

## **Minutes**

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**Date:** Wednesday 29 May 2019  
**Time:** 7pm – 9pm  
**Venue:** Living & Learning Nillumbik – 739 Main Road, Eltham  
**Chair:** Ruth Bailey  
**Minute taker:** Cobie Vermeulen

### **Order of business**

**Present:** Cr. Grant Brooker, Pamela Johnson, Pam Miranda, Cobie Vermeulen, Anthony Herrett, Robyn Meikle, Tess Norwood, Corrienne Nicholls and Kelly Reaburn attended from 8pm onwards.

**Apologies:** Jacqui Ward

#### **Welcome**

#### **1. 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 conflict of interest declared.

#### **2. Minutes of previous meeting**

That the minutes of the meeting of 1 May, 2019 be confirmed as a true and accurate record of the meeting.needs

**Moved:** Pam Miranda                    **Seconded:** Robyn Meikle

#### **3. Business arising from previous minutes**

##### **3.1 Update on L&LN Strategic Plan Project**

Workforce planning has still been prioritised. Cobie is actively engaged in building partnerships with other units within NSC to increase capacity through shared connections and resources.

##### **3.2 Update on Workforce planning process**

- Cobie provided copies of the current organizational chart for L&LN and shared some of the proposed changes to be approved. Updated organisational structure to be shared at the next committee meeting.
- Cobie to invite Liz Buijs to briefly attend the next committee meeting to enable the Committee to thank her in person for her wonderful contribution. Robyn will source a greeting card committee members can sign.
- One of the HR Business partners will be supporting Cobie to update all current position descriptions into the correct format, whereafter Cobie will have individual discussions with each team member to review their Position Description and identify gaps between the current PD and the functions they are currently doing. The updated Position Descriptions will then be finalised by HR.
- Cindy Geyer has requested that her working hours will be permanently reduced from a 0.6 EFT to a 0.4 EFT. This will enable her to focus only on Quality and Compliance.

### **3.3 End of Life: Continuing the Conversation**

There is a genuine shared interest amongst the Committee to keep this idea alive and continue to engage with the L&LN community to explore interest in “end of life” matters as part of its participant consultations planned for semester 2.

Cr. Brooker mentioned a free information session on the 8<sup>th</sup> of August (10am – 12pm) for Dying to Know Day (DTKD). Topics covered will include:

- Appointing an Enduring Power of Attorney
- Importance of having a valid Will
- Choosing an Executor or Estate Administrator
- What happens if you don't have a Will
- Personal Financial Administration
- Advanced care directives

<https://www.eventbrite.com.au/e/planning-ahead-dying-to-know-day-tickets-61008665561>

**Action:** Robyn to update the document to incorporate the latest feedback & suggestions.

### **3.4 Volunteer Appreciation Event**

The Committee members whom attended enjoyed the evening and provided positive feedback to be shared with the organisers. L&LN featured throughout the night, with

Cobie and Leanne attending Reception and Karyn organising promotional materials to be included into all the goodie bags.

### **3.5 Gender Equity Advocates**

Cobie has been asked to be one of the GE Advocates for NSC and have attended two half day training sessions. She is paired up with Lara Bailey (Communications Officer). The expectation is that each GE pair will attend a series of unit meetings to create awareness and share the GE analysis tool.

### **3.6 Recruitment of new Committee members**

Pamela Johnson referred a potential Committee member. Cobie had an initial phone conversation with him and will forward his contact details to Ruth to follow up and arrange a meeting to explore this further.

### **3.7 NSC Branding refresh**

The Nillumbik Shire Council Branding guidelines 2019 had been approved at a Councillors meeting on 30 April 2019. Kelly Reaburn (Head of Communications and Marketing) presented this to the Committee and confirmed that:

- “Living & Learning Nillumbik” to be unchanged
- The coral colour presently associated with L&LN will be unchanged.
- The L&LN logo has been integrated into a background pattern to be used in different formats.
- “Share, Learn and Connect” will still be used in promotion materials and other documentation.
- Contact had been made to all L&LN’s funding bodies which confirmed that a branding refresh won’t impact on any funding.
- New signage – L&LN had been identified as a priority to replace current signage as soon as possible.
- The change-over to the new branding will be rolled out in phases. Changes will be made on replacement, e.g. Certificate to be printed on current certificate paper until a new batch has to be ordered from printers.

The Committee thanked Kelly for attending the meeting. They fully endorse the new branding refresh and is excited about the opportunities it will unlock for L&LN.

## **4. Policies for Review**

None

## **5. Next meeting**

Wednesday, 26 June 2019 (7pm – 9pm) at Diamond Creek L&LN

The meeting closed at 8.45pm