop Salvation Army

Attendees: Warwick Leeson WCA,
Apologies: John Sylaidos MW, Adrian Marshman, Whittlesea/Diamond Valley Group, Max Garner, Max Garner, Nerrilee Kerlake VicRoads

1. Welcome - Invites and apologies

Cr Peter Perkins, Chairperson, welcomed all present and acknowledges apologies as listed above. .

2. Conflict of interest

No conflict of interest declared

3. Confirmation of minutes of previous meeting

That the minutes of the meeting held 22 August 2016 were confirmed as a true and accurate record of the meeting.

Moved Warwick Leeson **seconded** Jacinta Elliott carried

4. Correspondence

Nil

5. Contact list update

The contact list is up to date. Mike Cusack from ParksVic has now retired. His position has been advertised. Luke Perry will continue to attend the meetings until the position is filled. Any changes to contact information to be forwarded to Suzanne

6. Terms of reference update

Justin updated the committee with small editing changes to the TORs. They are reviewed annually and updated every three years. The MFB will be added to the membership list.

Luke Perry will confirm if ParksVic are to be added to the membership list on an ongoing basis.

There are some legislative changes taking place that will impact on -MEMPs. We will wait on notification and confirm changes when available.

Action: Justin will make the edits and update the TORs.

7. Action from previous meeting

Nil

8. Municipal Fire Management Planning Subcommittee update

Justin and Paul Elso updated committee with comments from MFMP meeting (refer MFMP minutes for more detail).

- Considerations are in place to terminate the FDP. The proposed dates are between 2-17 April.-
- Fewer responses this season throughout the district
- proposed planned burns throughout the shire .If brigades have any suggestions on where they would like a burn, please notify NSC as soon as possible
- focus on Winter fire season campaign

9. Draft Pandemic Plan presentation

Stephen Meloury updated the committee on the draft plan. The Environmental Health team have been reviewing the current Pandemic Plan which will be a sub plan of the MEMP. (See attached)

The plan is different to past plans and they have tried to streamline the consultation process. Thorough internal and external consultation has ensured expectations are clear. It is modelled on the City of Yarra and Surfcoast shires plans

Committee members are requested to send their feedback to Stephen by email Stephen.meloury@nillumbik.vic.gov.au

10. Councils and Emergencies Directions Paper MAV consultations sessions

LGV have put out a directions paper on Councils role in emergencies. Please see link <http://delwp.vic.gov.au/councils-and-emergencies>. Submissions and feedback are invited from Councils about whether the current emergency management responsibilities and actions described in the directions paper are accurate

The deadline for current responsibilities feedback is 8 May 2017 and can be made at <https://engage.vic.gov.au/councils-and-emergencies-consultation> or by email LGV.emergencies@delwp.vic.gov.au

MAV are putting together a response of all Councils. Agencies will also be providing feedback

11. Feedback on Draft Municipal Emergency Management Plan 2017-2020

The draft plan had been distributed to committee members. Justin thanked the committee for feedback received. We have received feedback from one resident. Response attached with the minutes.

Numerous minor edits were agreed and these will be included in the final draft of the plan that will go to Council for endorsement.

The final draft will be will then be located on the IFMP website.

Action: JM to circulate details on how to access the IFMP website

12. Endorsement of Municipal Emergency Management Plan 2017-2020

Motion: That the committee endorse the updated plan – subject to the changes and edits

Moved – Justin M Second Paul Elso **carried**

13. 2020 Vision update

Justin updated the committee on the success of being granted some funding through the Bushfire Mitigation Grants Programme 2016-17 to develop and test a community partnering system for bushfire mitigation.

A staff member will be working two days a week for ongoing consultation and how we can do consultation better.

14. CERA review and plan for future MEMP meetings

Justin suggested that we discuss one of Nillumbik's hazard each meeting to keep on track as part of the review cycle.

Geb A suggested that a Gas pipeline expert present to the committee

15. 2017 Audit Update

As the plan is now endorsed it will go to Council for further endorsement. The audit of the plan is scheduled for 21st April.

16. General Business

- Warrandyte Community association (WCA) – Warwick attended a meeting with the St Andrews Hall committee and the market site committee to discuss some of the ongoing issues.
 - Transport management plan to be investigated
 - Risk management plan for the St Andrews market will be created
- Red Cross – Gail Cumming
 - Confirmed that Travis Griffith will be delivering RediPlan preparedness sessions for HACC workers around the state over the next ten months.

The sessions will provide staff with skills and knowledge to help their clients develop home emergency plans.

Travis will work directly with councils and HACC coordinators to set up the sessions. He can be contacted by email on trgriffith@redcross.org.au or by calling the office during business hours on 1800 232 969.
 - Impact of unusual events over the summer period has been resource intensive. Members are reminded that people not directly impacted are also affected by the events

16 General Business (continued)

- Ambulance Victoria – Narelle Capp updated the committee

- Four bay garage to be built in Wattle Glen
- Resource for the area hopefully 24 hour by June 2017 requiring shuffling of resourcing
- Land has been bought for a resource in Mernda
- In late 2018 Diamond Creek resource will be located at the Wattle Glen location
- Plenty Valley FM – the new practice note for broadcasters will fall under the EMV umbrella.

Next Meeting:

11.30am Monday 22 May 2017 Lunch to follow
Council Chamber, Civic Drive, Greensborough

Attached:

1. Minutes MFMP subcommittee meeting
2. VCC-EM report
3. SES report
4. Plenty Valley FM report
5. MFB report
6. DHHS report

MPHWP Reference Group Minutes March 2017

Minutes



Date: 21/03/2017
Time: 2.00 – 3.30pm
Venue: Candlebark Room 1&2, Civic Centre, Greensborough
Chair: Cr Jane Ashton
Minute taker: Corrienne Nichols

Order of business

- **Attendance:** Cr Jane Ashton, Corrienne Nichols, Diana Bell, Pauline Gordon, Petra Begnell, Liz Chase, Pamela Johnson, Karyn Knight, David Johnstone, Karen Coulston, Christine Denton, Emel Ackay, Helen Riseborough
Apologies: Nadine Kemp, Annie Douglas, Anthony Ryan

- **Welcome by Cr Ashton**

- **Conflict of interest and Assembly of Councillor Form**

No conflict of interest

- **Presentation**

Research on bicycle path infrastructure by Liz Chase

Questions

- Does Nillumbik have a bicycle strategy
- What link do we need to make across the Shire to enable bicycle integration to assist people to commute?
- How do we make our areas more bicycle friendly and walkable?
- Do schools offer bike education?

Actions:

- Council officers will report on the current trails and transport strategies at the next meeting
- Karen Knight will report on the status of Bike Ed in our schools

- **Health and Wellbeing Profile and priority areas – Diana Bell**

Diana distributed the profile documents

- Nillumbik Health and Wellbeing Profile 2016
- One pager on emerging priority areas (pre consultations) which formed the basis for the discussion paper and survey questions

Discussion around priority areas

- Chlamydia in women
- Depression in men
- DVS statistics suggests 3 out of 4 people are overweight
- (Possible presentation)
Heart foundation to discuss the benefits of apartments in a Connected Community. As opposed to large homes in outer areas with no infrastructure.
- Housing affordability factors
 - Affects women
 - Marriage break down / gambling / mental health makes this a more vulnerable group and isn't represented in the statistics as they are often living with others but are officially homeless
- Suitable housing and higher density – need for further information and discussion

- **Discussion paper and survey questions distributed**

- Diana requested feedback by the end of the week
- Diana to send out electronically for feedback
- Please provide feedback on areas of interest and/or expertise
- Diana distributed survey questions, which will be put out via survey monkey. Feedback for the survey is also required by the end of the week.
- Discussion paper and surveys will be online throughout April, and will be extended into May if needed
- Household survey results are back now and this report will be forwarded to the reference group when finalised.

- **Member updates**

Liz – National centre for farmer health working on online resources, developing a program for farmers to do the survey which then directs/encourages people to seek help, in areas identified that they need support in.

Pam – PARG – identified motivation for older people to get active is an issue. Distributing the positive ageing guide. Group identified Ageing & Sexual health as an issue and getting back into the dating scene. Project to be developed

Petra – 2 priority areas identified: Healthy ageing and sugary drinks reduction/alcohol. The NEPCP have the ReSPIN project which is a speakers bureau – speakers talk to groups about their experiences with gambling and how problems develop

Karyn – Developing health promotion plan. Will have between 1-3 priority areas.

Helen – WHIN developing its strategic plan PVAW, gender equity for health and sexual and reproductive health

David – Presenting outcomes of last needs assessment project around keeping people out of ED's. A Critical Care Centre is being discussed with Banyule Health & Austin Hospital

Emel – Gamblers help – news ads/media will be targeting affected others

Christine – Applied for funding for afterhours information on mental health services, information sessions and parenting sessions for parents of children with mental health issues.

Karen U3A – Membership is strong, healthy and active. Courses are very full.

Living & Learning Nillumbik

Minutes



Date: Wednesday 22 March 2017
Time: 7.30 -9.30 pm
Venue: Living & Learning Nillumbik – 119 Cowin Street, Diamond Creek
Chair: Anthony Herrett
Minute taker: Maggie Clarke

Order of business

- Attendees:** Anthony Herrett, Maggie Clarke, John Brownrigg, Pam Miranda, Ruth Bailey, Cr. Jane Ashton

Apologies: Robyn Meikle, Jacqui Ward

Welcome

- 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

N/A

- Minutes of previous meeting**

That the minutes of the meetings held 26 October 2016 and 22 February 2017 be confirmed as a true and accurate record of the meeting.

October 2016:

Moved:

Ruth Bailey

Seconded:

Pam Miranda

February 2017:

Moved:

Ruth Bailey

Seconded:

Pam Miranda

- Business arising from previous minutes**

October Minutes:

- Point 5 – Reward and recognition policy

Maggie had been asked to find out what the uptake has been on this policy from volunteers – we have 3 regular life members who take up this offer at Diamond Creek and 5-6 volunteers who have used it over the past 8 months.

At Eltham we have had 6 people access this policy – 2 of whom are Coordinators in a MakerSpace program and the other 4 have accessed a course during term 4, 2016 and term 1 this year. We have not had anyone with life membership access spots in an Eltham course.

- Point 8 – CALS planning process

This process is still underway and discussion paper 3 has been released for feedback from teams this month.

February Minutes:

N/A

5. **2016 VET graduation – update**

It was agreed that the graduation ceremony was a great success. There was discussion around the Diploma of Project Management and whether we have plans to offer this to the broader public.

It was felt that there would be a lot of potential for this qualification across a range of industry areas. Maggie pointed out that it would be a significant amount of work to develop this for a new audience and suggested that we wait until the new Council direction is understood before we explore this.

Certificate IV in Training and Assessment:

It was announced at graduation that L&LN had been approved by the Victorian Registration and Qualification Authority (VRQA) to deliver the new Certificate IV in Training and Assessment qualification and that we are one of only five in Australia to be approved at this time.

The Committee wished to acknowledge the significant work of Cindy Geyer throughout this process and that it is a testament to her professionalism.

6. **Policies for review:**

- Document development and version control policy – no comments.
- Learner Support Policy –

Question – do we use an interpreter service as part of our learner support. To date we have not been required to so do however our team are aware of how to access these if required.

Both policies were approved.

Moved: John Brownrigg

7. **COM membership – recruitment drive**

This issue was discussed and it was agreed that we could aim to recruit up to 9 members as a manageable number. We would be seeking people with specific skills to match our business areas and some suggestions were:

- Traders Associations
- Schools
- Libraries
- healthAbility or similar community based organisations

- Young people – youth services or agencies

Maggie to coordinate some marketing messages for this using facebook and our website.

8. Other business

- Resignation – Pauline Gordon – GM Community and Leisure

Pauline has handed in her resignation and will finish in early May. She will be moving to Queensland to take up a position at Gimpie Regional Council as Director of Community and Corporate Services.

Paulines contribution to Nillumbik Council was acknowledged and the Committee's best wished extended to her for the future.

- Council planning session – February – Cr. Ashton

Jane spoke about the 2 day planning session with Council and senior management in February and commented that it was a very productive process that achieved some strong outcomes.

The five strategic areas were reported on and discussed in terms of the Living & Learning context and it was recognised that our current activity delivers to all five areas.

- Terms of Reference

This was moved from the February agenda – there is some work currently being undertaken at Council to standardise the Terms of Reference for Advisory Committee's. It was agreed that we will consider these at the April meeting and will consider any outcomes of this work.

ACTION: Maggie to email out the Terms of Reference tomorrow

Meeting closed at 9.25p.m.

Next meeting Wednesday 26 April at Pantom Hill.