

Living & Learning Nillumbik Advisory Committee



Minutes

Date: Wednesday 26 June 2019
Time: 7pm – 9pm
Venue: Living & Learning Nillumbik – 119 Cowin Street, Diamond Creek
Chair: Robyn Meikle
Minute taker: Cobie Vermeulen

Order of business

Present: Cr. Grant Brooker, Pamela Johnson, Pam Miranda, Cobie Vermeulen, Robyn Meikle, Jacqui Ward, Corrienne Nicholls

Liz Buijs attended from 7:30pm – 8pm to receive a thank you card and gift from the Committee in recognition of her contribution to L&LN.

Apologies: Ruth Bailey, Anthony Herrett, Tess Norwood

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 29 May, 2019 be confirmed as a true and accurate record of the meeting.

Moved: Pam Miranda **Seconded:** Cr. Brooker

3. Business arising from previous minutes

3.1 Update on L&LN Strategic Plan Project

Cobie will be presenting an overview of NSC Strategic plan and NSC H&WB plan to the L&LN team during a team day scheduled for Monday, 1 July. During this session she will also provide an overview of the outcomes of the L&LN Strategic Review and link the outcomes and recommendations to the NSC Plan and H&WB plan.

3.2 Update on Workforce planning process

- Cobie provided copies of the proposed organizational chart for L&LN.
Action: Cobie to include a link to the Advisory Committee
- Progress is being made on updating the Position Descriptions.
- Final approval is being seek from Corrienne to slightly increase the EFTs for two of the Customer Support Officers positions. This will increase the current capacity in this team to be able to provide additional back-end admin support to the Community- and VET programs. Going forward this will also make it possible to have an Customer Support Officer working from Panton Hill at least one day a week.
- Applications for the VET Coordinator and VET Training Facilitator positions has closed on the 30th of June with shortlisting currently underway.
- Two Community Program Facilitator positions (Diamond Creek and Panton Hill) will be advertised as soon as possible.

3.3 End of Life: Continuing the Conversation

Robyn has updated the discussion paper. Cobie has met with the Diamond Creek Men Shed who is also interested in being part of these conversations.

Ideas shared:

- Coffin making
- Death Café
- Double uhrn (potential project for potters)
- Younger people to be involved
- Link Community Engagement tem (Melanie Holt) with Committee (E.g. pop-up events)

Next meeting: Conversation to prepare for consultations with participants.

Action: "*Committee planning for community consultations*" to be added as a new item on the next Agenda.

3.4 Gender Equity Advocates

Cobie has co-delivered an information session with Lara Bailey from NSC to the Edendale team. In integrated approach towards Gender Equity principles and conversations will remain a priority for L&LN.

Item closed.

3.5 Recruitment of new Committee members

Actions:

- Ruth to follow up and arrange a meeting with the proposed candidate.
- Cobie to search for the recruitment and induction process.

3.6 NSC Branding refresh

Closed

4. Policies for Review

SM 25 – Fees charges and refund policy

- Moved: Pam Miranda
- Seconded: Jacqui Ward

HR 13 – Management of RTO staff and trainers policy

- Moved: Jacqui Ward
- Seconded: Pam Miranda

5. New Business

5.1 2018 ATQF QI LSS Registering Body Report for L&LN

Cobie shared the outcome of this report. Overall feedback from students was positive. No employer feedback was received, which should be prioritised.

5.2 L&LN Team day on 1st of July 2019

A team day has been scheduled at Hurstbridge Hub for the 1st of July and Cobie has asked representatives from Community Programs, VET, Hurstbridge Hub and the Business & Customer Support team to deliver an overview of their area of expertise. Cobie will present an overview of the NSC Strategic plan, the NSC H&WB plan, the Neighbourhood House guidelines and the important link L&LN has to all of the above.

David Twyerold (Consultant – L&LN Strategic review) and Simon Warren (HR Partner at NSC) will deliver a session on our values. There will also be a session on mindfulness (external presenter) and a few fun activities throughout the day. Kelly Reaburn (Comms and Marketing) will lead a session on the Marketing Strategy for L&LN. Corrienne will attend the full day.

6. Next meeting

Wednesday, 24 July 2019 (7pm – 9pm) at Eltham L&LN.

The meeting closed at 8.45pm

Living & Learning Nillumbik Advisory Committee Meeting

Minutes

Date: Wednesday 9 October 2019
Time: 7pm – 9pm
Venue: Living & Learning Nillumbik – Eltham
Chair: Ruth Bailey
Minute taker: Cobie Vermeulen

Order of business

Present: Cr. Grant Brooker, Pamela Johnson, Pam Miranda, Cobie Vermeulen, Robyn Meikle, Jacqui Ward, Corrienne Nicholls, Ruth Bailey, Anthony Herrett; Kellie Grocock

Apologies: Tess Norwood

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 26 June, 2019 be confirmed as a true and accurate record of the meeting.

Moved: Pamela Johnson

Seconded: Robyn Meikle

3. Business arising from previous minutes

3.1 Update on L&LN Strategic Plan Project

Cobie gave a brief overview of the current focus areas within L&LN. She introduced Kellie Grocock, who had been appointed as the VET Coordinator, whom gave an overview of the VET program as well as new initiatives currently being explored and actioned.

Some examples include:

- Increase the number of pre-accredited courses delivered. L&LN had applied to add six new pre-accredited programs on scope, which includes:
 - o Introduction into Volunteering
 - o Introduction to individual Support
 - o Job Ready Skills
 - o Social Media for Small Business
 - o Introduction to Early Childhood and Care
 - o Introduction to Horticulture

- L&LN to deliver all First Aid Training and for Council employees. The first course has been scheduled for 18/10/2019.
- Preliminary planning for the following courses has commenced
 - o Mental Health First Aid
 - o Family Violence

Ruth Bailey mentioned that she may be doing some work with L&LN conducting a Job Ready program. NSC has advised that there will not be a conflict of interest providing Ruth steps out of the meeting when talking about that particular subject and it's minuted. Ruth did advise she was happy to step down from the Chair.

Over the next two months multiple strategic sessions with different team members had been scheduled to prioritise finalising L&LN's 2019/2020 business plan. L&LN is a key contributor to NSC's Health & Wellbeing Plan and will be playing a more direct role in creating future H&WB plans.

3.2 Update on Workforce planning process

- Cobie provided copies of the updated organizational chart for L&LN. The following positions have now been appointed:
 - o VET Coordinator: Kellie Grocock
 - o Training Facilitators: Jason De Ron & Magda Christodoulou
 - o Customer Support Officers: Kristy Watts & Stephanie Foster

- Community Program Coordinator (Diamond Creek): Natalie Bucknell
- Community Program Coordinator position for Panton Hill is currently being readvertised as the preferred candidate from the previous round accepted another position on short notice.

3.3 End of Life: Continuing the Conversation

A number of committee members attended the Council run event in August and reported that there was a good turnout from different age groups in the community. The Committee wants to continue to engage into conversations with community with a specific focus on what L&LN could offer from a creative perspective.

Previous Ideas shared:

- Coffin making
- Death Café
- Double urn (potential project for potters)

Action: Advisory Committee to link reference to this initiative during community consultations.

3.4 Recruitment of new Committee members

Ruth had reached out to the proposed candidate (Gareth) and at this stage he is not interested in joining the Committee but would like to remain on our contact list.

Actions:

- Cobie to liaise with Karyn Kamminga to promote the recruitment of new committee members via our newsletters and website.
- Cobie to email the 2018 - 2021 Memorandum of Understanding to the Committee.

3.5 2018 ATQF QI LSS Registering Body Report for L&LN

Cobie reported back that upon further investigation the zero value associated with the employer feedback is linked to Traineeships which L&LN currently does not have.

Closed.

3.6 L&LN Team day on 1st of July 2019

The L&LN team day was held on the 1st of July at Hurstbridge Hub with Corrienne and all staff (except Cindy Geyer) attending. Each team (VET, Community Programs; Business and Customer Support & Hurstbridge Community Hub) was asked to do a brief presentation on what their team does and shared some success stories. Cobie presented a brief overview of the NSC Strategic plan, the NSC H&WB plan, the Neighbourhood House guidelines and the important link L&LN has to all of the above.

David Twyerold (Consultant – L&LN Strategic review) and Simon Warren (HR Partner at NSC) facilitated a Values session which focused on highlighting the Council values and what that practically mean for the L&LN team. These values are: Respect, Integrity, Collaboration, Community and Adaptability. During the team meeting this week Simon facilitated a follow-up session to identify some key priorities and action we could focus on as team.

An external trainer delivered a practical session on mindfulness and Kelly Reaburn (Comms and Marketing) presented an overview of what we should be focusing on in our Marketing Strategy for L&LN.

Closed

4. Policies for Review

TA 16 – Training and Assessment policy v2

- Moved: Pam Miranda
- Seconded: Robyn Meikle

5. New Business

5.1 Meeting dates for 2020

It was decided to continue meeting on Wednesdays once a month, starting at 7pm. No meetings to be scheduled during school holidays and March graduation to replace the March meeting.

Cobie would like to invite L&LN team members to each meeting. Leanne Wilson (Team Leader Business Support) will be invited to the next meeting to provide a financial overview.

Actions:

- Cobie to draft meeting dates for 2020 and present at next meeting.

- Cobie to invite Leanne Wilson to the next meeting.

5.2 Green groups (mending/repairs)

Jacqui noticed that there is currently a high level of energy in the community around environmental consciousness and the sustainable use of resources. As example, Warrandyte hosts a repair café once a month.

This could be a valuable intergenerational opportunity where older members of the community could share ideas and teach skills to the younger generations. Ideas include:

- Maintenance and repair of tools
- Sharing of resources
- Kitchen sharing programs
- Reuse of containers (e.g. liquid soap, cleaning products)
- Partnership with Men's shed

Action: Advisory Committee to link reference to this initiative during community consultations.

5.3 Online module for volunteer: Child Safe Standards

Cobie reminded all Committee members to complete this training as soon as possible.

Action: Cobie to follow up with email to Nicky Forster (Volunteer Development Officer at NSC) to resend the training link to all.

5.4 Committee planning for community consultations

The Committee would like to engage in follow-up conversations with our community. This should include students and participants across different programs, and where possible also include past students and participants.

A template to guide conversations was developed during the previous round of consultations and need to be reviewed. A consultation schedule to be finalised.

Actions:

- Ruth to email the previous templates to seek input from members.
- Cobie to research potential options for name tags for Committee members.

5.5 Learn Local information on ACFE website

Ruth came across valuable resources on the ACFE website to support the Committee.

Examples include:

- Recruitment brochure
- Handbook
- PP on capability framework
- Self-assessment guide and tool

Action: Ruth to email link to the website to all.

6. Next meetings

Wednesday, 27 November 2019 (7pm – 9pm) at Eltham L&LN.

Wednesday, 11 December 2019 (6pm): Christmas dinner at The Greek Place

Living & Learning Nillumbik Advisory Committee Meeting

Minutes

Date: Wednesday 27 November 2019
Time: 7pm – 9pm
Venue: Living & Learning Nillumbik – Eltham
Chair: Ruth Bailey
Minute taker: Cobie Vermeulen

Order of business

Present: Cr Grant Brooker, Pamela Johnson, Pam Miranda, Cobie Vermeulen, Robyn Meikle, Jacqui Ward, Ruth Bailey, Anthony Herrett, Dianna Finn, Leanne Wilson

Apologies: Tess Norwood, Corrienne Nichols

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 9 October, 2019 be confirmed as a true and accurate record of the meeting.

Moved: Robyn Meikle

Seconded: Grant Brooker

3. Business arising from previous minutes

3.1 Update on L&LN Strategic Plan Project

Recommendations from the Service Review have formed actions within the 2019/2020 Business plan which are in alignment with Council's strategic actions. Cobie presented a brief overview of current matters to be taken into consideration for future strategies.

As a result of staff changes in the L&LN team, but also changes within Council, the initial focus of 2020 should be on reviewing and redefining L&LN's role within Council as well as the community.

A focus area for L&LN should be to increase the pre-accredited course offering. As per the previous minutes, L&LN had applied to add six new pre-accredited programs on scope and is optimistically awaiting approval. One of this programs is 'Job Ready Skills'. Ruth Baily is currently in discussion with L&LN to be involved in a training capacity. Should this program be offered, Ruth will step down as the chair for the Advisory Committee.

3.2 Update on Workforce planning process

- Cobie provided copies of the updated organizational chart for L&LN. The following positions have now been appointed:
 - o Community Program Coordinator (Panton Hill): Erin Elderhurst

3.3 End of Life: Continuing the Conversation

It was decided that the Committee will link reference to this initiative during community consultations.

3.4 Recruitment of new Committee members

Dianna Finn, whom is a local Eltham resident, attended this meeting as she might be interested in joining the Committee.

Action: Ruth to follow up with Dianna.

The recruitment of new committee members via our website and newsletters had been actioned.

3.5 Meeting dates for 2020

Cobie presented a Draft document capturing proposed dates for 2020. Some changes were made.

Action: Cobie to update the Meeting date document and email to all Committee members.

3.6 Green groups (mending/repairs)

During the previous meeting Jacqui mentioned that there is currently a high level of energy in the community around environmental consciousness and the sustainable use of resources) E.g. Warrandyte's monthly repair café

This could be a valuable intergenerational opportunity where older members of the community could share ideas and teach skills to the younger generations. Ideas include:

- Maintenance and repair of tools
- Sharing of resources
- Kitchen sharing programs
- Reuse of containers (e.g. liquid soap, cleaning products)
- Partnership with Men's shed

Actions:

- Discuss this with Community Program coordinators at the next meeting
- Advisory Committee to link reference to this initiative during community consultations

3.7 Online module for volunteers: Child Safe Standards

Cobie reminded everyone to complete this online module.

3.8 Committee planning for community consultations

It was decided to schedule daytime planning day for the Committee to focus specifically on all planning considerations associated with community consultations.

Date: 19 February 2020 (9am – 3pm)

Action: Cobie to send an invite to all committee members as well as key L&LN team members.

3.9 Learn Local information on ACFE Website/ Governance, Funding and Reporting

Ruth have sent this information out to everyone.

Closed.

4. Policies for Review

TA20 – Training Package Transition Policy V3

- Moved: Ruth Bailey
- Seconded: Robyn Meikle

TA18 – VET Course Development Policy V3

The Committee requires further clarification around a statement in 3.4: *“the human resources that will be required for delivery and assessment, including competency requirements of the trainers and assessors of the course”*

Action: Cobie to ask Cindy to clarify.

SM23 – Qualifications and Statements Issuing Policy V3

- Moved: Robyn Meikle
- Seconded: Pam Miranda

5. New Business

5.1 Hurstbridge Community Hub

It had been decided that the Hurstbridge Community Hub will no longer report into L&LN as L&LN does not have the staffing capacity to Community Development in Hurstbridge. Going forward the opportunity will still remain to deliver programs and training from the Hub under the L&LN banner.

5.2 Budget presentation

Leanne Wilson, Team Leader Business & Customer Support, presented a snapshot of the budget. This presentation resulted in conversations around:

- the importance of reviewing the current accredited programs L&LN has on scope as:

- The following qualifications are on the free TAFE list:
 - Cert III in Early Childhood Education and Care (CHC30113)
 - Diploma of Early Childhood Education and Care (CHC50113)
 - Cert III in Individual Support (CHC33015)
- All the current programs are regarded as 'High Risk'
- The importance of increasing the pre-accredited programs on scope
- The importance of delivering Fee for Service training
- The potential of delivering training for other units within Council
- The need to have an increased focus on creating pathways to other programs

Action: Leanne to present a budget update mid-year.

5.3 NENHN Committee

Cobie and Karyn have both been selected on the 2020 committee for the North Eastern Neighbourhood House Network.

6. Next meetings

Wednesday, 11 December 2019 (6pm): Christmas dinner at The Greek Place

Wednesday, 12 February 2020 (7pm – 9pm at Eltham L&LN)

Living & Learning Nillumbik Advisory Committee Meeting

Minutes

Date: Wednesday 12 February 2020
Time: 7pm – 9pm
Venue: Living & Learning Nillumbik – Eltham
Chair: Ruth Bailey
Minute taker: Cobie Vermeulen

Order of business

Present: Cr. Grant Brooker, Robyn Meikle, Jacqui Ward, Ruth Bailey, Anthony Herrett, Dianna Finn, Leanne Wilson, Corrienne Nicholls, Cobie Vermeulen, Kellie Grocock

Apologies: Tess Norwood, Pamela Johnson, Pam Miranda

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 9 October, 2019 be confirmed as a true and accurate record of the meeting.

Moved: Robyn Meikle

Seconded: Dianna Finn

3. Business arising from previous minutes

3.1 Update on L&LN Strategic Plan Project

Cobie provided a brief overview of upcoming focus areas. NSC has engaged David Twyerold to support L&LN through the next phase of strategic planning to identify opportunities to diversify our current program offering to ensure a sustainable future.

3.2 Update on Workforce planning process

- Karyn Kamminga (CP Coordinator Eltham) and Cindy Geyer (Quality and Compliance Officer) both resigned at the end of 2019. Their positions are currently vacant. Cobie presented a brief overview of the interim team arrangements to cover for these positions.
- Cobie will be meeting with HR and Finance around the best options for final workforce planning.

3.3 End of Life: Continuing the Conversation

Reference to this initiative will be included in the community consultations.

3.4 Recruitment of new Committee members

- Tess Norwood stepped down from the Committee, but has offered ongoing support to programs.
- Ruth Bailey stepped down as Chair person and Robyn Meikle has offered to step up as the new Chair person. The Committee approved this and thanked both Ruth and Robyn for their ongoing support to L&LN.
 - o Vice Chair position is currently vacant and the Committee was asked to consider who will be taking up this position.
- Corrienne will reach out to the Youth team to share an invitation across their networks.
- L&LN will share this through Instagram, Facebook, eNews and emails to previous students.

3.5 Meeting dates for 2020

Cobie presented an updated Meeting Schedule for 2020. Graduation ceremony had been cancelled and will be replaced by a Committee meeting at Eltham on Wednesday, 18 March at 7pm.

3.6 Green groups (mending/repairs)

Advisory Committee to link reference to this initiative during community consultations.

3.7 Online module for volunteers: Child Safe Standards

Cobie reminded everyone to complete this online module.

Action: Cobie to follow up with Nicky at NSC to identify whom still have to complete this online module.

3.8 Committee planning for community consultations

Date: 19 February 2020 in the Pavilion at L&LN Eltham (9am – 3pm)

Action: Cobie to send final Agenda out.

4. Policies for Review

TA18 – VET Course Development Policy V3

- Moved: Jacqui Ward
- Seconded: Ruth Bailey

5. New Business

5.1 Training overview and update

Kellie Grocock, Training Coordinator L&LN, presented an overview of the current program offering in both the accredited and pre-accredited space. It had been decided that Kellie will be working closely with the Community Program Coordinators to identify potential short courses which could be delivered from any of the L&LN sites.

5.2 Councillor briefing and future update

Corrienne and Cobie will be presenting an update on strategic outcomes to Councillors during the second half of this year around a sustainable future for L&LN. David Twyerold from Genesis Solutions had been engaged and will be supporting L&LN.

5.3 Graduation – 18 March 2019

It was decided to cancel this year's graduation ceremony due to only 15 students being able to attend. This is a result of:

- Only one Individual Support class completed due to the free TAFE impact
- Only one Certificate III in Early Childhood Education and Care group complete with the second group still in progress
- Diploma in Early Childhood is still in progress.
- TAE is also still in progress with only 4 students completed to date.

As L&LN comprises of a relatively new team we would like to “reinvent” the format of the traditional graduation and morph it into rather a celebration (rebrand) of us as an organisation. The focus should not only be on celebrating our students' achievements, but rather to include all cohorts of people that lend their time to L&LN in a volunteer and professional capacity. Current ideas to be explored are:

- Recognise volunteer, tutor, trainer contributions
- Recognise long standing committee members
- Recognise our maker space participants/organisers
- Introduce recognition for our Pre-Accredited student who complete studies.
- Recognise placement providers and industry partnerships

5.4 New signage for all L&LN sites

New signage had been approved at all three centres. These would be lit at night time.

5.5 Neighbourhood House Victoria Conference (4 – 6 March)

The annual NHVic Conference will be held from 4 – 6 March in Lorne. This year Cobie, Erin, Natalie, Leanne and Kellie will be representing L&LN.

6. Next meetings

Wednesday, 18 March 2020: 7pm – 9pm at Eltham L&LN

Arts & Cultural Advisory Committee Minutes

Date: Monday, 20 April 2020
Time: 7pm to 8.30pm
Venue: Via Skype
Chair: Mayor Cr Karen Egan, Chair Arts and Cultural Advisory Committee
Minute taker: Sarah Hammond, Community Arts & Cultural Engagement Officer

Order of Business

Action

1. Welcome and introductions

Present: Mayor Cr Karen Egan, Cr Jane Ashton, Leanne Ipsen, Brian Gilkes, Pat Reynolds, Emma Roussel, Tessa Christie, Thomas McEvoy, Ona Henderson, Syd Tunn, Rebecca Davies, Lloyd Godman, Alli Spoor, Dennis Coard, Gillian Essex

Officers: Corrienne Nichols (Executive Manager Community Services), Melanie Holt (Manager Community Partnerships), Simon Doyle (Coordinator Arts & Cultural Development), Sarah Hammond (Community Arts & Cultural Engagement Officer, Emma Mayall (Curator & Collections Management Officer)

Apologies: n/a

2. Committee acceptance, volunteer induction and training

Requirements and process outlined.

All community committee members

3. Conflict of interest and Assembly of Councilor Form

No conflict of interests reported. Assembly of Councillor Form lodged.

Sarah Hammond

4. Minutes from previous meetings

That the minutes of the meeting held on 16 December 2019 are confirmed as a true and accurate record of the meeting.

Moved
Gillian Essex
Seconded
Brian Gilkes

5. Matters Arising

5.1 Regional Gallery Business Case and Masterplan Update
Discussed at Item no. 7

5.2 Acquisitions update

Simon confirmed that Yandell Walton's digital artwork, *Transient Entanglement*, has been acquired into Council's Visual Art Collection. It is currently being held in the fine arts storage facility along with most of the art collection.

5.3 Busking Fees

Simon confirmed that there is still a permit fee for buskers.

5.4 Nillumbik Youth Productions Documentary Video

Simon confirmed that committee members were provided with a link to a very short documentary on Nillumbik Youth Productions. Mayor Cr. Karen Egan praised the group on their achievements.

Simon Doyle to investigate process to revoke this fee in line with Arts & Cultural Plan.

6. Update on new Arts & Cultural Development Staff

Simon advised that all vacant positions have now been filled and the team is:

Simon Doyle, Coordinator Arts & Cultural Development
Sarah Hammond, Community Arts & Cultural Engagement Officer
Emma Mayall, Curator & Collections Management Officer
Richard Holt, Arts Development Officer
Ali Griffin, Exhibitions Support Officer

7. Regional Gallery Business Case and Masterplan Update

At the October 29 Ordinary Meeting Council endorsed the continuation of a business case and masterplan for a regional or municipal gallery at 895 Main Street, Eltham or another council owned facility/site. Also to be investigated are options of public/private partnerships (non-site specific).

Mayor Cr. Karen Egan advised that this project is currently on hold, pending advice from State Government.

8. Update on the Eltham Library Community Gallery

Sarah advised that Ali Griffin, Exhibitions Support Officer will be taking over the Eltham Library Community Gallery portfolio.

Due to COVID-19 restrictions, exhibitions are being presented digitally via Facebook until further notice. Exhibitors who are unable to have a physical exhibition will be offered an automatic space in the 2021 program.

Gillian Essex mentioned how wonderful the last exhibition (*Stable Art*) was and offered her congratulations to the Arts and Cultural Development Team.

9. Acquisitions

Purchase for Visual Art Collection

9.1 Mary-Lou Pittard

The Committee unanimously voted to acquire Mary-Lou Pittard's *Fruitbowl* (Stoneware)

Recommended for Visual Art Collection

Emma Mayall to organise acquisition

Purchase for Visual Art or Civic Collection

9.2 Susie Raz

The Committee unanimously voted to acquire Susie Raz's *How do we comfort those who have lost everything?* (Mixed media on paper)

Recommended for Civic Art Collection

Sarah Hammond
to organise
acquisition

10. Arts and Cultural Development activities during COVID-19

Arts and Cultural Development Officers introduced a suite of artist opportunities that will be introduced at the beginning of May in response to the COVID-19 pandemic.

Art in the Time of COVID-19: Council is offering multiple visual art commissions to create new artworks in any medium that respond to the theme 'Art in the Time of COVID-19'. Commissioned artworks will be exhibited in September 2020 during Nillumbik Shire Council's Major Collections Exhibition at Montsalvat, in Eltham.

Live Streaming in the Time of COVID-19: Council is inviting artists to submit an application to host live streaming arts and/or cultural events via Facebook. The paid events are open to all artists/ any art form suitable for live streaming and will be presented during May and June 2020.

Written in the Time of COVID-19: Council is inviting writers to create new short texts that respond to the theme 'Written in the Time of COVID-19'. Selected works will be 'published' as temporary stencilled text installations on Nillumbik walkways. This form of publication acknowledges the increased importance of walking as an outdoor experience within the constraints of the COVID-19 response. Installation of selected texts will commence in early June.

A promotional campaign will accompany these opportunities and Committee members are requested to help promote them through their own networks. Committee members were also encouraged to follow the NSCArts Facebook page and to subscribe to the E.News.

All Committee
Members to
subscribe

<https://www.facebook.com/NSCArts>
[Artist Opportunities](#)

11. Other Business

Mayor Cr. Karen Egan extended congratulations and thanks to Ona Henderson and Syd Tunn for embracing technology to do some great online work during the current COVID-19 restrictions. Ona and Syd advised that **Nillumbik Artists Open Studios** were presently presenting virtual studio tours and had introduced an online shop. Ona requested advice on what they should do with all their undistributed program booklets and pamphlets. Ona advised that they were thinking of asking local businesses such as cafes and restaurants if they could include them with their take-away and delivery items. Nillumbik Artists Open Studios to make contact with Danielle Phyland, Council's Economic Development and Tourism Coordinator.

<https://www.artistsopenstudios.com/>
<https://www.facebook.com/nillumbikartistsopenstudios/>

Discussion regarding the **Written in the time of COVID-19** artist opportunity:

- Matt Blackwood's experience with literary work in public spaces acknowledged as a potential good source of local knowledge for the Written in the time of COVID-19 project.
- Concern also voiced over people stopping to read the works being unable to implement social distancing rules.
- Potential for a people's choice award and opportunity for local artists to assist in the production of the artwork.

Richard Holt to address these items in his project planning.

The **U3A Art Group** via Leanne Ipsen wishes to enquire about what arrangements have been made for the Edendale Homestead to display visual art.

Simon Doyle to follow up and report back at the next meeting.

Dennis Coard advised the committee that **La Mama's** 4 year operational funding had been withdrawn by the Australia Council for the Arts. Nillumbik has a long-standing association with La Mama. Dennis advised that a request for a recovery package for La Mama has been lodged and members were invited to support this by contacting their local MPs. Sarah to forward further information,

<https://lamama.com.au/> (link to media release – La Mama Theatre responds to four year funding outcomes)

Cr Jane Ashton queried the status of **Wadambuk Gallery's** annual grant project. Lloyd Godman advised that the security system had been purchased but was not yet installed and that signage for the gallery was also an imperative component of the project. A postal art exhibition proposal is being explored. The general concept is to invite people aged between 1 – 100 years old to create an A4 artwork and post it in for exhibition. The exhibition could also potentially be presented digitally.

Sarah advised that artists had been quick to adapt to the restrictions of COVID-19 by presenting events and activities digitally. Arts and Cultural Development have invited artists and artist groups to share their events and activities to the NSCArts Facebook page.

12. 2020 Meeting Dates

The next meeting is scheduled for **Monday, 15 June 2020. 7 – 9pm.**
Venue to be confirmed.

Subsequent meeting dates area:
Monday, 31 August 2020. 7 – 9pm
Monday, 7 December 2020. 7 – 9pm

13. Close

The meeting closed at 8.30pm.

Living & Learning Nillumbik Advisory Committee Meeting

Minutes

Date: Wednesday 22 April 2020

Time: 7pm – 9pm

Venue: Remote via MS Teams

Chair: Robyn Meikle

Minute taker: Cobie Vermeulen

Order of business

Present: Cr. Grant Brooker, Robyn Meikle, Jacqui Ward, Ruth Bailey, Anthony Herrett, Deanna Finn, Pam Miranda, Pamela Johnson, Leanne Wilson, Corrienne Nicholls, Cobie Vermeulen, Kellie Grocock

Apologies: None

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 12 February 2020 be confirmed as a true and accurate record of the meeting.

Moved: Cr. Grant Brooker

Seconded: Ruth Bailey

3. Business arising from previous minutes

3.1 Update on Workforce planning process

- Erin Elderhurst has been transferred from Panton Hill to Eltham. Due to COVID-19 all recruitment had been put on halt and the Panton Hill CP position will be advertised as soon as recruitment is possible. At this stage Erin and Natalie are supporting Panton Hill.
- Kim Reid has joined the Customer Support Team.
- All staff is currently working from home and the expectation is that this arrangement will be in place till the end of May when Council.

3.2 End of Life: Continuing the Conversation

Reference to this initiative will be included in the community consultations.

Closed

3.3 Recruitment of new Committee members

- Robyn asked to that everyone consider who will be taking up the vice-chair position which is currently vacant.
- Cobie has been in contact with Katie Camilleri.
Action: Cobie to follow up again with Katie.
- Neighbourhood House week is coming up and L&LN will share this through Instagram, Facebook, eNews and emails to previous students.
- The Community engagement process will also provide opportunities to identify and reach out to potential candidates.

3.4 Online module for volunteers: Child Safe Standards

Action: Cobie to follow up with Erin and Natalie to identify whom still have to complete this online module.

3.5 Debrief from staff attendance at NHVic Conference

Erin, Natalie, Cobie, Kellie and Leanne attended the annual NHVic Neighbourhood House conference from 4 – 6 March. Kellie, Leanne and Cobie provided positive feedback. It was an excellent platform to network, learn from other NH and connect as a team. Cobie shared some fun photos.

Closed

3.6 Committee planning for community consultations

This event took place at Eltham L&LN centre on the 19th of February and was well attended by committee members, the L&LN team and key staff members from NSC.

Robyn provided a brief overview of what was shared on the day and thanked everyone for their contributions.

It was decided that a face-to-face platform would be more beneficial for further planning and that this process will be put on halt until we are able to meet as a group.

4. Policies for Review

Kellie highlighted that it is not an audit requirement to review all policies on an ongoing manner. Policies should be reviewed and updated when there is a change in the Standards or delivery changes. Policies will still be reviewed on an ongoing basis as part of internal audits.

Action: Kellie and Cobie to provide a summary of L&LN policies to Committee at the next meeting. Going forward there will still be a standing item on the Agenda under which all policies which had been reviewed will be listed. Any major changes will still have to be reviewed and approved by the Committee.

5. New Business

5.1 COVID 19 update

5.1.1 Community Programs

- All face-to-face CP programs have been cancelled and where possible online alternatives have been offered to tutors and participants.
- The CP Coordinators are focusing on ensuring all participants stay connected and are exploring ways to increase online options.

5.1.2 Accredited Training

- Kellie shared that all accredited programs have now moved to an online platform.
- All students were called individually by Jason and Magda which provided us with valuable information around connectivity, IT needs, personal challenges and additional support students might require.
- Trainers and students have been supported to connect via MS Teams.
- Resources are being reviewed and developed to ensure it meets compliance requirements and are easy to use.
- All sessions will be recorded and recording will be made available to students who are unable to commit to a specific session due to other family commitments, connectivity issues, etc.
- A dedicated weekly learning plan was developed to provide students with specific details around when they could connect with trainers, what will be covered, links to additional resources, etc.

5.1.3 Pre-accredited Training

- All pre-accredited training is currently on hold as students require access to Edendale Farm.
- Cobie, Kellie and Magda will attend an ACFE session on 23/4 during which Maria Peters, ACFE Board Chair Person, will address some of the challenges providers are currently facing and what options and support there might be available.

5.1.4 Staffing and site operations

- The CS team is currently liaising on an individual basis with each of our participants to explain refund and credit transfer options available to them.
- Term 1 closure of centres: 230 participants were affected
- Term 2 cancellations of programs: All participants will get the option to either a refund or transfer to Term 3.
- Annual enrolments and MakerSpace participants (N = 215) will be offered a 25% refund.

5.2 Working for Victoria Fund

The \$500 million Working for Victoria initiative helps Victorians, including people who have lost their jobs due to the economic impacts of coronavirus (COVID-19), find new work opportunities. L&LN has successfully applied for the following 6 month positions:

- E-learning training advisor
- Digital communication advisor
- Education resource developer (X3)
- Admin Support Online Training
- Project Manager Online Transition
- Auslan tutor
- Tutors (x20)

5.3 RTO Re-registration Audit

L&LN has been informed to expect a desk-top audit in August. As soon as the training team has completed most of the transitioning to online delivery, the focus will shift back to audit preparation.

5.4 Other projects underway

- Business Classification Scheme consultation and transitioning
- Promapp processes – Continuous improvement
- Review of Student Management System
- Review of online platforms for current and future use
- Partnership with Diamond Valley Community Support (Volunteer training)
- Partnerships within NSC (Youth, Positive Ageing, Maternal Child Health, Inclusion, etc.)
- NHVic Annual Survey. The due date has been extended.
- NHVic NH week (8 – 15 May)
- Volunteer week (17 – 25 May)
- BeConnected equipment grant application underway

6. Next meetings

Wednesday, 27 May 2020: 7pm – 9pm via MS Teams

Environment and Sustainability Advisory Committee Minutes



Date: Wednesday 6 May 2020
Time: 7.00pm – 8.30pm
Venue: Online via Zoom video conferencing
Chair: Cr Jane Ashton
Zoom moderator: Lisa Pittle
Minute taker: Kate Shannon

1. Welcome

Present: Cr Jane Ashton, Kirsten Reedy, Lisa Pittle, Kate Shannon, Alan Thatcher, John Huf, Aidan Somers, Andrew Robinson, Narelle Campbell, David Turner, John Brennan, Zac Lombardo, Areej Hashmi-Weyman, Elley Thomas, Sali Bache

Apologies: Liz Parsons, Carol Jadraque

Absent: Lauren Poulton

2. Conflict of interest

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.

Narelle Campbell declared a general conflict of interest as an employee of the Victorian government's Department of Health and Human Services.

3. Confirmation of minutes

Confirmation of the minutes of the committee meeting on 11 December 2019.

Moved: John Huff

Second: Aiden Somers

4. Covid-19

- Officers sought feedback on Covid-ESAC related issues that the committee would like to feed through to the wider committee and council. It was noted that COVID has highlighted pockets of vulnerability in the Shire and that it was an opportunity for Council to facilitate community capacity building for future self support and resilience.

Action 1: *Officers to pass this feedback on to Council's community development team*

- Council's bid for 'Working for Victoria' environment positions was outlined. We have applied for 2 x 10 person operational crews who could undertake woody weed control across public and private land; personnel to carry out additional litter control on public land and roadsides; and personnel who could undertake biodiversity monitoring and who could provide additional land management support.

5. ESAC reports presented by sub committees and Council officers.

A summary of Council environment and sustainability activity was circulated prior to the meeting ([Attachment 1](#)).

5.1 Waste and Recycling

- Update provided on the National Waste Policy Action Plan, Recycling Victoria, new waste bin options and the impact of COVID-19 on waste services.
- Committee member discussions around whether there are industry plans for dealing with the end products of recycling, whether there is State money attached to the initiative or just a requirement to increase diversion/reduce waste, and the possibility of meeting targets earlier than required by the Plans, e.g. glass.
- Negligible covid impact to date on waste collection services. Temporary closure of Recycling Centre which has since been reopened.

Action 2: Provide a copy of the waste powerpoint presentation plus a summary of new Nillumbik bin options with the minutes (Refer [Attachments 2 and 3](#))

Action 3: Waste/recycling sub committee to meet prior to next ESAC meeting.

5.2 Environment and Sustainability Education and Engagement

- Update provided on how environment & sustainability education and engagement activities are being adapted to meet COVID-19 restrictions, by Kate Shannon

Update covered Queensland Fruit Fly (QFF) action and engagement, Equine Pasture Management training, Nestbox webinar, Mushroom Discovery Workshop, Gardens for Wildlife, Practically Green events.

ESAC Recommendation: That Councillors are briefed on the QFF issue, that Council officers liaise with neighbouring councils including the Shire of Yarra Ranges, and that State Government be actively lobbied to provide local biosecurity support.

Action 4: ESAC QFF working group meeting to discuss the matter in more detail and to formulate a recommendation to put to Council.

- Australian Energy Foundation energy advice opportunity – Council has engaged AEF for a 12 month pilot period to provide the Nillumbik community with free energy efficiency advice, commencing 1 July 2020. Outcomes to be evaluated to determine whether to continue after the pilot period.

5.3 Renewable Energy

Council joined the Cities Power Partnership in January 2020. A Nillumbik specific page will be established on the CPP website shortly. We have made five pledges as part of our membership.

Action 5: List the pledges in the meeting minutes:

1. Use council resources to support the community uptake of renewable energy
2. Install renewable energy (solar PV and battery storage) on Council buildings
3. Investigate opening up unused council managed land for renewable energy production
4. Roll out energy efficient lighting across the municipality

5. Support local community energy groups with their community energy initiatives.

These pledges are already being actioned. Additional action areas will be identified via the development of Council's new Climate Action Plan.

Discussion around whether Council has considered joining the Global Covenant of Mayors for Climate and Energy. There are many such bodies that Councils can join so it's important that we select carefully in order that membership can be resourced, be meaningful and to ensure that it aligns with Council policy.

Action 6: *Sustainability Officer to communicate thinking around the Global Covenant of Mayors for Climate and Energy with ESAC*

5.4 Climate

Suggestions were sought regarding the Climate Action Plan community consultation topics/questions.

Committee members discussed the purpose of the consultation, the role of the community in this process and expressed interest in seeing the proposed scope. Committee members asked that they be involved earlier in the process.

Officers said that the scope for community consultation is yet to be determined. We will look to the providers of the consultation to guide us in regards to best practice methodology.

Several discussion points were raised by ESAC members via the Zoom chat function:

- The consultation process should include an assessment of the community's appetite for increased costs through rates and other measures to achieve outcomes, in order for future councillors to have a firm grasp of the expectations of the community and to enable sustainable policy commitments. If Council gets that element wrong then any plan will very quickly become politicised and hotly contested.
- Great idea (re above point). Tolerance in specificity would be helpful too – 10% increase, 25% increase – because at the end of the day that informs action capability in the plan.
- We need to know what level of input residents believe Council should be involved in. For example, is Council responsible for:
 - o Their own emissions / climate change strategies only
 - o Providing education and information for the community
 - o Being a facilitator in coordination with business and the community
 - o Being an innovator and participant
 - o Being a networker and advocate.
- Is it useful for this committee to have a look at the decision criteria that Council has for selecting consultants.
- Should biodiversity be a standalone climate action plan goal
- Happy to meet early (via working group / sub committee) to discuss climate action

Action 7: *Officers to provide information on the evolving Climate Plan scope, on what level of engagement is intended to be undertaken with the community, and the purpose of the consultation.*

5.5 Biodiversity and the Natural Environment

Council is in the process of advocating to the State government, requesting future biodiversity funding, as most of the funding for Council's biodiversity work comes from the State government and much of that funding is coming to an end on 30 June.

ESAC suggestions on what could be considered for inclusion within future biodiversity projects/grant applications can be invited for discussion at a future meeting.

Several discussion points were raised by ESAC members verbally and via the Zoom chat function:

- Has bushfire mitigation been included as part of the project evaluation?
- Outcomes sound great – could we include learnings for Nillumbik from these programs so we know what worked and didn't.
- Would be great to receive a report on large-scale (grant funded biodiversity) programs in advance of the next meeting so we can arrive with some pre-formed discussion points.
- What are the potential long term implications to biodiversity funding for councils post global pandemic? Is this financial strain something council can be factoring in their strategic planning, and are funding cuts an issue they are anticipating to face in the next 12 months?
- Would like to see the broad policy context for biodiversity initiatives

Action 8: *Summary of the outcomes of the two grant funded biodiversity projects that are nearing completion (Rivers to Ranges and Conservation Futures) to be provided to ESAC members, along with a link to the Biodiversity 2037 State Govt policy.*

Action 9: *Biodiversity projects can be discussed as an agenda item at a future ESAC meeting.*

5.6 Greenwedge Management Plan

A representative from Council's strategic planning team will be invited to attend the next ESAC meeting to discuss Green Wedge Management Plan implementation.

5.7 Sustainable Land Management

John Huff provided a report on his attendance at the February 2020 Landcare workshop (Attachment 4).

Several discussion points were raised by ESAC members via the Zoom chat function:

- No interest in seeing Landcare until they are able to address and rectify the document they have prepared that imposes ideology on the whole of the rural part of the Shire with no input or agreement, no science – no appropriate governance or methodology and an absence of practicality or fact.

5.8 Water

A short update was provided on the progress of the development of the *Yarra Catchment Integrated Water Management Plan*, which is being facilitated by DELWP. Several ESAC members provided comments on its broad list of draft indicators and targets earlier this year.

DELWPs intent is that an agreed and evidence based set of targets for the desired state of the catchment (in 2030 and 2050) be finalised, that indicators and measures be embedded into policy and monitored to track progress, and that clear narratives emerge that explain priority issues, highlight focus areas and make the case for change.

Action 10: *Circulate the Yarra Catchment Integrated Water Management Plan when available.*

6. Other business:

6.1 ESAC ways of working

Committee members:

- queried the structure of the agenda
- requested that briefing papers be circulated before meetings
- noted that subcommittees need to become active between meetings and ‘front and centre’ at the whole of committee ESAC meetings
- noted that someone from each group should act to facilitate those sub committees and their meetings - which can occur via Zoom or a similar platform, and/or (when permitted), in person, and/or via email.

Several associated discussion points were raised by ESAC members via the Zoom chat function:

- Would be good if topic briefings were open to anyone on the committee who expresses an interest, not only the subcommittee members.
- Short written reports (even just 1 – 2 paragraphs) from the subcommittees to the ESAC for consideration would be great.

ESAC Recommendation: John Brenan, supported by Alan Thatcher, requested that papers be circulated before meetings so meeting time can be used to clarify, discuss and provide advice on agenda items.

Action 11: *The members of each sub committee to meet / communicate to discuss how they would like to operate – in terms of: communicating between ESAC meetings; identifying relevant matters to bring to ESAC/Councils attention; considering Council raised matters; and reporting to ESAC.*

Action 12: *Officers to liaise with each of the ESAC working groups/ sub committee groups to provide capacity-building assistance where required, to enable them to meet ‘virtually’.*

Action 13: *Officers to consider the manner in which information is provided to ESAC for consideration, and explore opportunities for enhancement that can be delivered within existing resources.*

6.2 Delay in State Budget

The state budget has been delayed until October, and the likelihood of funding announcements for new initiatives/expenditure that are non-Covid recovery related is uncertain. This means there will be a need to reframe what we can do to meet the environment as well as economic objectives.



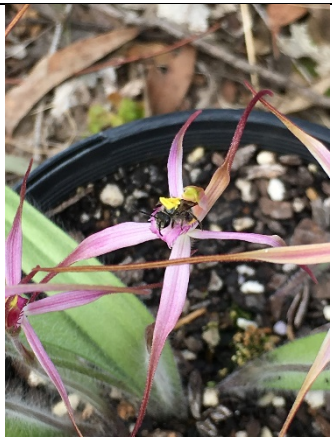
Discussion point raised by ESAC members via the Zoom chat function:

- Potential terrific economic and safety initiative for Council in the removal of Burgan across the rural parts of the Shire.




7. Next meeting date: Wednesday 17 June 2020

Committee members are invited to email through agenda item suggestions / sub-committee reports at any time.


Summary of some of what's happening in Nillumbik – environment & sustainability

Currently, Ongoing and Upcoming (over next two months):	
	<p>Queensland Fruit Fly in Nillumbik</p> <p>A QFF infestation has been found in Nillumbik. Council is supporting the community to ID the pest and is providing information to assist in eradication. The community workshop that was held on 17 February was well attended.</p> <p>An interactive map for our website has been produced for people to place a pin where they suspect they have an infestation and to include photos and information. Council will use this information to support the community and identify hot spots.</p> <p>An online community engagement program will roll out in May. Three information videos are being prepared to assist Nillumbik residents in halting the infestation. Chloe Thomson, a Hurstbridge based horticulturalist, is producing three informative “how to...” videos that will be shared via Council comms and with nurseries and hardware stores.</p> <p>In addition, Nillumbik nurseries have been visited by officers to discuss the problem and provide them with booklets and posters to support Council’s information / call to action campaign.</p>
	<p>Exciting opportunity for Nillumbik youth involvement in invasive species management</p> <p>The Intrepid Landcare weekend was scheduled to take place at Nioka Bush Camp in Plenty Gorge from Friday 15th to Sunday 17th May 2020.</p> <p>This was postponed to Spring due to the fire in Plenty Gorge (which damaged camp infrastructure) and may need to be further postponed, subject to Covid-19 restrictions.</p>
	<p>#Natureinnillumbik</p> <p>A social media campaign to help encourage residents to connect with the nature environment in their own backyard; and well as to highlight some of the positive work being done by the environment team that the community are unlikely to be aware of, has recently been launched.</p> <p>This was the first Facebook post: <i>Over the coming weeks we want to share the ways you are connecting with nature in your backyard. Being in self-isolation at home is difficult and an unsettling experience for many. Engaging with nature is a good way to stay grounded, get fresh air and take care of our mental health. Share with us the beauty in your back yard - or your favourite photos or videos of Nillumbik nature - our reserves, creeks, animals and plants. Post them to Facebook with the hashtag #natureinnillumbik and we will compile these to regularly share on our Facebook and Instagram accounts. We will</i></p>

Summary of some of what's happening in Nillumbik – environment & sustainability



Currently, Ongoing and Upcoming (over next two months):	
	<p>also share ways in which Nillumbik's environment team are working every day to protect our unique environment.</p>
<p>Climate Action Plan</p>	<p>Climate Action Plan Consultation options are being explored to gather community input to help inform the development of the new Climate Action Plan.</p>
	<p>Collaborative Deer Control Project</p> <p>Council has been awarded a federal <i>Communities Environment Program</i> grant to assist Nillumbik landholders in planning effective deer control.</p> <p>Details can be found on our website at https://www.nillumbik.vic.gov.au/Environment/Environment-projects/Collaborative-Community-Deer-Action-across-Nillumbik#section-1</p> <p>The first public event, a “Nillumbik Deer Information Session” which was scheduled for Monday 16 March and had 70 registered attendees was postponed due to Covid-19 restrictions. We are working to develop some online materials and webinars. Stay tuned!</p>
	<p>Deer control – update</p> <p>The Sugarloaf Link project commenced deer culling in the vicinity of Sugarloaf Dam in late 2019. 130 deer have been culled since late November. Culls are planned to continue at this point in time (subject to any changed Government advice) as contact with the public is not required. From now through July is an optimum period for control, particularly during the new moon phase.</p> <p>We will also be expanding our control area into part of Kangaroo Ground (as a result of the separate Federal environment grant) but the timing of this is under review as some face-to-face contact with landholders to set the program up is likely to be required.</p>
	<p>Fox control - update</p> <p>Several fox control programs took place during February with very few foxes caught. A further round of trapping is taking place in now</p>
	<p>Nillumbik Gardens for Wildlife launch - postponed</p> <p>The development of this new program has been progressing well. Volunteer garden guide training and planning was scheduled to take place in April however this has had to be postponed in response to social distancing requirements. It was hoped that the program would be opened to the public in May. All timelines are currently being reviewed and alternative ways of presenting the program are being considered</p>

Summary of some of what's happening in Nillumbik – environment & sustainability

Currently, Ongoing and Upcoming (over next two months):	
	<p>https://nestboxes.eventbrite.com.au May 26 7pm – 8pm Nestbox neighbours - nocturnal and other fauna that use nestboxes – webinar. May 26 7pm – 8pm Join presenter John Harris, principal ecologist, Wildlife Experiences for an informative online session, where he will discuss the types of animals living in the nestboxes recently installed in the Woodridge Linear Reserve, Eltham. John will talk about the range of fauna in the area, detail the importance of hollows and nestboxes, how they are monitored and show you what you need to build your own nestbox.</p>
	<p>Ongoing - Nillumbik Solar Savers Bulk Buy Program This program is running until the end of June.</p> <p>As of late April 2020:</p> <ul style="list-style-type: none"> • 101 households participated • 20 quoting • 32 quote received • 26 installs scheduled • 21 installs completed • 321kW of solar to be installed with anticipated GHG savings of 360T CO₂e /yr
	<p>Ongoing - Rivers to Ranges Project</p> <p>With funding concluding in June 2020, Council and other project partners have been advocating for future state funding.</p> <p>The project is also currently supporting the Plenty Gorge post-fire recovery.</p>
	<p>Conservation Futures Project This program seeks to protect and enhance habitat for nine threatened flora and fauna species:</p> <p>Fox control occurred in April.</p> <p>A Greenhood orchid propagation workshop scheduled for April/May, fully booked –Cancelled</p> <p>Orchid enhancement planting scheduled for May – Postponed</p> <p>With funding concluding in June 2020, Council and other project partners have been advocating for future state funding.</p>

Recent (over the past two months):	
City Power Partnership	Climate Action:

Summary of some of what's happening in Nillumbik – environment & sustainability

Recent (over the past two months):	
	Council has joined the national City Power Partnership program.
ECBC Act review	<p>Review of the Environment Protection and Biodiversity Conservation Act 1999</p> <p>An independent review of the Act is underway. A discussion paper was been released and reform options will be explored during 2020. Community submissions on the discussion paper were invited and were due by 17 April 2020. Council endorsed a Council submission at their February meeting which has since been submitted.</p>
Land Management Incentive Program	<p>Land Management Incentive Program</p> <p>46 LMIP incentive grants have been awarded to date this financial year, for land management initiatives such as rabbit control, weed control, revegetation and fencing.</p>
Nillumbik Over the Counter Offsets Program	<p>Over The Counter Offset Native Vegetation Offset program</p> <p>Quotes continue to be issued. 19 have been issued so far in 2020, with 3 progressing to purchase</p>
	<p><i>Walking, Talking, Listening, Learning walks</i></p> <p>This series, <i>Walking, Talking, Listening, Learning</i>, has been postponed due to Covid-19 restrictions. We will work with Paradoxa Collective to reschedule the remaining dates.</p>
	<p>Home Harvest Picnic 1 March 2020</p> <p>While continuing the strong traditions of the Picnic, some significant changes were made this year including the move towards being a zero waste event and engagement of Social Food Project to coordinate the preparation of the picnic food.</p> <p>Overall the 2020 HHP was a great success, lots of positive feedback was received on the event, the food, the activities and the general community feel of the event.</p> <p>443 people attended the picnic (43% of those had never attended the event before). 171kg of veggies, 63kg of fruit, 9kg honey, 59 bunches of greens, 155 bunches of herbs and 17 dozen eggs were donated by home and community gardeners to make the picnic</p>

Recycling Victoria/National Waste Policy

Note colour coding

Initiatives from National waste policy action plan

Initiatives from Recycling Victoria

Commonwealth plan initiative repeated in state plan

Example of Nillumbik Council action

1. Ban the export of waste plastic, paper, cardboard, glass and tyres commencing in the second half of 2020.
2. Reduce total waste generation in Australia by 10 per cent per person by 2030. Cut total waste generation by 15 per cent per capita by 2030.

Recycling Victoria/National Waste Policy

3. 80 per cent average resource recovery rate from all waste streams following the waste hierarchy by 2030. Divert 80 per cent of waste from landfill by 2030, and an interim target of 72 per cent by 2025. Nillumbik's average kerbside diversion rate is around 65%. State average approx. 45%.

All Victorian households to have a new glass bin or access to glass services by 2027.

Introduce a container deposit scheme by 2022-23.

Recycling Victoria/National Waste Policy

4. Significantly increase the use of recycled content by government and industry. Recycled concrete content specified for Diamond Creek Trail.
5. Phase out problematic and unnecessary plastics by 2025. Single use plastic bag ban. Council has provided a guide for festivals and events that are Council funded to help eliminate single use plastics.

Recycling Victoria/National Waste Policy

6. Halve the amount of organic waste sent to landfill for disposal by 2030. Halve the volume of organic material going to landfill between 2020 and 2030, with an interim target of 20 per cent reduction by 2025. Ensure every Victorian household has access to food and garden organic waste recycling services or local composting by 2030. Nillumbik's FOGO service introduced 2003 – recent audits show between 25 and 50% diversion of food with consistent 99% diversion of garden organics.
7. Make comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions.

Yarra Catchment Integrated Water Management Plan

Indicators and measures will be used to:

- Understand and compare our progress at a catchment scale (also sub catchment and local government area scale)
- Tailor for the Yarra Catchment performance targets to meet strategic outcomes
- Assess and prioritise IWM projects that will help us achieve the targets
- Monitor and assess progress

Yarra Catchment Integrated Water Management Plan

Strategic outcomes

Safe, secure and affordable supplies in an uncertain future

Effective and affordable wastewater systems

Opportunities are optimized to manage existing and future flood risks and impacts

Healthy and valued waterways and marine environments

Healthy and valued urban and rural landscapes

Community values are reflected in place based planning

Jobs, economic growth and innovation



Bin configuration options as of 1 July 2020

Standard waste service

- 120 litre green waste bin (lime green lid) for all food scraps and garden materials, collected weekly
- 240 litre recycling bin (yellow lid), collected fortnightly
- 120 litre landfill bin (red lid), collected fortnightly

Upsize/downsize and additional bin options

Green waste (food scraps and garden materials)

Residents can choose **one** of the following options:

- *New option* Upsize to a bigger green waste bin – 240 litre
- Additional 120 litre green waste bin –no extra annual collection charge

Recycling

- Additional 240 litre recycling bin – no extra annual collection charge

Landfill

Residents can choose **one** of the following options:

- Smaller 80 litre landfill bin
- *New option* Bigger 140 litre landfill bin
- Additional 120 litre landfill bin
- *New option* Weekly collection of 120 litre landfill bin

Special circumstances

- Medical bin – an additional 120 litre landfill bin
- Downsize recycling bin – 120 litre

REPORT TO ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE – WEDNESDAY 6 MAY 2020

Nillumbik Landcare Network Planning Workshop ‘Caring for our rural landscape’

- John Huf attended the Nillumbik Landcare Network Planning Workshop on Tuesday 3 March 2020 in response to an invitation for representation from the Environment and Sustainability Advisory Committee to attend the workshop.
- The Nillumbik Landcare Network (NLN) has developed a document titled ‘**Caring for our rural landscape**’ with the aim of guiding the collective effort of improving the condition of key natural assets within the Shire of Nillumbik.
- Members of eight of the eleven Landcare groups in the Shire had been influential in developing the document. Shire Environmental Works officers, Melbourne Water, Parks Victoria, Trust for Nature, Bush Heritage Australia, VicRoads, DWELP, Department of Primary Industries, PPWCMA, and the Yarra Ranges and Middle Yarra Landcare Networks are also recorded as providing input and support in the preparation of the document.
- According to its stated purpose, NLN has written the document for all those who have management responsibilities for private and public land and water in rural Nillumbik.
- The workshop was convened by NLN to bring together key players in public and private land management and other relevant decision makers operating in Nillumbik to identify where their current and planned actions aligned with safeguarding key strategic assets described in the **Caring for our rural landscape** document.
- The five key strategic assets in the **Caring for our rural landscape** document are:
 1. Culture of community stewardship of land
 2. Dry forests and woodlands
 3. Wet and damp forests
 4. Waterways and wetlands
 5. Cleared rural land
- The workshop process involved each representative writing down on a *Post It Note* – and then speaking to them – current and planned actions being taken or intended to be undertaken to address or mitigate present and/or potential threats to these assets. The objective was to identify where there was consistency, overlap, or gaps in approaches being undertaken by land managers in the safeguarding of these assets. Some 273 actions were recorded on the day.
- In representing the Environment and Sustainability Advisory Committee, the following comments were recorded:

“Recognition that cleared rural land and agricultural land is an important priority of the Nillumbik Landcare Network. Address the perception that Landcare is only concerned with promotion of bushland. Address concern that the NLN may influence council policies in favour of conservation at any cost. There are many rural landholders with properties outside of Landcare groups (or not participants of Landcare groups) who are concerned about regulations being imposed on their land use.”

- The exercise demonstrated the considerable amount of work being undertaken across the Shire on both public and private land to manage the quality of landholding assets and contain likely threats to these assets. It is understood that representatives from the NLN plan to attend the Environment and Sustainability Advisory Committee at a future time to explain the purpose and intent behind development of the **Caring for our rural landscape** document and comment on the findings that have been gathered to date to safeguard the quality of landholding assets.

Author's Note: John Huf has involvement in the Landcare movement having formed the Mount Pleasant-Research Landcare Group in the late 1990's as a loose coalition of landholders involved in broad acre Rabbit Control Programs. The Landcare focus for these residents nowadays largely concentrates on bushfire awareness and risk mitigation and controlling the presence of deer. John was President of the former Nillumbik Landcare Network for six years before it was wound up in 2010 due to the Shire being resourced to carry forward many of the objectives of the Network at that time, and the growing benefits of the presence of Edendale Farm which had been widely championed by the Network. The current Nillumbik Landcare Network was formed as a new entity in 2012 as part of the Bushfire Recovery Program following the Black Saturday bushfires of February 2009. The author has not had any input into the preparation of the **Caring for our rural landscape** document.

John Huf
May 2020

Living & Learning Nillumbik Advisory Committee

MINUTES

Date: Wednesday 27 May 2020
Time: 7pm – 9pm
Venue: MS Teams meeting
Chair: Robyn Meikle
Minute taker: Cobie Vermeulen

Order of business

1. **Attendees:** Cr. Grant Brooker, Robyn Meikle, Jacqui Ward, Ruth Bailey, Deanna Finn, Pam Miranda, Pamela Johnson, Cobie Vermeulen, Kellie Grocock
Apologies: Corrienne Nicholls

Welcome

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 conflict of interest declared.

3. **Minutes of previous meeting**
That the minutes of the meeting of 22 April 2020 be confirmed as a true and accurate record of the meeting.
Moved: Pamela Johnson
Seconded: Ruth Bailey

4. General Business

Item	Discussion points	Actions	Progress	
4.1	Training Update			
4.1.1	RTO			
4.1.1.1	Re-registration Audit	<ul style="list-style-type: none"> • Kellie and Cobie are currently reviewing RTO policies and procedures. • Kellie liaising with other RTOs in same situation to ensure we meet all criteria. • No audit date received, assume it will be in August or later. • Strategic and Business Plans: Kellie reached out to other RTO who confirmed only a Business Plan is required for the audit. 	Cobie and Kellie to incorporate summary strategic overview focusing on RTO. Focus on blended mode of delivery to be included as per current student feedback.	In progress
4.1.1.2	Resuming Face to Face Delivery	<ul style="list-style-type: none"> • F2F training to resume as of Thursday, 4 June. Blended delivery will continue. • All sessions will be at Eltham with Jason and Magda to work from there on the days they have students in. No sharing of offices or desks. • The reason for prioritising these sessions is that three of the groups have reached the end of their course and there are a number of face to face assessments and demonstrations to be signed off before we can declare a student competent. • In addition, we have also noticed an increased number of students requiring additional support as they struggle with the online mode of delivery. We are mindful that if 		In progress

		we are not offering a blended model to delivery we might have an increase in withdrawals.		
4.1.2	Learn Local			
4.1.2.1	Pre-accredited training update	<ul style="list-style-type: none"> No pre-accredited programs are delivered. Funding would not be impacted. Planning to resume in Term 3. 		In progress
4.1.3	Short courses and workshops			
4.1.3.1	Partnership with Diamond Valley Community Support - Volunteer training	<ul style="list-style-type: none"> Kellie and Cobie have had further communication with DVCS. Kellie is working on non-accredited unit to be delivered to Social work volunteers across this region. Currently also exploring other options for short courses to be offered as part of volunteer hub. 		In progress
4.2	Neighbourhood Houses			
4.2.1	General updates			
4.2.1.1	Neighbourhood House week	<ul style="list-style-type: none"> This had been a huge success, even though all connections occurred on a virtual platform. Staff across council signed up for the fitness challenge. Gardening tour was well attended and received excellent feedback. 		Closed
4.2.1.2	Volunteer week	<ul style="list-style-type: none"> L&LN was able to offer a series of online sessions for volunteers. Enrolments are currently open. 		Closed
4.2.1.3	Be Connected grants	<ul style="list-style-type: none"> Due to limited resources and incapacity to meet specified timelines and reporting criteria a decision was made not to apply for an additional round of funding. This funding was specifically allocated towards the 	BeConnected grants are frequently available and L&LN will continue to monitor these and	Closed

		purchase of (a few) iPads to be used by participants during lock-down period).	apply for grants which contribute specifically to our needs.	
4.2.2	4.2.2 Eltham snapshot			
4.2.2.1	Safe Seats Safe Kids project	<ul style="list-style-type: none"> Will commence on Monday, 1 June. In partnership with NHVic and ChildSafe. 		In progress
4.2.2.2	Clay studio	<ul style="list-style-type: none"> Sue (casual) will work from clay studio and will start accepting art works for firing as soon as we are able to create a new payment process which does not involve handling of cash. The idea is to enable participants to pay over the phone with their credit card prior to handing in their work. No access to studio for artists with clear social distancing requirements in place. Just a drop off and collect service. 		In progress
4.2.3	Diamond Creek snapshot			
4.2.4	Panton Hill snapshot			
4.3	Business Support Update			
4.3.1	COVID-19 update	<ul style="list-style-type: none"> Customer Support Staff to return to sites as of next week. Two staff members will work from Diamond Creek next week and will adhere to social distancing, not sharing desks, etc. Sites remain closed for participants and public till start of T3. Leanne will coordinate all cleaning requirements as well as communication guidelines to participants with Council. 		In progress

		<ul style="list-style-type: none"> Erin and Natalie is currently reviewing which programs will meet the criteria to recommence at the start of T3. Priority enrolments will open on the 15th of June and general enrolments will commence a week later. This is the latest possible options as we need to allow enough time to finalise course preparations. Room hirers: At this stage we'll only invite AA and Alanon to return. Venue hire information will be updated for future users. 		
4.3.2	Business Classification Scheme consultation and transitioning	Final session with vendors completed. Awaits implementation.		Closed
4.3.3	Promapp processes – Continuous Improvement	<ul style="list-style-type: none"> The team is slowly making progress reviewing and updating processes which are then captured in Promapp. 		Closed
4.3.4	Review of Student Management System	<ul style="list-style-type: none"> Review will be put on halt till after the Reregistration Audit and transitioning to the new BCS (4.3.2). 		Closed
4.3.5	Review of online platforms for current and future use.	<ul style="list-style-type: none"> Currently underway to explore options to expand L&LN's online offerings. 		In progress
4.4	Staffing update			
4.4.1	Update on Workforce planning progress	<ul style="list-style-type: none"> CSO position: Current 3 month contract to be extended for another 3 months. Neighbourhood House Coordinator PH: To be recruited 		In progress
4.4.2	Working for Victoria Funding	<ul style="list-style-type: none"> Positions previously applied for had been reduced significantly. Awaiting feedback. 		In progress

4.5 NSC liaisons				
	Youth and Community partnerships			
	Edendale			
	Positive Ageing			
	Economic Development			
	Volunteering	<ul style="list-style-type: none"> L&LN has been supporting Volunteer week by providing an option for volunteers to enrol in workshops as part of their "Thank you" gift from Council. 		Closed
	Environment Services			
	Inclusion			
	Early Years			
	Family Support and Gender Equity	<ul style="list-style-type: none"> Kellie will be joining Cobie as a GE advocate for NSC. Future commitment from L&LN to offer free after-hours meeting space for monthly meetings for a group of young woman leaders in Nillumbik. 		In progress
	Arts and Cultural Development			
4.6 L&LN Advisory Committee discussions				
4.6.1	Recruitment of new Committee Members	<ul style="list-style-type: none"> Pam Miranda has been nominated for the vice chair position. Jacqui seconded. 	Learn Local Resources available as guidelines. Role of committee to be reviewed and discussed as per Terms of Reference.	In progress
4.6.2	Online module: Child Safe Standards	<ul style="list-style-type: none"> Robyn Meikle– Exempt Anthony Herrett - Exempt Ruth Bailey – Complete Dianna Finn – No profile on Better Impact Tess Norwood – Exempt 		Closed

		<ul style="list-style-type: none"> • Pam Miranda – Complete • Pamela Johnson – No profile on Better Impact • Jacqui Ward – Complete 		
4.6.3	Committee planning for community consultations	<ul style="list-style-type: none"> • These conversations will resume when the Committee is able to resume face to face meetings. 		Paused
4.6.4	Strategic planning	<ul style="list-style-type: none"> • Added item to future discussions. 	Process around strategic discussion and inclusion to be implemented. Example is to review strategic direction to address opportunities identified through COVID-19 experiences.	In progress
4.6.5	Community input: End of Life: Continuing the Conversation	These conversations will resume when the Committee is able to resume face to face meetings and engage on community consultation.		Paused
4.7	4.7 Reviewed policies			
4.7.1	SM15 - Learner Support Policy	Minor changes	List of policies to be provided to Committee at next meeting.	Completed

Next meeting: Wednesday 24 June 7pm - 9pm (MS Teams – link to be shared)

MINUTES

Positive Ageing Advisory Committee (PAAC)

Friday 5 June 2020 12pm-2pm

Meeting held via video conferencing (Zoom)

Present: Cr Grant Brooker, Sabi Buehler, Richard Kottek, Karen Coulston, Rebecca Burton (NSC), Paul Fyffe (NSC), Leigh Northwood (NSC), Nicky Forster (NSC), Annie Lee (NSC), Michelle Welsby (NSC), Fiona Vuong (NSC), Anne Fitzpatrick, Gail Clayton, Ray Carroll, David Nicholls, Gertraud McDonald, Deanna Finn, Pamela Johnson

No.	Time	Agenda item	Owner
1	12:00pm	The chair Welcomed committee members and Acknowledged the Wurundjeri people of the Kulin nations.	Chair
2	12:05pm	<p>Confirmation of meeting minutes – amendments</p> <p>Confirmation of May minutes by Karen Coulston, seconded by Philip Green.</p> <p>Outstanding actions – Action Summary</p> <ul style="list-style-type: none"> • Seniors Festival ideas – <ul style="list-style-type: none"> ○ Sabi spoke with Nerida from Chocolate Lilies about possibility of planning for a performance for Seniors Festival, and Nerida said it is still uncertain and difficult to plan for performances in the current circumstances ○ Philip – contacted Greensborough plaza about doing Seniors on the Green in October 2020. His contact at the Plaza advised that they will be unable to contribute as much financially as the last event due to lost revenue –however still are interested in partnering with Council for this event – Grant to speak to Philip • Self-funded retiree support (Fiona) <ul style="list-style-type: none"> ○ COTA Victoria - peak advocacy body representing older Victorians - has a free telephone information line for older people to call if they are worried about their finances as a self-funded retiree, or as a pensioner. They can provide advice and support and links to financial advisors if needed. Everyone's situation is different, so best to call COTA's free telephone information line on 1300 13 50 90, weekdays 9.30 am to 4.00 pm Interpreter 13 14 50 via the Telephone and 	Chair

No.	Time	Agenda item	Owner
		<p>Interpreting Service or Email askcota@cotavic.org.au</p> <p>Norm and Ingrid both tendered their resignation from the PAAC – Committee thanks them for their contribution, wishes them well for the future.</p>	
3	12:10pm	<p>Apology from Anna Maio (Team Leader, Community Partnerships) who was going to present results of Community Group Surveys and Experience of Community Groups during COVID-19 and moving forward. Tabled to present at future meeting.</p> <p>Comment from committee member who would also like to discuss the results of the 2020 Annual Community Survey – also tabled for future PAAC meeting.</p> <p><i>Priority 3: Community Connection, Resilience and Engagement</i></p> <p><i>Priority 7: Civic Participation</i></p>	Anna Maio (Team Leader Community Partnerships)
4	12:10pm	<p>Place Activation post COVID-19</p> <p><i>Priority 3: Community Connection, Resilience and Engagement</i></p> <p><i>Priority 7: Civic Participation</i></p> <p>Michelle Welsby + Annie Lee are Council's Place Activation Officers, and are part of the Community Partnerships Team. These are new positions, and Michelle and Annie are both keen to hear from older residents about the places and spaces you are connected with in Nillumbik. Place Activation aims to strengthen the connections between people and the places they inhabit, and puts community voices and experiences at the centre.</p> <p>Current Place Activation projects:</p> <ul style="list-style-type: none"> Place Audits – a public spaces audit on each suburb/township within the Shire. This project looks at the many aspects of “place” in each suburb including community, infrastructure, open spaces, recreation, art, economy, transport, etc. We are hoping to use the completed Place Audits in a number of ways but for the current phase of the project the main aim is to recognise Nillumbik as multifaceted with local strengths and needs, local solutions and unique attributes of a place. 	Annie Lee, Michelle Welsby (Place Activation Officers)

No.	Time	Agenda item	Owner
		<ul style="list-style-type: none"> • 'Know Your Neighbour' campaign • 'Be Kind Nillumbik' campaign – to ourselves, others and to business • 'Know Your Place' – a series of walks throughout the shire, taking in local history. During covid19, for Reconciliation week, Place Activation held a virtual walk along the Gawa Trail <p>The shire is not homogenous, Annie supports rural Nillumbik Place Activation, and Michelle supports urban Nillumbik place activation.</p> <p>The three main themes underpinning Place Activation:</p> <ul style="list-style-type: none"> • Accessibility • Sustainability • Identity <p>Cr Brooker asked for clarification by using the example of the Plenty Hall - how can this space be activated? Response from Michelle was that Place Activation would first seek to engage community by understanding the significance of the hall to a wide range of stakeholders in the community.</p> <p>Gertraud commented that there so much to see and so much to do and learn in your neighbourhood that the pandemic has highlighted</p> <p>Karen asked for more information about the solar farm on old Plenty tip – Grant to follow up as various options were being considered. Philip – asked could wind turbines be put on that site? Grant: Solar is the preferred mode.</p> <p>Ray advised that the introduction to Place Activation was unclear, and that a workshop would be necessary to understand what Place Activation means and its application to Nillumbik. Ray also advised that the PA officers would be welcome to consult with community groups such as the Eltham Mens Shed for input into projects.</p> <p>Annie thanked Ray for his feedback, and gave example of current project where she is working with the Hurstbridge Mens Shed – to try to find a permanent space that will work for the group.</p> <p>Philip raised concern that community groups need to pay rent towards to the community centres.</p>	

No.	Time	Agenda item	Owner
		<p>ACTION: Fiona to schedule workshop with Place Activation and PAAC for future meeting.</p>	
5	12:50pm	<p>Volunteering in Nillumbik</p> <p><i>Priority 7: Civic Participation</i></p> <p>Nicky spoke about the impact of lockdown and different experiences of Council volunteers during this time. National volunteer week was 18-24 May, Nicky acknowledged and thank the PAAC for volunteering and the work they put into the PAAC.</p> <p>Council are seeking community feedback about how we can support volunteers (who are typically older adults) in this next phase of recovery from covid-19. A report from volunteering Australia suggests that there has been a variety of impacts on volunteers who have been suspended from volunteering during covid including physical, social, emotional, mental impacts– whilst the data collected in this survey is Australia wide, it may not reflect the Nillumbik experience – hence current community survey on volunteering on Participate Nillumbik https://participate.nillumbik.vic.gov.au/volunteering.</p> <p>Nicky reported on initial results from survey – people who have responded seem to be going online, and feel supported and identified what they need in terms of support to return to their roles when it’s safe to do so.</p> <p>Nicky asked the following questions of the committee:</p> <ol style="list-style-type: none"> 1. How many of the PAAC are involved in other volunteer roles: 8/11 2. How many have been suspended from their usual volunteer roles: 6/11 3. How many of the PAAC have had alternative activities: 2/11 4. How many of the PAAC have Adapted roles during covid: 6/11 <ul style="list-style-type: none"> ○ Pamela: All volunteer roles Pamela is involved in has gone online. Upskilled her tech skills ○ Ray: has had the same experience – has adjusted and enjoying the change 	Nicky Forster (Volunteer Development Officer)

No.	Time	Agenda item	Owner
		<ul style="list-style-type: none"> ○ Gail: Has been doing video conferences with U3A, walking group restarted, book clubs moved online through zoom and phone ○ Karen: has managed with the U3A – however misses the social interaction ○ David: volunteers for landcare groups, an exercise group and all these have been suspended during covid. Bike riding group has restarted, bushwalking group have started getting together again ○ Anne: was a leader in a water aerobics class, and a convenor of a friends groups – both of which have been suspended. Has found it difficult to not have the social connection. ○ Philip: was on a forum on 5 June representing Menz Den Collective talking about the impact of covid on men’s health, and indicated that there are different rates of return for the most vulnerable – every group or organization has a different rate of understanding of the changing covid regulations, and has noted that the impact of digital divide amongst older adults has been really stark. Many older volunteers forced to upskill during this pandemic. ○ Sabi: has found participation in her regular groups such as the Chocolate Lilies challenging over video technology. Has found participation online stressful at times and also misses the social interaction and camaraderie ○ Richard: has been thankful to be able to able to connect with people on line <p>Nicky thanked the PAAC for sharing and requested the support of PAAC to extend the reach of this survey into the community and sharing with their networks.</p> <p>https://participate.nillumbik.vic.gov.au/volunteering</p> <p>Nicky working over the next few weeks to support the return of some volunteer groups (outdoors and friends of groups)- with consideration of hygiene and safety to return in an adapted format. Current Advice from Department of Health and Human Services: Volunteers over 70, over 65 with chronic health condition and Aboriginal and Torres Strait Islanders over 50 are unable to recommence with</p>	

No.	Time	Agenda item	Owner
		volunteering in the early stage of the return/recovery from covid.	
6	1:05pm	Break	
7	1:10pm	<p>Housing Strategy – Draft open for Public Consultation</p> <p>Council has prepared a draft Housing Strategy for the Shire and invites your feedback on the document.</p> <p>The strategy proposes a 15 year plan to manage housing change in residential areas of the Shire, including land within the rural townships of Panton Hill, St Andrews and Hurstbridge.</p> <p><i>Priority 6: Housing</i></p> <p>Paul came in March PAAC Meeting to talk about the Housing Strategy Discussion Paper draft, and feedback from public consultation on this discussion paper, as well as other research, has been included in the draft Housing Strategy.</p> <p>The Strategy fulfils a requirement of the state planning policy – state policy says we have to put enough housing to meet the targets set by the state, the Strategy also looks at inclusion and accessibility – an Ageing population brings challenges and opportunities.</p> <p>The Draft Housing Strategy is now open for public consultation, and the Strategic Planning team is taking all the feedback received- and incorporating revisions to the strategy and will take it to council for adoption.</p> <p>Council has currently a very old housing discussion paper and state policy recognizes that Nillumbik has very restrained area- so there isn't a high expectation on Nillumbik for housing growth.</p> <p>A clear message from community feedback – people want a more varied approach – not just about downsizing. People want more assistance to stay at home, and to have a wider diversity of housing for aged people – depending on their point in life - have different needs and planning needs to recognize this. Want PAAC feedback on these policies and actions (page 67). Important to note that the policies and actions proposed are not only statutory or planning based.</p> <p>Public consultation</p> <p>Open now until 11.59pm Monday 29 June 2020 on https://participate.nillumbik.vic.gov.au/draft-housing-strategy</p>	Paul Fyffe (Senior Strategic Planner), Leigh Northwood (Strategic Planning Lead)

No.	Time	Agenda item	Owner
		<p>Documents online:</p> <ul style="list-style-type: none"> • Draft housing strategy • Frequently asked questions <p>Public also able to provide written feedback by providing own submission to:</p> <p>Leigh Northwood, Strategic Planning Lead Nillumbik Shire Council PO Box 476, Greensborough 3088</p> <p>Due to social restrictions, Strategic Planning team is holding online question and answer sessions about the strategy. Click here: to make a booking – with council officers (LINK) Capacity of up to 10 people per session.</p> <p>Pamela asked if housing strategy draft considers the community hospital. Response: could be considered in the activity centre structure plans</p> <p>Question: does this strategy consider the potential migration of younger population into Nillumbik following covid?</p> <p>Response: the strategy doesn't factor in predictions about the impact of people wanting to move into Nillumbik because of covid19 – the strategy uses standard forecasting.</p> <p>Ray's question: Areas that are council land that could be developed on – are these subject to the strategy</p> <p>Response: All council own land is included in the plan but not all council land is zoned for development. The council doesn't own much land in the town centers.</p>	
8	1:55pm	<p>Social isolation and older people</p> <p>Cr Brooker shared this Article for discussion – impact of social isolation on health of older people and options for Nillumbik https://www.unimedliving.com/living-medicine/illness-and-disease/the-roseto-effect-a-lesson-on-the-true-cause-of-heart-disease.html</p> <p><i>Priority 3: Community Connection, Resilience and Engagement</i></p> <p>ACTION: tabled for discussion for next meeting. Cr Brooker asked the PAAC to consider strategies</p>	Cr Brooker
9	2:00pm	<p>Roundtable</p> <p>Rebecca: In October 2018, Council made the decision to cease provision of aged care services on 30 June 2020, and</p>	

No.	Time	Agenda item	Owner
		<p>committed to reinvesting this funding to 2 new positions – a Social Connections Officer and an Advocacy and Navigation Officer – these positions have been advertised internally, and will be invited to come and meet the PAAC in July</p> <p>Gail: Has found it challenging to not be involved in regular activities. The U3A has started a e-newsletter (The Gibber Gabber)</p> <p>Gertraud: Wanted to acknowledge that 15 June is World Elder Abuse Awareness Day – and raised concerns about financial elder abuse during covid19, as adult children may be returning to live with elderly parents (intergenerational households). Wants to explore how to make cohabitation of generations meaningful for all.</p> <p>Ray: Wanted to acknowledge that the evaluation report on the Healthy and Active expo was outstanding as well as the Community Engagement grant application submitted to Dementia Australia. Also wanted to put on record that Gertraud’s contribution to the PAAC May meeting deserves response and attention. Enjoyed the most recent council meeting which was livestreamed.</p> <p>David: wanted to congratulate the draft Housing Strategy for its thoroughness and data. In re: to Social isolation – one of the strategies he uses is to try to keep going with the things you like to do – if you can keep going with your bike riding and exercise, this keeps isolation at bay.</p> <p>Pamela: has enjoyed fortnightly Ageing Well in Nillumbik newsletter. Has noticed that dog parks very busy lately- everyone is walking daily. Wanted to discuss Bellarine peninsula Community Register – Fiona to table for future meeting</p> <p>Richard: for self-funded retirees- suggested online tool from Centrelink to assess any income and payments that people may be entitled to: link</p> <p>Anne: first PAAC meeting since knee surgery, expressed challenges experienced during lockdown as an older person</p> <p>Karen: has enjoyed easing up and seeing friends.</p> <p>Sabi: displayed some of the knitting items she’s created during lockdown. Click this Link to read the writing piece Sabi contributed to Council’s Community Connect e-newsletter from the Community Partnerships team</p>	

No.	Time	Agenda item	Owner
		Philip: re-iterated that dementia still has not been considered by PAAC.	
8	2:15pm	Next meeting dates 3 July 12pm-2pm – most likely to be held via zoom. Any feedback about using zoom, please let Fiona know	Chair
9	2:15pm	Meeting close	

Agenda item	Responsibility	Start date	Action required	Progress to date
a) Guest speakers	Fiona Vuong	3 May 19	Fiona to make contact with North East Chinese Community Group and invite along as guest speakers to a future meeting	On hold Will explore for future meeting
b) Discover on the Green Seniors Festival event	ALL	7 June 19	Fiona to organise letter on behalf of the Mayor to Greensborough Plaza thanking them for their involvement and support.	In progress 13/3/2020 Fiona to follow up with the Mayor
c) Dementia Café	Fiona Vuong / Philip Green	6 Sept 19	Fiona to add Dementia Café on agenda for next meeting – Philip to present and perhaps for group to discuss. Dementia awareness months in September – opportunity to plan for 2020	Follow up 2020
d) Ageless play	Rebecca Burton	6 Sept 19	Rebecca to follow up with Early Years to see if there is a possibility of partnering to run this in Nillumbik	In progress 13/3/2020: no further update
e) Intergenerational projects 2020	Fiona Vuong / Gertraud	6 Sept 19	<ul style="list-style-type: none"> Fiona to organise meeting with Arts & Culture to discuss ideas for intergenerational arts project. Gertraud to follow up with Bunnings about concrete wall for community arts project 	Follow up 2020 13/3/2020: Fiona to follow up
f) Transport service review	Fiona Vuong	6 Dec 2019	Fiona to invite Stephen (Community Transport Coordinator) and Bek to present to PAAC once Transport Service Review report is made available	Follow up 2020 13/3/2020: Fiona to follow up
g) Housing strategy	Fiona Vuong	6 Dec 2019	Fiona to invite Yasmin Green (Strategy and Policy Advisor) to PAAC to present on council's housing strategy	Complete Paul Fyffe (Senior Strategic Planner) attended 13 March 2020 meeting. Paul Fyffe and Leigh Northwood presented

Agenda item	Responsibility	Start date	Action required	Progress to date
				Draft housing strategy for PAAC Consideration on 5 June 2020
h) Employment for older people	Fiona Vuong	6 Dec 2019	Fiona to invite EcoDev team to the PAAC to present on how to get mature aged people into employment.	Follow up 2020
i) Emergency Management	Fiona Vuong	10 Jan 2020	<p>EM to come to PAAC as they were unable to attend Jan meeting.</p> <ul style="list-style-type: none"> • How Council can help people who do not have transport out of the area during a fire danger day • Clearing of land and implications of this close to fire danger period. Seeking clarification on this. • Traffic management during the fire danger season. • Concerns about evacuation of vulnerable people in isolated areas. Clarified that council does not send volunteer drivers into these areas. Reiterated the importance for vulnerable residents to have leave early in their safety plans. • NSC does not have any residents on the Red Cross Vulnerable Persons register – eligibility criteria very strict, not fit for purpose. Higher prevalence of people with disability and other vulnerabilities following Royal Commission 	<p>In progress</p> <p>For a meeting post March</p>
j) Emergency Mgmt- SES	Fiona Vuong	13 March 2020	Invite SES to meeting discussing EM and older people	
k) Future meetings issues to consider	Fiona Vuong	5 June 2020	<p>Guest speakers/ issues</p> <ul style="list-style-type: none"> • Anna Maio – Community Groups 	June / future meeting 2020

Agenda item	Responsibility	Start date	Action required	Progress to date
			<ul style="list-style-type: none">• Community satisfaction survey results• Bellarine Peninsula Community support register• Gertraud's contribution to May PAAC meeting• Dementia• Place Activation workshop	

Panton Hill Bushland Reserve System User Group - Advisory Committee Minutes



Date: Thursday 18th June 2020 & Thursday 25th June 2020

Time 7:00-7:45pm & 7:00-8:30pm respectively

Venue: Zoom

Chair: Cr Jane Ashton

Minute taker: Lydia Heap

Order of business Thursday 18th June 2020

1. Welcome

Attendees: Cr Jane Ashton, Lydia Heap, Brad Tadday, Lisa Pittle, Blake Hunton, Rex Niven, Susy Penrose, Janice Crosswhite, Mark Hood, Lee Hartman, Bob West

Apologies: Cathy Giles, Seth Ferwerda,

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 of interest

<p>3. Minutes of previous meeting and business arising</p>	<p>Moved Lee, Seconded by Susy</p>
<p>4. Works Update and planned works (Brad)</p>	<p>Details of works update below provided as an e-mail prior to the meeting:</p> <ul style="list-style-type: none"> a. Annual reserve management program- <ul style="list-style-type: none"> • Annual maintenance program complete for this financial year focussed mostly on weed control. • Rabbit control undertaken in Wimbi Reserve to complement rabbit control works on several surrounding private properties. • Fox control program complete on private properties surrounding PHBRS b. Bushfire Mitigation – <ul style="list-style-type: none"> • Cultural Burn postponed once again this time due to COVID-19. Plan to undertake burn next Autumn with a number of different sites ready to go to increases burning options depending on environmental factors at the time. • Bushfire Management Plan Review – planning to review Fire Management Plans for all Council bushland reserves commencing in August. • Meeting comments: ‘Reserve fire management plans are more than 5 years old, went to market to have them reviewed, but no one is available to do it in the required time frame (due to work from the summer bushfires). Municipal fire management plan is being reviewed this year as well, sets directions for on ground works.’ c. PHBRS Signage design update <ul style="list-style-type: none"> • Final design completed – anticipate installation by end of June • Change of site approved at Fire Fighters Memorial Park to location opposite the roundabout and memorial. d. Biodiversity On Ground Action grant project – <ul style="list-style-type: none"> • Jnr Landcare Panton Hill Primary School – planting at Wimbi planned for 20th July, • FoBunjil – on hold due to COVID-19 awaiting Council decision to resume

- Phascogale monitoring – completed – no positive identification of resident phascogales but signs of usage. Timing may have been too early in season. May need to repeat monitoring. Fauna cameras installed in Bunjil Long gully and Yanggai reserve where Phascogales were identified in the past to determine if still present.
 - e. Community events – Walking Talking Listening Learning
- Postponed events – Locals at the Locale, Sound and Silence, Horse Wisdom: flyer sent in e-mail for further details.
- ‘Divine Daves’ planned as a Webinar on 14th June featuring Uncle Dave Wandin and Botanist Doctor David Cameron discussing Cultural Burning and botany on-site at Bunjil Reserve.
<https://www.eventbrite.com.au/e/divine-daves-traditional-burning-and-botany-in-conversation-webinar-tickets-107772165448>
 - f. Interpretation Design Plan implementation –
- Food fibre medicine signage – initial content for plant signs developed. Attached. Still requires an amount of editing before ready to develop signs with next financial year’s CAPEX budget.
- Mia Mia – remains undisturbed and respected by community.
 - g. Trail Maintenance
- Commenced inspection of trails for priority maintenance.
- Tunnel erosion under gully crossings at Bunjil- Bishops Rd, and Bulwidj- southern gully. A quote from contractor will be requested.
- Yanggai ridge requires reinstatement of water bars/dips. Plan to hire contractor for major works. Minor works may be undertaken with community help at an event Interpretation. A quote from contractor will be requested.
- Bulwidj and Wimbi require general maintenance – outsloping of contour trails with wet patches, clearance of waterbars and vegetation pruning. These works could be undertaken as community activity.
- **Meeting comments:** ‘Council has purchased two mountain bikes for staff to undertake trail inspections’

	<u>MEETING TERMINATED PREMATURELY AT 7:45pm DUE TO ZOOM APPLICATION ISSUE</u>
<p>Continuation of meeting on 25th June 7pm</p>	<p>Attendance: Lydia Heap, Brad Tadday, Cr Jane Ashton, Rex Niven, Janice Crosswhite, Bob West, Mark Hood, Lisa Pittle, Cathy Giles, Susy Penrose</p> <p>Apologies: Blake Hunton</p> <p>Unknown status: Lee Hartman, Seth Ferwerda</p>
<p>5. Action planning for 2020</p>	<p>Paradoxa Artist Collective Events</p> <ul style="list-style-type: none"> • Previous events have been popular. Future ones are postponed due to Covid19. Could be done as webinars instead of physical. But the history one (Locals at the Locale) probably needs to be on-ground instead of streaming to enable audience to see the sites better. <p>On ground works</p> <ul style="list-style-type: none"> • Can only have 10 people max at any working bee under the current Covid19 restrictions. • Action: Brad to determine a schedule of small projects and get them set up with the Council web registration system for events. • Northern spur and northern boundary trail in Bunjil needs pruning with some chain sawing for removing fallen trees. • Trail maintenance needed in Bulwidj and Wimby. Switchback area is damaged due to excess water. • Planting needed to be in the spring rather than the summer. Does the caretaker period affect planning events – <p>Action: Jane to clarify</p> <ul style="list-style-type: none"> • May need to get other people from council involved so we don't exhaust Brad. E.g. Helen works on Sundays so could be suitable to run workshops/ working bees. <p>Interpretation design plan implementation – Artist Brief</p> <ul style="list-style-type: none"> • Depends on the capital works budget for the PHBRS. Confirmed \$60,000 for the next year. Will need some of the funds for trail works and tunnel erosion repair

	<ul style="list-style-type: none"> • Can send out an artist’s brief for expressions of interest, using Arts and Culture’s experience regarding procurement and selection etc. Intention to implement overall aim of increasing connection with the reserves, cultural heritage, flora, fauna etc. • Could be on ground, or electronic, or both. <p>Nesting box monitoring</p> <ul style="list-style-type: none"> • Suggestion to create a video of nesting box monitoring with an introduction recorded and clips of the insides of nesting boxes (even if they are empty) and put it on the internet <p>Visitor numbers</p> <ul style="list-style-type: none"> • It appears that the numbers of cyclists and walkers have increased since Covid-19, which is causing more trail damage than we normally see, especially as it has also been so wet. <p>We may need to do a trail audit after the wet season has finished to see how much permanent damage has been done to the trails</p>
<p>6. Other Business</p>	<p>Caretaker Period</p> <p>Election period commences 22nd Sept to 24th October (Council election) Advisory Committee meetings are not to be held during this period. Also prohibited are publications, public events, social media.</p> <p>Deer</p> <ul style="list-style-type: none"> • Deer damage in every one of the PHBRS has been noted by staff and contractors. Participate Nillumbik has a survey. There is also a deer sighting app. • There is the sugarloaf culling program which has killed over a hundred. Some funding for some deer kills in other areas like Kangaroo Ground <p>Cool burn/ Indigenous Cultural Burn</p> <ul style="list-style-type: none"> • Planned for autumn 2019, but was too late by the time the fire plan was approved • Was then planned for 2020 autumn, but couldn’t be done due to Covid19 • Now planned for autumn 2021

	<p>Fauna camera</p> <ul style="list-style-type: none"> • In Bunjil – have caught more people than phascogales <p>Rubbish dumping</p> <ul style="list-style-type: none"> • Dumping particularly bad on Clintons road and Eltham Yarra Glen road. <p>Signage</p> <ul style="list-style-type: none"> • When they are installed can they be photographed and put on web site. Brad thinks we can put a copy on the web page, but resolution may not be suitable. Can we get it put in the Nillumbik news that they have been installed? Could do a bit of a feature in Nillumbik news about the work in the reserves. <p>Water crossing long gully creek</p> <ul style="list-style-type: none"> • Cathy reported a large branch that has washed down and is impinging on the crossing point.
<p>7. Next meeting</p>	<p>Next scheduled meeting was 15th October which is during the Council election period so it has been brought forward to September 10th. Most likely via Zoom depending on Covid-19 restrictions..</p>

Item from Zoom Chat

From Janice Crosswhite to Everyone: 08:21 PM

'Can the signs be added to Council's website for Panton Hill Bushland Reserves?'

'Could be sent to Hurstbridge Roundabout and Warrandyte paper'.

Actions from Previous meeting

Action	Who	Status
Arrange meeting with Black Hill group 2020	Rex	deferred
Council to circulate bushfire mitigation plan for the reserves, to be uploaded to portal – to be resent	Brad	Done
email Mark to see if can get people to the working bee in May	Brad	Done – but cancelled
consider where trail work needs to be done that contractors aren't doing	Cathy	Done
Find out what Council caretaker period is and what we can or can't do during the period	Brad	Done

Living & Learning Nillumbik Advisory Committee

MINUTES

Date: Wednesday 24 June 2020
Time: 7pm – 9pm
Venue: MS Teams meeting
Chair: Robyn Meikle
Minute taker: Cobie Vermeulen

Order of business

1. **Invitees:** Cr. Grant Brooker, Robyn Meikle, Deanna Finn, Pam Miranda, Pamela Johnson, Cobie Vermeulen, Kellie Grocock, Corrienne Nicholls;

Apologies Anthony Herrett; Jacqui Ward; Ruth Bailey

Welcome

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*

3. **Minutes of previous meeting**

That the minutes of the meeting of 27 May 2020 be confirmed as a true and accurate record of the meeting.

Moved: Grant Brooker

Seconded: Deanna Finn

4. General Business

Item	Discussion points		Actions	Progress
4.1	Training Update			
4.1.1	RTO			
4.1.1.1	Re-registration Audit	<ul style="list-style-type: none"> • Received notification on 17/6/2020 that VRQA has afforded L&LN a six month extension to our registration. Re-registration audit had been delayed and we are awaiting further correspondence. • <i>We have not yet receive final confirmation of our desktop audit date. The above mentioned six month extension only applies to our registration and not the audit date.</i> • Kellie is currently engaging an external audit consultant to do a RTO health check/ pre-audit focusing specifically on compliancy requirements around the recent online transitioning in response to COVID-19. • <i>Cobie & Kellie has made a start on a developing a strategic plan focusing only on the RTO component for L&LN.</i> 		In progress
4.1.1.2	Resuming Face to Face Delivery	<ul style="list-style-type: none"> • We have recently resumed face to face delivery with two separate classes of students, adhering to physical distancing and safety measures. Our students have expressed gratitude and praised our trainers and support from the team for this opportunity as this enabled them to finish their last two theory and demonstration classes face-to-face. They're now 		In progress

		<p>equipped with the skills to practise at work placement and are well on their way to future employment. Our achievement to continue business as relatively usual and ensure the impact to the students was as minimal as possible is testament to the team effort of Living & Learning.</p> <ul style="list-style-type: none"> • <i>Two Individual Support Students have already completed their qualification and one was offered employment whilst on placements. This is a wonderful achievement in the current COVID-19 situation.</i> 		
4.1.1.3	Future enrolments	<ul style="list-style-type: none"> • PTR and enrolments for Individual Support has commenced. So far there are 4 students enrolled with further PTRs booked. • Diploma of Early Childhood is likely to start in July/August. • Possible Cert III in ECEC to commence later this year. 		
4.1.2	<i>Learn Local</i>			
4.1.2.1	Pre-accredited training update	<ul style="list-style-type: none"> • No delivery has commenced. Planning for Term 4. • We have received provisional approval for the following courses: <ul style="list-style-type: none"> - Freelance photography - Intro into Auslan - Healthy minds for work and study 		In progress
4.1.3	<i>Short courses and workshops</i>			
4.1.3.1	Partnership with Diamond Valley Community	<ul style="list-style-type: none"> • In progress 		In progress

	Support - Volunteer training			
4.2	Neighbourhood Houses			
4.2.1	General updates			
4.2.1.1	Leith Park Retirement Village St Helena	<ul style="list-style-type: none"> • Potential BeConnected partnership currently being explored. 		
4.2.1.2	<i>Term 3 and reopening planning</i>	<ul style="list-style-type: none"> • <i>Living & Learning will continue to follow a staged approach to resuming the delivery of community programs. An email will go out to all participants on the 25th of June with information being published on our website as well as Council's website. This will also be shared in the eNews going out tomorrow.</i> <p>Current stage</p> <ul style="list-style-type: none"> - <i>Blended training delivery for accredited programs, which include some face to face sessions being delivered.</i> - <i>Majority of staff are working from home</i> - <i>Customer support services are available via email or phone.</i> - <i>General public enrolments for a limited number of Community Programs will open on Monday, 29 June. Spaces are available in: Arts for health, Italian, Computer skills update, Photobooks and canvases, Mailchimp online, Sourdough introduction online.</i> <p>Next stage (as of 13 July)</p> <ul style="list-style-type: none"> - <i>Face to face delivery for accredited programs resumes at Eltham and Edendale.</i> - <i>Selected daytime programs and MakerSpaces to resume (Mondays – Fridays between 9am and 5pm). Confirmation communication will be emailed to the</i> 		

		<p><i>selected programs regarding recommencement dates and safety guidelines.</i></p> <ul style="list-style-type: none"> - <i>No out-of-hours programs will operate at this stage. Please note that all participants who are already enrolled in these programs will be contacted by one of our Customer Support team members to discuss refund/credit note options.</i> - <i>No venue hire available</i> - <i>Customer support services are available via email or phone.</i> - <i>No public access to offices, kitchen facilities or other shared spaces</i> <p>Future stages will include the resumption of out-of-hours programs (sessions), room hire, as well as the reopening of Reception and other shared spaces</p>		
4.2.2	4.2.2 Eltham snapshot			
4.2.2.1	Safe Seats Safe Kids project	<ul style="list-style-type: none"> • Provided free car seat fittings/ safety check to approx. 32 families since 1 June 2020. Appointments are 30 minutes apart. Only 1 fitter on site. Very few no shows. 		In progress
4.2.2.2	Program planning for T3	<ul style="list-style-type: none"> • Planning for most programs to return. Some will be with decreased maximum number of participants. • Working to developing room layouts that ensure social distancing. • Need to recruit tutors for Art for Kids and temporary tutor for Art for Teens. • Many courses were already full as lots of participants opted to transfer their fees from Term 2 or Term 3. • Priority for the next couple of weeks will be developing Safe Work Practices and tidying each room. 		In progress

		<ul style="list-style-type: none"> At this stage no out-of-hours classes without L&LN staff being present. 		
4.2.3	<i>Diamond Creek snapshot</i>			
	Program planning for T3	<ul style="list-style-type: none"> A staggered return to programs in term 3. Italian and Creative Writing classes have been ongoing via Zoom – these will resume face to face in term 3. MakerSpaces and technology courses will also resume. Still working on developing appropriate processes for Be Connected – both virtual and face to face. Digital mentor volunteers are keen to resume. Evening programs will be delayed. At this stage no out-of-hours classes without L&LN staff being present. Tai chi start may be delayed. Walking groups will resume. Cooking classes at Hurstbridge cannot currently resume. Mini online courses have had some limited success – may be worth continuing in term 3. Priority for the next couple of weeks will be developing Safe Work Practices and preparing facilities. 		
4.2.4	<i>Panton Hill snapshot</i>			
	Program planning for T3	<ul style="list-style-type: none"> Working with tutors and Makerspace Coordinators towards a staged approach of returning in Term 3, week beginning 13 July 2020. Minimising room equipment and furniture changes is a priority to reduce the surfaces touched which means some rescheduling of classes will occur. At this stage no out-of-hours classes without L&LN staff being present. 		

4.3 Business Support Update			
4.3.1	COVID-19 update	<ul style="list-style-type: none"> • Customer Support returned to working from the office 17 June 2020 on a roster system, facilitating access to phones and EFTPOS machine to take enrolments over the phone. Face to face customer support requires reception re-configuration and perspex to be installed before re-opening for face to face. • Alternative venues being considered for room hirers wanting to access space that is not available at L&LN • Room maximum numbers using the 4sq metre rule may mean changes to lower the number of participants at any one time in a room • Disinfectant and alcohol wipes will be available for users of sites to clean any touch points • Signage being updated • Inspections required before any sites re-open. • Pavilion at Eltham has re-opened for Early Childhood and Individual Support VET students with site induction prepared • Staff Safe Work instructions developed and hand sanitiser bottles issues. • Hand Sanitiser stations ordered for installation at sites. • <i>Currently working through decluttering process to remove and store all furniture and other items. This is to ensure social distancing requirements are easier met as well as to reduce the number of touch points for cleaning (and deep cleaning) purposes.</i> 	In progress

4.3.2	Review of online platforms for current and future use.	<ul style="list-style-type: none"> • Currently underway to explore options to expand L&LN's online offerings. No further updates. 		In progress
4.3.3	Feedback: Customer Support Team	<ul style="list-style-type: none"> • Customer Support have been working on providing options to participants where courses have been cancelled due to COVID-19: <ul style="list-style-type: none"> ○ Issued 404 credit notes ○ Processed 177 Refunds ○ 64 donations totalling \$1,926 processed ○ 60 transfers to new workshops ○ Completed 91% of follow ups with only 9% awaiting responses • With each and every contact with the customer requiring a unique solution to suit their circumstances the touch point for each transaction often involved more than one follow up. Support was provided with technology to fill out the online form and return bank account details. • Makerspace and annual refund entitlements will be in the next phase of credit note processing once there is a clearer picture of sessions and participant return for all classes 		
4.4	Staffing update			
4.4.1	Update on Workforce planning progress	<ul style="list-style-type: none"> • CSO position: Current 3 month contract had been extended for another 3 months. • Neighbourhood House Coordinator PH: To be recruited 		In progress
4.4.2	Working for Victoria Funding	<ul style="list-style-type: none"> • Positions previously applied for had been reduced significantly. Awaiting feedback. 		In progress
4.5	NSC liaisons			

	Youth and Community partnerships			
	Edendale	<ul style="list-style-type: none"> Ongoing conversations with Edendale around future room hire and possible partnerships. 		
	Positive Ageing	<ul style="list-style-type: none"> Rebekka (Coordinator Community Support Services) has connected L&LN with Moreland City Council as Moreland they are struggling to recruit quality Home Support Workers. We may be able to establish a working partnership which will support the students/aged care workforce and another LGA. 		
	Economic Development			
	Volunteering	<ul style="list-style-type: none"> Natalie and Erin represent L&LN at all Volunteer meetings which are held regularly. Natalie and Erin reviewed volunteer engagement at L&N and works with Council's volunteer engagement officer to update all volunteer contracts. 		
	Environment Services	<ul style="list-style-type: none"> Second meeting was held between L&LN and the Enviro team to further explore future opportunities. 		
	Inclusion			
	Early Years	<ul style="list-style-type: none"> Kellie, Jason and Cobie to meet with Narelle (Coordinator Early Years) around PD opportunities for the Early Years Network. 		
	Family Support and Gender Equity	<ul style="list-style-type: none"> Kellie and Cobie are both GE Advocates representing L&LN. 		
	Arts and Cultural Development	<ul style="list-style-type: none"> Further conversations were held between Arts team and L&LN (Cobie, Natalie, Erin & Kellie). 		

		<ul style="list-style-type: none"> Natalie and Erin did a presentation around all art programs delivered at L&LN which created for valuable conversation. Kellie and Simon (Coordinator Arts and Cultural Development) to explore training opportunities for local artists. 		
4.6	L&LN Advisory Committee discussions			
4.6.1	Recruitment of new Committee Members	<ul style="list-style-type: none"> Learn Local Resources available as guidelines. Role of committee to be reviewed and discussed as per Terms of Reference. Community consultations will be an ideal way to recruit new members. 		In progress
4.6.2	Committee planning for community consultations	<ul style="list-style-type: none"> These conversations will resume when the Committee is able to resume face to face meetings. 		Paused
4.6.3	Strategic planning	<ul style="list-style-type: none"> Cobie and Kellie have started reviewing previous and strategic plans which include referencing what other Learn Locals, Neighbourhood Houses and RTOs have developed. Kellie is working on a case study to capture the impact of COVID-19 and the implications for future opportunities. <i>Plan going forward:</i> <ul style="list-style-type: none"> - Cobie to send out current plans for everyone to start reviewing individually. - Future half day session will be scheduled to review and evaluate the current plan (What has been achieved?) 	Cobie to send out: <ul style="list-style-type: none"> - Council plan - Health & Wellbeing plan - Current L&LN strategic plan - Review (Genesis Solutions) - Positive Ageing plan 	In progress

		<i>What should be carried over? What should be included in the new strategic plan? Link to future Council plan).</i>		
4.6.4	Community input: End of Life: Continuing the Conversation	These conversations will resume when the Committee is able to resume face to face meetings and engage on community consultation.		Paused
4.7	Reviewed policies			
4.7.1	N/A			
4.8	New Business			
4.8.1				
4.8.2				
4.8.3				

Next meeting: Wednesday 22 July 7pm - 9pm (MS Teams – link to be shared)

MEETING AGENDA

Health and Wellbeing Advisory Committee

Thursday 30 April 2020

9.30am – 11.00am

Zoom

Attendees: Cr Grant Brooker, Melanie Holt, Vicki Martinez, Keera Weise, Corrienne Nichols, Julia Bilton, Petra Begnell, Sarah Quirk, Jacinta Geary, Rosie Brennan, Karly O'Donaghue

Apologies: Jess Crimmins, Pamela Johnson, Rosie Haszler, Tina Robinson, Olive Aumann, Beth Dunlop and Lisa Dempster.

No	Time	Agenda item	Minutes	Actions
1	9:30-9:35	Welcome & Acknowledgement of Country		
2	9:35-9:40	Actions from the Previous Meeting	<ol style="list-style-type: none"> Consent is required for contact details to be shared. North East Healthy Communities and Council met to discuss broader strategy alignment to Integrate Health Promotion Plan. 	Resend invite for consent of contact details to be shared.
3	9:40-10:00	Terms of Reference and Committee: <ul style="list-style-type: none"> - Objectives of Advisory Committee (Attachment 1) - What do you/your organisation hope to gain from your involvement? - Proposed meeting structure. 	<p>Advisory Committee was consulted on what members or organisations hoped to achieve from their involvement. The following responses were received:</p> <p>WHIN: Collaboration. Advocate for key strategic priorities of WHIN to be shared in MHWBP and across the region. Continue to encourage and influence a gendered lens to be applied.</p> <p>Healthability: Focus on broader alignment to minimise duplication and increase collective impact. Focus on alignment to the Integrated Health Promotion Plan.</p> <p>Relationships Victoria: Opportunity for collaboration, networking and a deeper understanding of community needs to help assist in service delivery and referral pathways.</p> <p>Karly O'Donaghue (Community Representative): Background in public health</p>	

No	Time	Agenda item	Minutes	Actions
			<p>and worked across government, NFP and university sectors. Currently teaching at Monash University, but also an active member of Nillumbik community with two children in Primary School. Hoping to bring an intersection of evidence based practice from university sector with a strong community perspective.</p> <p>Gambler's Help: Working across 7 LGAs. Collaboration. Sharing of priority areas with a focus on comorbidities related to gambling harm.</p> <p>Cr Brooker: Encouragement for this group as the document is an anchor point internally and with external tenders for alignment. Recently seen during the tender process of the recreation facilities.</p> <p>Council: Collaborative strategy that shares priorities and outcomes across the municipality. A stronger partnership with community organisations in working together to achieve improved health and wellbeing outcomes.</p>	
4	10:00-10:15	<p>Municipal Public Health and Wellbeing Plan: Draft Road Map for Next 12 Months</p> <ul style="list-style-type: none"> - MPHWP 2017/21 - MPHWP 2021/25 	<p>Council presented a draft roadmap for the next 12 months on :</p> <ul style="list-style-type: none"> - Final year of the current MPHWP plan - Planning and development of the future plan - Role of the Advisory Committee <p>Participants in attendance supported the planning process. Members agreed it showed a strong alignment to Integrated Health Planning timeframes across the region.</p>	Include slides with roadmap in minutes.
5	10:15-10:40	<p>Development of Community Profile:</p> <ul style="list-style-type: none"> - Presentation from ASDF Research - Workshop: Data needs across Nillumbik 	<p>Christy Arnott from ASDF Research updated the Advisory Committee on the development of the Community Profile Framework. The members were consulted on the following:</p> <ul style="list-style-type: none"> • Have you used the Community Health and Wellbeing Profile? If so, how? • What sort of information about the community do you use to inform policy/strategy development, grant applications, program design, event planning, advocacy etc? 	Send out ASDF Research questions and Christy's contact details for further feedback.

No	Time	Agenda item	Minutes	Actions
			<ul style="list-style-type: none"> • What data sources (if any) do you typically use to inform your work (e.g. Census, VPHS, DSS, VCGLR etc)? • Does your organisation regularly collect any qualitative or quantitative information about the health and wellbeing of the community that may help build a profile of the community? If so, please describe this in terms of subject matter, frequency of collection, and collection method. • Is township level data important to your work? If so, in what way? <p>Consultations will be undertaken across Council Officers in the next fortnight, with all suggestions providing input into the final framework.</p> <p>Advisory Committee will be presented with framework at next meeting.</p>	
6	10:40-10:50	COVID-19 check-in: <ul style="list-style-type: none"> - Service delivery - Emerging Community Themes 	<p>Organisations were invited to discuss impact of COVID-19 on service delivery and whether they were identifying any trends for community.</p> <p>Relationships Victoria: Informed an increase in relationship breakdowns and separation, an increase and willingness for consumers to participate in services online. Currently have a long waiting list and are struggling with making referrals to services due to COVID. Concern for young people in families not coping.</p> <p>WHIN: Connecting to community has increased through the use of technology. Needs analysis conducted with rates of family violence dropping off in terms of volume of calls, but severity of violence has increased.</p> <p>NEHC: Community Health Partners responding to local needs. Internally focused on social inclusion and digital inclusion. Development of Digital Access Guide available next week.</p> <p>Karly O'Donaghue: Concern for mental health of students. More connection with students. Personal perspective, children and working from home has been challenging. Agreed on separating families. Expressed challenge for children in staying connected also.</p>	

No	Time	Agenda item	Minutes	Actions
			<p>Gambler's Help: Phone counselling seen to be more accessible. Increase in youth gambling</p> <p>Healthability: Telehealth has been successful, especially in children and family team. Ramping up response to COVID-19. Primary prevention is challenging as work within settings is limited.</p> <p>Austin Mental Health: Increase in presentation – suicidal ideation. Spike in youth mental health and internet access for more disadvantaged and rural members is an issue.</p>	
7	10:50-10:55	Other Business	<ul style="list-style-type: none"> • Council services and facilities have been impacted due to COVID-19 including closure of Hurstbridge Hub with the exception of essential services including Maternal and Child Health, Child Care and Allied Health. Council Officers are open to exploring opportunities with organisations around outreach of allied health services at Hub. For update on COVID-19 for Nillumbik Shire Council https://www.nillumbik.vic.gov.au/Living-in/Coronavirus-COVID-19 • Youth and Community produce monthly E-newsletters and encouraging organisations to subscribe and utilise these to promote activities and services. • Consultation is currently open for BMX Skate Park and Hurstbridge Men's Shed on Participate Nillumbik https://participate.nillumbik.vic.gov.au/ • Community Grants currently open. NFP and community groups encouraged to apply. https://www.nillumbik.vic.gov.au/Living-in/Grants 	

No	Time	Agenda item	Minutes	Actions
8	10:55-11:00	Closing remarks	Next meeting to be scheduled for afternoon to accommodate home schooling during lockdown. September 3rd 2020: 2-3:30pm	

Action no.	Action	Owner	Completed by
2.1	Resend consent for contact details to be shared.	Keera Weise	10 July
4.1	Include slides with roadmap in minutes for reference.	Keera Weise	10 July
5.1	Include Christy's prompt questions regarding data and details with minutes	Keera Weise	10 July
5.2	Further feedback provided to Christy.	Partners	15 July
8.1	Community and NFP grant opportunities currently open	Keera Weise	10 July