

Date: Friday 4 March 2016
Time: 4pm – 5:30pm
Venue: Manna Gum 1, Nillumbik Shire Council
Chair: Cr Meralyn Klein
Minute taker: Michelle Zemancheff

Order of business

1. Attendance and apologies

Present: Cr Meralyn Klein, (Chair), Jim Allen, Julie Beattie, Peter Cook, Neisha Forbes, Warwick Leeson OAM, Neil Marshall, Bill McKenna (until 5.10pm)

Apologies: Cr Ken King, Matt Berriman, Bill McGillvray

Officers: Ben Pollard, Michelle Zemancheff, Matthew Cornford (until 4.30pm) and Patrick Wood (until 4.30pm)

2. Conflict of interest

None

3. Confirmation of minutes of previous meeting

The minutes of meeting held 4 December 2015 was confirmed as a true and accurate record of that meeting.

Moved: Warwick Leeson OAM

Seconded: Jim Allen

Item of business	Details	Action
4. Kangaroo Ground Tower	<p>Concept Plan (Matthew Cornford and Patrick Wood)</p> <p>Details of the Kangaroo Ground Tower Concept Plan explained. The plan is intended to improve traffic access by redesigning the entry to turning compliance standards for an average-sized car, provide a sense of entry with a stone wall, plaque and decorative gates. A bus parking bay will be located on the Eltham-Yarra Glen Rd, with pedestrian access up to the memorial tower. Given the topography, a DDA compliant pathway is not able to be negotiated. The plans were developed some three years ago and costed at that time at approximately \$300,000. The works are included in Council's five-year capital works plan.</p>	

5. Matters Arising	<p>Friends of Kangaroo Ground Tower (Warwick Leeson OAM and Neil Marshall)</p> <p>Concern was raised as to the activity of Friends of Kangaroo Ground Tower, in particular a frontier war memorial and renovation works to the original and current caretakers' cottages, among other things. Such activity was not supported by the MAC. Under the MAC's terms of reference, endorsed by Council, responsibility for recommendations of maintenance and improvements to Kangaroo Ground Tower and park rests with the MAC; and that as the site is a Council asset, no works can be undertaken on the site without Council approval.</p>	<p>Warwick Leeson OAM and Neil Marshall to invite representative/s of Friends of Kangaroo Ground Tower to meet with the MAC regarding any advocacy so that the MAC can in turn make recommendations to Council as required.</p>
6. Kangaroo Ground Tower	<p>Original Caretaker's Cottage (Michelle Zemancheff)</p> <p>Works originally estimated at \$50,000 have now been costed at around \$80,000 to account for renovations sympathetic with heritage requirements, project management, contingencies, etc.</p>	<p>Officers to include works in Council's five year capital works plan, separate to the entrance works. Appropriate external funding also to be sought.</p>
7. Federal Anzac Centenary Local Grants Program	<p>Create interpretive signage that acknowledges the history of the Hurstbridge Memorial Recreation Park as a memorial to all those who served in the First World War and Restoration and enhancement of Christmas Hills Cenotaph (Michelle Zemancheff)</p> <p>Park benches now installed at Hurstbridge and Christmas Hills.</p>	
8. State Restoring Community War Memorials and Avenues of Honour	<p>Design and install historical signage at either end of the Eltham Avenue of Honour and place an interpretive plaque on the site dedicated to those who served from the local area in WW1</p> <p>Northern plinth corten garden box now installed.</p>	
9. Memorials audit	<p>Rapid Asset registration (Michelle Zemancheff)</p> <p>All memorials now registered on Rapid Asset by Infrastructure. Cross-checking process and uploading of on-line content remains outstanding. Members provided with a copy of audit in memorial category themes.</p>	<p>Officers to complete Rapid Asset registration and on-line content.</p>

- 10. Other business**
- Eltham War Memorial** (Bill McKenna) Michelle to schedule.
Works now completed and handed over to MAC to oversee, while Montmorency-Eltham RSL maintains responsibility for management and maintenance. MAC invited to convene a future meeting on-site.
- Kangaroo Ground Tower, Lone Pine tree** (Bill McKenna) Michelle to investigate with appropriate Officers.
Montmorency-Eltham RSL working on a project to protect the Lone Pine tree in the grounds of Eltham High School, in collaboration with the school and Eltham Mens Shed who are creating protective fencing. Kangaroo Ground Tower's Lone Pine tree is another true descendant. Bill proposed that a similar project for the Kangaroo Ground Tower Lone Pine tree be undertaken, to ensure that tree's protection also.
- Black Saturday memorials** (Ben Pollard) A link to the Blacksmiths' Tree website, [The Tree Project](#), will be available with the online memorial content to enable greater appreciation of the detail of the project.
Slide show provided as to progress of Black Saturday memorials including MacGregor Knox seats at St Andrews; Strathewen Blacksmiths' Tree; Bald Spur Road, St Andrews; St Andrews Hall mosaic seat; Blacksmiths' seats at the BlackSmiths' Tree; Strathewen Primary School ephemeral memorial, Strathewen memorial and recent storm damage and repair.
MAC members welcomed the opportunity for a further site visit.
- [Spirit of Anzac, Centenary Experience](#)**, Melbourne Convention and Exhibition Centre, 8-23 February 2016 (Cr Klein)
Exhibition discussed and information provided.
- [Writing the War](#)**, Eltham Library Community Gallery, 4-29 August 2016 (Michelle Zemancheff)
Forthcoming exhibition details provided.
- Extra MAC meeting before caretaker period** (Cr Klein) Michelle to schedule
Final MAC meeting proposed for late August to reflect, evaluate and celebrate the achievements of the committee.

11. 2016 meetings:

Friday 6 May 2016, 4-5pm, venue to be confirmed

Friday 1 July 2016, 4-5pm, Nillumbik Shire Council, Manna Gum 1

Late August 2016, date and venue to be confirmed

Municipal Emergency Management Planning Committee



Minutes

Date: Monday 23 May 2016
Time: 9.30am
Venue: Council Chamber, Civic Drive Greensborough
Chair: Cr Peter Perkins, NSC

Attendees: Cr Peter Perkins, Cr Meralyn Klein, Justin Murray, Norm Golgerth, Suzanne Rouvray, Stephen Meloury NSC, Peter Maw Plenty Valley FM, Tony O'Connor, Donna Rickard VicPol, Michael Murray Redcross, Mike Chapman CFA - Whittlesea/Diamond Valley Group, Luke Perry ParksVic, Nerilee Kerlake VicRoads, James Boyce, Cameron Lyall DHHS, David Goldfinch VICSES, John Sylaidos MW, John Cranston MFB, Michael Doreian CFA

Apologies Adrian Cully NSC, Adrian Marshman, Whittlesea/Diamond Valley Group, Rob Reid Smith Nillumbik Group - CFA, Bill McGillivray Plenty Valley FM, Warwick Leeson WCA, Debbie Laphorne VCC, Steve Doyle AV, Glenn O'Donnell, Diana Ferguson SES, Mike Cusack DWELP, Steve Pitcher CFA

1. Welcome - Invites and apologies

Cr Peter Perkins, Chairperson, welcomed all present and acknowledges apologies as listed above. The committee welcomed our guest Donna Rickard from Victoria Police.

2. Conflict of interest

No conflict of interest declared

3. Confirmation of minutes of previous meeting

That the minutes of the meeting held 9 November 2015 were confirmed as a true and accurate record of the meeting.

Mike Chapman moved
Mick Murray seconded - carried

4. Correspondence

Nil

5. Contact list update

The committee welcomes John Cranston as the MFB representative. It also welcomes Cameron Lyall as the representative from DHHS. Cameron is replacing Kirsten Tanner whilst she is on a secondment. Michael Dorian represents CFA as Steve Pitcher is now located at Caroline Springs.

6. Action from previous meeting

Nil

7. Animals in Emergencies

Justin spoke of the collaboration between the Eastern region Councils which have developed a high regional Animal Management plan.

Committee members who are interested in being part of the group are encouraged to email Justin.

8. Municipal Fire Management Planning Sub Committee update

The MFMP subcommittee meeting was held before this meeting at 9.30am. Justin updated the committee on some of the discussions had at the MFMP Meeting.

The Municipal Fire Management Plan has been updated. Feedback received from the last meeting included a request for Mitton Bridge road be added to the register.

Motion: MEMPC endorses the plan with a recommendation that Nillumbik Shire Council Adopt the plan that meets the requirements of Section 55(1) of the *Country Fire Authority Act*.

Moved: Justin Murray

Second: Mike Chapman CFA **Carried**

9. 2020 Vision

Justin gave an update of the “2020 Vision Program”.

The identification of St Andrews as being the most “at risk” community and the proactive work undertaken by the St Andrews Community Safety Coordinator makes this logical location to initiate this program

By establishing a dialogue with the communities in Nillumbik emergency management arrangements are better informed by the values and needs of our communities.

This community focussed approach aligns to the goal and aim of the emergency management sector.

10. Update for Audit requirements in 2017

Audit requirements for the MEMP are due for auditing in 2017. Members to discuss the CERA review to lead into the audit output. Members, who know of a risk that they would like to discuss, please contact Justin.

11. Exercise East – Regional Relief Exercise

Planning for the Eastern region collaboration exercise is well under way. This year the exercise will be broken into two stages. Nillumbik will be hosting in conjunction with Monash City Council. The proposed dates for Exercise East are 15 September to be held at Community Bank Stadium and 19 September at Oakleigh Leisure Centre.

Members will be invited to attend and participate.

12. Emergency Management Planning Bill

Justin updated the committee the legislative draft plan is open for consultation until 30 June. Some of the changes being tabled include:

- Audit system changing
- Municipal plans going to Regional committee for approval

- Senior Council Officer to be the Chair

13. General Business

Peter Perkins requested to arrange for Chad Griffiths, Manager Strategic and Economic Planning, to attend the next meeting to present on the C101 - Environmental Significance Overlay planning amendments. It was suggested David Allen from District 14 be invited to attend the next meeting to discuss how the planning scheme will affect the CFA and NSC.

Next Meeting:

Monday 22 August, Manna Gum Room 1&2 Council Offices, Civic Drive
Greensborough

11.30am – to coincide with the MFMP subcommittee meeting

Attached:

- Minutes MFMP subcommittee meeting

The Artisan Hills Marketing Committee Minutes



Date: 2 June 2016 at 4pm
Venue: Manna Gum Rooms, Civic Drive, Greensborough
Chair: Cr Ken King
Minute taker: Christine Gibbins

Order of business

1. Attendance

Anthony Aspridis – Monsalvat
Carol Jenkinson – Nillumbik Tourism Association
Cathy Giles – Recreational Trails/Green Wedge Committees
Donna Kilgour – Hurstbridge Traders Association
David Pryor – Accommodation sector
Cr Ken King – Nillumbik Shire Council (Chair)
Christine Gibbins – Nillumbik Shire Council
Toni Davis – Nillumbik Shire Council
Michelle Zemancheff – Nillumbik Shire Council

Apologies

Cr Michael Young – Nillumbik Shire Council
Darko Popovski - Nillumbik Shire Council
Gina Hallal - Diamond Creek Traders Association

2. Conflict of interest

None was declared.

3. Confirmation of minutes of previous meeting

The minutes of the meeting held on 7th April 2016 were confirmed as true and correct.

Move: Carol

Second: Donna

4. Actions arising from previous minutes

- Action: Township pages on website - Christine to follow up with Marketing Coordinators for paragraph and photos

Result: There are now pages for Eltham, Diamond Creek, Hurstbridge and 'rural townships' on the website including link to the Traders Association website, description and photo gallery.

- Action: Christine to explore magnets, and other promotion ideas, further with the aim being to find something that can be placed in businesses throughout the Shire that puts the brand in front of locals and visitors. Result: Christine sourced prices for magnets and reusable calico bags which were presented to the committee at this meeting.
- Action: Christine to liaise with NMA to get information on our mudbrick heritage to add to the heritage section of the website. Result: Contact made, still in progress.

5. Item of business

Details

Comment/Action

Website and social media

Christine provided details on the latest visitation statistics. Website is performing incredibly well for a brand new site with our social media also driving visitation to the site.

Draft rates card was discussed with the committee deciding:

- That to feature on TAH website, businesses must be a member of NTA, HTA, ECCI, DCTA or NBN
- Basic package is included in membership of the above organisations. Premium package – extra \$50, Artisan package, extra \$300.
- Rates card to include each of the Associations web links for list of membership benefits (of which 'free' listing on TAH website is one)
- Associations to sell the website packages – annual/new membership forms to include TAH website package upgrade details and associations to collect fees (to be forwarded to Council in lump sum)

All to encourage businesses to use #theartisanhills

Look into having a competition on the Council FB page – like TAH page and win

Social media workshops needed to encourage Association members to use social media

Look at setting social media targets in December when we have several months of data to guide us. An arbitrary figure now is meaningless. Continue to monitor stats each meeting.

Next meeting discuss draft communications policy and look at defining what kind of business can be listed on TAH website.

Christine to finalise website schedule of rates for distribution at August meeting

Promotional Items	<p>Christine discussed quotes for magnets and calico bags. The committee decided that instead of having generic promotional items to distribute around the Shire we would:</p> <ul style="list-style-type: none"> - Have branded decals on the shop front/member business windows with 'member' - Look into event specific items rather than flood the region with random merchandise. Eg 'keep cups' for Practically Green Festival, printed paper wine bags for Open Cellars, calico bags for Open Farms. 	Christine to organise decals
Memorandum of Understanding and invoices	<p>MOU will be sent out to DCTA, HTA, ECCI and NTA in June for consideration and signature, along with invoices for year 2 contributions.</p> <p>For clarification: Year 1 is 2015/16 Year 2 is 2016/17 Year 3 is 2017/18 Year 4 is 2018/19 Year 5 is 2019/20</p>	MOU and invoice has been sent to traders associations and NTA
Other business	<p>Importance of viewing this project as a collaborative, long term proposition.</p> <p>Need to build support from Visit Victoria and MPs.</p> <p>Attendance at local events:</p> <ul style="list-style-type: none"> - Ensure branded flags and banners are present at local events. Not necessary to have handouts. Another idea is to have a sign post with 'The Artisan Hills' on every sign pointing in all directions. <p>Video</p> <ul style="list-style-type: none"> - To showcase the diversity in our region – be visually rich. - No host/interview style – more creative – like Barossa SA and Wander Victoria - Using Come Take a Peek 	Christine to collate examples for further discussion at next meeting. Looking at footage being shot before end of the year.

6. Next meeting date and location

Thursday 4 August 2016

4pm – 6pm

Manna Gum rooms, Nillumbik Council Offices, Civic Drive, Greensborough

Arts Advisory Committee (Acquisition & Strategy)



Minutes

Date: Monday 6 June 2016
Time: 4.00pm – 5.00pm
Venue: Manna Gum 1
Chair: Cr Helen Coleman
Minute taker: Michelle Zemancheff

Order of business

- Attendance:** Cr Helen Coleman (Chair), Ute Leiner, Valerie Murray, Liz Nettleton, Debbie Robinson, Matt Blackwood, Amanda Gibson, Brian Gilkes, Karena Goldfinch, Barbara Joyce, Amanda Saini

Apologies: Libby Schreiber, Peter Wegner

Officers: Michelle Zemancheff, Grace Longato

- Conflict of interest**

N/A

- Confirmation of minutes of previous meeting**

That the minutes of meeting held on 4 April 2016 be confirmed as a true and accurate record of the meeting.

Moved: Ute Leiner

Second: Liz Nettleton

Item of business	Details	Action
4. New members	Cr Coleman welcomed all new members to the committee. All members gave a brief introduction as to their background and what they can contribute to the committee.	
5. Terms of Reference	New Terms of Reference for the committee were endorsed by Council at the Policy & Services Committee on 10 May 2016. Copy provided to all members present.	

6. Strategy Michelle Zemancheff provided overview of Cultural Plan 2011-17, ephemeral; art season planned for the 2016/17 new initiative celebrating the sixth and final year of the Cultural Plan themed “cultural vitality”, and the current status of Laughing Waters Artist Residency.

7. Acquisitions Grace Longato provided an overview of the Nillumbik Shire Art Collection Policy 2014-17, the Nillumbik Shire Art Collection and Victoria Collections.

8. Next meeting dates:

Monday 1 August 2016, 3.30-5.00pm

Caretaker period 20 September to 22 October 2016 inclusive: no committee meetings.

Monday 7 November 2016, 3.30-5.00pm

Monday 12 December 2016, 3.30pm-5.00pm

Date: Wednesday 22 June 2016
Time: 7.30 -9.30 pm
Venue: Living & Learning Nillumbik – 119 Cowin Street, Diamond Creek
Chair: Anthony Herrett
Minute taker: Maggie Clarke

Order of business

1. **Invitees and apologies**

Apologies: Robyn Meikle

Attendees: Terry Marston, Anthony Herrett, Ruth Bailey, Jacqui Ward, Pam Miranda, Cr. Meralyn Klein, Maggie Clarke

2. **Welcome**

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

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

N/A

4. **Minutes of previous meeting**

That the minutes of the meeting held 25 May 2016 be confirmed as a true and accurate record of the meeting.

Moved: Jacqui Ward

Seconded: Ruth Bailey

5. **Business arising from previous minutes**

5.1 Harship policy – emailed out – Liz is still working on this policy. It is possible that it wont come back to the COM until the August meeting.

5.2 Letter to John Zajac – Maggie sent out a letter thanking John for his contribution to L&LN over the past 12 months.

5.3 Strategic planning process – session with staff. The session with staff will now be held in July.

6. Life membership nomination – Sherrilyn Ballard

A nomination for Life Membership for Sherrilyn Ballard was approved by the COM. Sherrilyn served on the Committee for 10 years as well as contributions to the L&LN centre at events, community consultations, fundraisers and more.

The COM acknowledged the significant contribution that Sherrilyn has made to L&LN and the broader community.

ACTION: Maggie to send a letter to Sherrilyn confirming her Life Membership

7. Department of Education Performance Review - outcome

As part of our contract for funded training with the State Government we underwent a performance review in April of this year. A report was received on 25 May which outlined some areas for improvement.

There were some concerns around the process of this review and a number of RTO's are responding with letters from their Committees.

We are currently putting together a response outlining our concerns and will send to the Department with a revised letter to our peak bodies requesting their action.

8. Quality Indicator Report – 2015

The 2015 annual quality reports were tabled. Once again we had very positive feedback from students and employers.

Maggie discussed some areas that she will work on with the VET team however there were no issues of concern.

9. Correspondence – Minister Steve Hebert

A letter was received from the Minister regarding the Victorian Training Guarantee eligibility exemptions that were granted to Tafe's at the beginning of this year – these have been extended to include the Learn Local sector for the remainder of 2016.

When these exemptions were granted to Tafe's the Learn Local sector gave strong feedback to the Minister and the Department about the impact this would have on our sector and requested that consideration be given to this matter.

We have worked out our process to implement this and will start promoting it asap.

10. Other business

10.1 Certificate IV in Training and Assessment - Approved provider list.

Earlier this year the Education Department decided to limit government funding for the Certificate IV in TAE to only those providers who were successful in an application to go on an 'Approved Provider List'.

We submitted an application in February and received notification on 20 June that we were unsuccessful. This means that we will no longer be able to offer government funded places for this qualification.

We had some quite serious concerns about this decision which we raised directly with the Department and our colleagues across the sector. Only RTO's that are

registered with the National Registration body – ASQA – were successful in this process with all bar 2 RTO's being a Tafe. Most Learn Local RTO's are registered with the VRQA therefore we will also raise this with them.

As we already had some people enrolled for our semester two course we raised this with the Department and a decision has been taken to allow funded places if they were enrolled prior to 21 June.

We have started to draft a letter to the Department.

10.2 Council elections – caretaker period – 20 September – 18 October
There will not be a Committee meeting in September due to the caretaker period.
The October meeting will proceed as scheduled.

11. Next meeting date and location

27 July at Panton Hill – 18 Bishops Road

Date: Thursday 23 June 2016
Time: 4.30pm
Venue: Macey Training Room, Edendale, Gastons Road, Eltham
Chair: Cr Michael Young
Minute taker: Adrian Cully

Order of business

1. Attendance and apologies

Present

Cr Michael Young (chair), Cr Bronnie Hattam, Janet Mattiske, Jim Connor, Sue Dyet, Joy Bell and Diane Bullen

Officers

Adrian Cully, Alex Davern and Pat Vaughan

Apologies

Fay Loveland, Anne-Marie King, Kahn Franke, and Corinne Mays

2. Conflict of interest

No conflict of interest was declared.

3. Confirmation of minutes of previous meeting

Minutes from the meeting held on 25 February 2016 were confirmed.

Moved: Joy Bell

Seconded: Janet Mattiske

4. Actions from the previous meeting

- **Action 1** – Corinne to collate feedback on the kiosk and nursery and make recommended changes back to the drafts person: Complete
- **Action 2** – Corinne to develop a paper with the benefits and limitations of the pony riding proposal. – Paper was not produced as executive decision was made to proceed with a trial period. Outcomes of trial were discussed.
- **Action 3** - Corinne to investigate the option of having the main driveway re-dressed after the animal housing complete. – Completed as part of animal housing project.

Item of business	Details	Action
5. Capital Works Project	Animal Housing Project <ul style="list-style-type: none">• Works are progressing well and expected completion is in July.• Some minor variation to building including changing internal roof timber to match	

Item of business	Details	Action
	<p>exposed timber on outside and removing some internal blockwork that was no longer required.</p>	
	<p>Nursery Point of Sale and Kiosk</p> <ul style="list-style-type: none"> • Adrian reported that detailed design plans for Nursery Point of Sale, Toilets and Kiosk have been received. Plans have all been referred to Accessibility Consultant, as well as Structural Engineer. • Discussion included: <ul style="list-style-type: none"> ○ Changing the location of the nursery outdoor retail area to keeping it within the existing retail area footprint. ○ Adding doors to the southern side of the nursery point of sale to access the new retail area. ○ Flow of nursery production from propagation to retail. ○ Increasing windows and glass to both the northern and southern sides to improve visibility. ○ Removing the angled shade structure to the west of the kiosk. ○ Straightening the shaded seating area to the north of the kiosk to have a more classic feel. 	<p>Corinne will collate feedback on the plans for the final version of construction plans.</p>
	<p>Sensory Garden and Playspace Concept Design</p> <ul style="list-style-type: none"> • Adrian presented the concept design for the sensory garden and children's playspace. • Discussion included: <ul style="list-style-type: none"> ○ Expectation that the gardens would have been more meandering. ○ Not considered to be a sensory garden. 	
	<p>Growing Suburbs Fund</p> <ul style="list-style-type: none"> • Adrian discussed the preparation of an application to the State Government's Growing Suburbs Fund for future capital works at Edendale. • Applications close on 29th July with funding announced in November 2016. 	

Item of business	Details	Action
6. Program Updates	<ul style="list-style-type: none"> • Discussion included: <ul style="list-style-type: none"> ◦ Concerns about delaying the project until funding announcement. • Currently anticipating that the end of financial year visitation figure will be close to 80,000 visits for 15/16. The figure is currently at 78,338 people at the end of May. This is compared to 72,736 from 2014/15. • Education Programs have had a busy term two. 7930 students have participated in schools education programs for 15/16. Bookings are coming in for Terms 3 and 4. • Arbor week plantings and incursions have been held with 7 Nillumbik preschools, have involved 152 children and planted more than 200 plants. • As part of the Eltham Copper Butterfly funding from Department of Environment, Land, Water and Planning the Education team have been running incursions at three local primary schools. This has engaged 268 students in learning about the Eltham Copper Butterfly lifecycle. • Waste incursion at Eltham Primary as part of a litter hot spot grant that was received by Waste Services. • The nursery has sold 86,367 plants as of 17/6/16, this is compared to 92,536 at the end of financial year for 2014/15. • Installation is about to commence of an Eltham Copper Butterfly artwork on the north side of the Macey Training Room. This artwork will be made from recycled materials and will tell the lifecycle of the Eltham Copper Butterfly. 	
7. Events Update	<ul style="list-style-type: none"> • Practically Green Festival is planned for Sunday 16th October. 	
8. Other business	<ul style="list-style-type: none"> • No other business was discussed. 	
9. Next meeting date and location	<p>Thursday 25 August, Macey Training Room, Edendale.</p>	

Meeting closed at 6pm