

MANNINGHAM

## COUNCIL MEETING

# AGENDA

<b>Date:</b>	<b>Tuesday, 27 July 2021</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Meeting held via Zoom conferencing in accordance with section 394 of the <i>Local Government Act 2020</i></b>

**This meeting is convened to transact the business listed below.**

A handwritten signature in black ink, appearing to read 'Andrew Day', with a stylized flourish at the end.

**Andrew Day**  
**Chief Executive Officer**

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**1 OPENING PRAYER AND STATEMENTS OF  
ACKNOWLEDGEMENT**

**2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Confirmation of the Minutes of the Council Meeting held on 29 June 2021.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

**9 PLANNING PERMIT APPLICATIONS**

Nil

## 10 CITY PLANNING & COMMUNITY

### 10.1 Manningham Community Partnership Grant Program 2021 - 2025

File Number:	IN21/422
Responsible Director:	Director City Planning and Community
Attachments:	1 Amended Community Grant Program Policy 2021 <a href="#">↓</a>
	2 2021 Community Grants Guidelines <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*The Community Partnership Grants are open to any community based not-for-profit organisation who deliver programs and initiatives that support Manningham residents.*

*The Community Grant Program Policy (Attachment 1) was adopted in August 2020 and requires Council to endorse the priority outcomes for Community Partnership Grants. This will ensure they align with Council's strategic priorities as identified in the draft 2021-25 Council Plan and draft 2021-25 Health and Wellbeing Strategy (formerly the Healthy City Strategy).*

*Drawing upon the priorities contained in these two strategic documents, officers are seeking endorsement of the funding priorities for the 2021-25 Community Partnership Grants Program.*

*As part of this process, it is also recommended that the Policy be updated to make minor amendments to align partnership grant funding with priority outcomes contained in the Health and Wellbeing Strategy and Council Plan.*

*Once endorsed by Council, community organisations seeking to partner with Council through this program will be required to align their projects or initiatives to the strategic priorities in order to deliver health and wellbeing outcomes for the Manningham community.*

*Community Partnership Grants will be advertised in August 2021 for commencement January 2022.*

#### 1. RECOMMENDATION

**That Council resolves to:**

- A. Accept the proposed priority outcomes for the 2021-25 Community Partnership Grants Program as outlined in the Community Partnership Grant Guidelines (Attachment 2).**
- B. Amend the Community Grant Program Policy (Attachment 1) to:**
  - i) Amend the title to the "Community Grant Program Policy 2021-2025" (formerly 2020-2024); and**

- |      |  |
|------|--|
| ii)  | <b>Reference the Health and Wellbeing Strategy (formerly the Healthy City Strategy)</b>  |
| iii) | <b>Authorise Council to align partnership grant funding with priority outcomes contained in the Health and Wellbeing Strategy and Council Plan</b> |

## 2. BACKGROUND

- 2.1 Council's Community Grant Program provides funding to not-for-profit community groups and organisations to deliver activities that strengthen and support communities that live, work, study and recreate in Manningham.
- 2.2 In 2019/20 officers conducted an internal review of the Community Grants Program Policy. The Policy covers all three funding streams: Annual Grants, multi-year Partnership Grants and Small Grants. This review led to the development of a new Policy, adopted in August 2020, which sought to:
- Improve alignment of grant applications with Council priorities;
  - Improve access to Council's grants program for community organisations; and
  - Clarify the assessment process for future grants programs.
- 2.3 While the Policy addressed all community grant programs, the most substantial changes applied to the Community Partnership Grants program, which offers multi-year funding of up to \$50,000pa for up to four years (\$200,000 in total).
- 2.4 The Community Grants Program Policy (Attachment 1) was adopted by Council in August 2020 and stipulates that:
- "For Community Partnership Grants, Council shall, at its discretion, prioritise selected key action areas contained in the Healthy City Strategy and may target more specific outcomes where they align with key action areas. These priority outcomes as determined by Council shall be subject to endorsement prior to advertising the Community Grant Program Guidelines."*
- 2.5 With both the 2021-25 Council Plan and the 2021-25 Health and Wellbeing Strategy being at draft stage, this report seeks Council support for the strategic priorities to be aligned to the forthcoming Community Partnership Grants program (to be advertised in August 2021 and commence in January 2022).

## 3. DISCUSSION / ISSUE

- 3.1 In order to meet the requirements of the Policy (Attachment 1) Council is required to adopt the Draft Community Grant Program Guidelines (Attachment 2) which include the priority outcomes for Community Partnership Grants program.

- 3.2 While the 2021-25 Health and Wellbeing Strategy is still in draft form, in order to meet the timelines for partnership grants to be advertised in August 2021 and commence in January 2022, officers are seeking endorsement of the priority outcomes based on the draft documents.
- 3.3 The Community Grants Program Policy references the Healthy City Strategy as the source of grant funding priorities, however as the community planning process has evolved and considered community feedback, survey data and the impact of Covid-19, officers are recommending the priority outcomes be drawn from both the draft Health and Wellbeing Strategy and draft Council Plan.
- 3.4 As part of this process, it is proposed that the Community Grants Program Policy be subject to three minor amendments, these are contained in the amended Policy (Attachment 1):
- 3.4.1 That the name of the policy and its term be amended to reflect the new four year period 2021-2025;
- 3.4.2 That the Policy be amended to reference the Health and Wellbeing Strategy (formerly the Healthy City Strategy); and
- 3.4.3 That the policy be amended to note that the priority outcomes endorsed by Council to inform community partnership grants may be drawn from the Health and Wellbeing Strategy and Council Plan.
- 3.5 Having regards to the priorities identified in Council's two strategic documents, officers have recommended priority outcomes for consideration by Council for inclusion in the 2021–2025 Community Partnership Grants.

**2022-2025 Community Partnership Grant priority outcomes**

- 3.5.1 Youth Mental Health (draft CP)
- 3.5.2 Climate Change Adaptation (draft CP)
- 3.5.3 Reconciliation (draft CP)
- 3.5.4 Prevention of Family Violence (draft CP)
- 3.5.5 Legal Services to Support at Risk Residents (draft CP)
- 3.5.6 Improved Social and Emotional Wellbeing (draft HWS)
- 3.5.7 Increased Active Living (draft HWS)
- 3.5.8 Increased Connection to and Engagement in Community Life (draft HWS)
- 3.5.9 Access to Healthy Eating (draft HWS)
- 3.5.10 Reduced Injury and Harm (draft HWS)
- 3.6 In addition to aligning the priority outcomes with strategic priorities in the draft Council Plan and Draft Health and Wellbeing Strategy, the priority outcomes (above) align well with current and historical initiatives supported by multi-year funding agreements. The priority outcomes have the scope to support initiatives including, but not limited to:

- festivals and events;
  - cultural activities;
  - emergency support and relief; and
  - support services for residents with acute or ongoing needs.
- 3.7 Although the draft Health and Wellbeing Strategy is still to be adopted by Council, the proposed priority outcomes outlined in 3.6 above align with the consultation that has occurred to date and with the Victorian Government's priority health outcomes and are expected to remain valid for the duration of the 4-year Community Partnership Grants.
- 3.8 Applicants for the Community Partnership Grant will need to demonstrate how their proposed activity or program aligns with at least one of the priority outcomes. Consistent with past grants programs, officers provide support to community organisations through workshops and training session to ensure they are aware of Council's priorities and its expectations
- 3.9 Each successful applicant will enter into a formal Funding and Service Agreement with Council which includes specific reporting requirements and annual activity specification documents to record their achievements against Council's priority outcomes.

#### **4. COUNCIL PLAN / STRATEGY**

- 4.1 The Community Grant Program Policy is aligned with the key priorities of the draft 2021-25 Council Plan and draft 2021-25 Health and Wellbeing Strategy and the priorities being considered by Council via this report are drawn directly from these strategic documents.

#### **5. IMPACTS AND IMPLICATIONS**

- 5.1 The Community Partnership Grant Program Guidelines will inform the application and evaluation processes as part of the Community Partnership Grant Program.
- 5.2 The Guidelines will be promoted to organisations with the intention of developing 4-year partnerships to assist Council in supporting a healthy and more connected community.

#### **6. IMPLEMENTATION**

##### Finance / Resource Implications

- 6.1 In February 2021, Council committed to short-term funding agreements with existing Community Partnership recipients until 31 December 2021, with the balance of the funding available in the 2021/22 budget to be used to commence funding in year one of the next round of Community Partnership Grants.
- 6.2 The allocation for Community Partnership Grants in the 2021/2022 budget is \$571,925. Of this, \$244,447 has already been allocated for the additional Partnership Grants as indicated above, for the period July – December 2021. This leaves an allocation of \$327,481 for the initial six months of the 2022-2025 Community Partnership Grant.

- 6.3 The Community Grant Program is resourced through Council's annual operating budget. Later in 2021 when considering officer recommendations for 4-year community partnership grants, Council will be establishing a baseline for community grant budgets.

#### Communication and Engagement

- 6.4 Following endorsement of the guidelines, a targeted communications and promotions campaign for the Community Partnership Grant program will be delivered and will inform the community of Council priority outcomes.
- 6.5 As part of the administration of the Community Grants program, officers will support community organisations by providing:
- 6.5.1 a simplified application process for small grants, annual grants and partnership grants;
  - 6.5.2 information and support remotely where a person may not be able to attend in person;
  - 6.5.3 options for applicants to choose the best method of communication that enables them to participate in the grants program;
  - 6.5.4 access to translated material where appropriate; and
  - 6.5.5 the opportunity for grant writing support in languages other than English, for example, the application will be available in simplified Chinese and there is the ability to respond in that language.

#### Timelines:

- 6.6 Subject to Council's endorsement, the following dates will apply:
- |                |   |
|----------------|---|
| August 2021    | 2021 Community Grant Program applications open, augmented by information sessions                         |
| November 2021: | Community Grant Assessment Panel meetings, with recommendations referred to Council for final endorsement |
| December 2021  | Report on recommended Community Partnership Grants presented to Council for endorsement                   |

## **7. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.





## Policy Register

### Community Grant Program Policy 2021-2025

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Policy Classification	-
Policy N°	-
Policy Status	-
Responsible Service Unit	- <b>Economic and Community Wellbeing</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>TBD</b>
Next Review Date	- <b>TBD</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*



**Policy Register**  
**Second DRAFT - Community Grant Program Policy 2020**

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## **PURPOSE**

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The Community Grant Program Policy 2021-2025 (the Policy) provides a framework for the effective management of the Manningham Community Grant Program. The Policy aligns the Grant Program with Council's strategic objectives, key plans and policies. It sets out the overarching funding and governance principles, as well as processes and practices that inform the Grant Program, which provides funding to support a broad range of community initiatives, programs and projects.

## **SCOPE OF POLICY**

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The Community Grant Program provides financial support for not-for-profit community organisations to develop activities, programs and services that benefit and respond to current and emerging needs and interests of the Manningham community.

The Community Grant Program enables the development of key partnerships between Council and community organisations. It promotes a collaborative and strategic approach to community development and service delivery outcomes across the community. The program is divided into five grant categories: Community Partnership Grants, Community Development Grants, Arts Grants, Festivals and Events Grants and Small Grants.

## **POLICY STATEMENT**

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This Policy is consistent with the key action areas contained in the Manningham Health and Wellbeing Strategy and Council Plan.

The Policy is based on the following principles:

- Community Grants are available to organisations to deliver programs and projects that benefit the Manningham Community.
- Council funds organisations on the basis that they are sustainable and self-sufficient, and that Council grants add to their existing programs and projects and is not relied upon for operational viability. Funding is not guaranteed from one funded period to the next
- Community grants should also provide opportunities for new or emerging organisations to be funded through annual grants and small grants
- The grant application process reflects the value of the funding allocation and is easy to understand
- Applicants are aware of the assessment criteria, and the assessment process is consistent, transparent and supported by good governance



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- Community grants are offered in a way that encourages applications from our non-English speaking community.

#### Governance Principles

The management of the Policy will be based upon the following good governance principles:

**Transparency** of the processes and practices supporting the program by providing clear and accessible information, and ensuring well defined and well documented practices applied consistently across Council and the community.

**Equity**, whereby all applicants will be offered the same level of information, advice, guidance and support, and will undergo consistent assessment and evaluation processes. There will be a rigorous process to ensure there are no conflicts of interest at any point throughout the grants management process.

**Efficiency** of the program will be prioritised through streamlined application processes, effective and timely assessment, as well as sound program administration and management systems to streamline the administrative tasks associated with grants management through an online grants management system.

**Sustainable Practices** will reduce the reliance on paper-based practices, and will embrace more sustainable practices such as online and digital systems.

#### Community Grant Program Objectives:

Community grants are an opportunity for Council to partner with community organisations and empower them to deliver key actions contained in Council's *Health and Wellbeing Strategy and Council Plan*.

The Community Grant Program is underpinned by the principles of community and cultural development, which are reflected in the grant objectives below. Applicants are required to address these grant objectives in their applications.

<b>Partnerships</b>	Foster and develop partnerships between Council, groups and not-for-profit organisations for the delivery of shared outcomes.
<b>Services and Activities</b>	Provide a range of services and activities that respond to the needs of communities that align with Council's plans and strategies.
<b>Participation</b>	Foster community involvement and participation with a focus on groups and individuals that experience barriers to participating in community life.
<b>Skills Development</b>	Build community capacity and empower communities to further develop or gain new skills to enhance their quality of life.
<b>Innovation</b>	Pilot activities that provide an innovative response to local priorities and ensure ongoing environmental, economic and social sustainability.



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<b>Value</b>	Provide a measureable, cost-effective and efficient means to deliver community outcomes in a transparent and accountable manner.
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**Funding Framework:**

The Community Grant Program is divided into five categories.

Grant Category	Purpose	Funding Allocation*	Timing
<b>Community Partnership Grants</b>	Community Partnership Grant funding is available to not-for-profit or community organisations operating in Manningham to achieve longer term community development outcomes.	Allocations of up to \$50,000 per year with a maximum of \$200,000 over 4 years	More than 12 months and up to four-years.
<b>Community Development</b>	Achieve community development outcomes that respond to the needs of Manningham's diverse community.	\$3,001 - \$20,000	Annual
<b>Festivals and Events</b>	Support community led festivals and events that attract visitors to Manningham and activate key locations.	\$3,001 - \$20,000	Annual
<b>Arts</b>	Support activities that provide opportunities to participate in arts, culture and heritage.	\$3,001 - \$20,000	Annual
<b>Small Grants</b>	Support community strengthening initiatives and equipment purchase to enhance the quality of life of Manningham residents.	Up to \$3,000. Equipment Purchase 50% contribution of the total cost up to \$1,500	Applications open anytime and assessed up to three times a year

\* Funding allocations are subject to adoption of Council's annual budget

In addition:

- Applicants may apply for a grant in more than one grant category each year, however a separate application form for each grant category must be completed.
- Organisations may not apply for funding across multiple categories for different elements of the same activity or initiative.



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- Applicants may also contribute additional in-kind resources and support for their activity and are encouraged to seek additional funding from other agencies, however this is not a condition of funding.
- Community organisations may form partnerships or consortia and submit a single application to Council.
- Funding allocations are final and non-negotiable.

#### Community Partnerships Grants

- Multi-year funding through this program shall not be interpreted as operational funding for a community organisation and should rather, add to an organisation's existing programs and projects.
- Grant applications in this category must be aligned with Council's priority outcomes derived from the Council Plan and Health and Wellbeing Strategy action areas and programs or initiatives that address new or emerging issues within the community are encouraged.

#### Annual grants

- Funding in this category is for one-off projects and activities, however requests for funding for a second year of a project or activity may be accepted.
- To meet the criteria for second-year funding, applicants will need to demonstrate how the second year builds on the initial project and to demonstrate the need for additional funding.

## RESPONSIBILITY

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Manager, Economic and Community Wellbeing

## RELATED POLICIES

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The Policy is strategically aligned with Council's planning framework and policies including the Council Plan, the Health and Wellbeing Strategy, Community Plan, and other key strategic Council documents.

## SUPPORTING PROCEDURES

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### Grant Assessments

Council is committed to a process that is:

- Transparent;
- Consistent; and



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- Free from conflict of interest.

This includes, but is not limited to:

- Informing the community of Council's priorities prior to commencing the process;
- Ensuring that applicants will be aware of the assessment criteria prior to submitting an application;
- Making applicants aware of the decision making process; and
- Publicly reporting on outcomes of the assessment process - including unsuccessful grant applications.

**Assessment Criteria:**

Applications for community grants will be assessed against the principles contained in the **Funding Framework** and the **Program Objectives** outlined in this Policy.

More specifically, the assessment of Community Grant applications will have regards to:

- the alignment of the application with Council's priorities;
- the proposed community benefit derived from the program or initiative;
- an organisation's ability to successfully deliver the community outcome over time; and
- value for money.

The priority outcomes for **small grants** and **annual grants**, shall align with the key action areas contained in the Health and Wellbeing Strategy and Council Plan.

For **Community Partnership Grants**, Council shall, at its discretion, prioritise selected key action areas contained in the Health and Wellbeing Strategy and Council Plan and may target more specific outcomes where they align with key action areas. These priority outcomes as determined by Council shall be subject to endorsement prior to advertising the Community Grant Program Guidelines.

While grant applications will be assessed against the proposed community benefit of the program or initiative, the evaluation process will also consider the accuracy and relevance of the information contained in the application.

With that in mind, grant applications will be evaluated against the published criteria and the level of detail required in an application shall reflect the level of funding sought.

**Assessment process:**



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Composition of the assessment panels for respective grants categories and the accompanying and decision making process are referenced in the Community Grants Program Assessment Panel Terms of Reference.

The assessment process shall be aligned to the grants program as follows:

Action	Heritage Grants <sup>^</sup>	Small Grants	Annual Grants	Community Partnership Grants
Application assessed by Council officers for conformity with the eligibility criteria	✓	✓	✓	✓
Referred to a subject matter expert within Council to provide feedback on the application and the stated outcomes		✓	✓	
Application evaluated by officers against the selection criteria		✓	✓	
Officers evaluation referred to the assessment panel for further consideration		✓	✓	
Applications evaluated by panel members in full	✓			✓
Panel recommendations presented to the Director City Planning and Community for approval under delegation	✓	✓		
Panel recommendations referred to Council for consideration and endorsement			✓	✓

<sup>^</sup> Subject to evaluation criteria and funding guidelines not covered by this Policy

**Eligibility: Who Can Apply for a Grant?**

In order to be eligible to apply for funding through the Community Grant Program all applicants must:

- Be a not-for-profit constituted body such as an Incorporated Association or a Company Limited by Guarantee, or be an entity auspiced by an incorporated not-for-profit organisation that accepts legal and financial responsibility for the funded activity.
- Be a school or kindergarten whose program or activity is not solely curriculum based and offers a benefit to the wider community. Schools and kindergartens are encouraged to partner with community groups to achieve this outcome.

**Who is not eligible to apply:**





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- Individuals
- Community organisations that are not incorporated unless they have an incorporated auspice
- Organisations with outstanding debts to Council
- For profit, commercial organisations.

### What will not be funded?

Applications will not receive funding for activities that:

- Are inconsistent with Council Plan or Health and Wellbeing Strategy priorities or Community Grant Program objectives
- Are the responsibility of other tiers of government (e.g. State, Federal)
- Have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- Have a religious or political purpose which seeks to promote core beliefs
- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- Would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration except for Community Partnership Grants
- Are funded through other Council programs or activities, including grants and sponsorship programs
- Are Council owned and run
- Offer social outings and gatherings, unless it can be demonstrated it is a core part of the project delivery
- Seek conference sponsorship e.g. financial or technical support
- Seek debt payment support
- Are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- Are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar panels)
- Are for building amenity improvements
- Are listed as a sports club responsibility as set out in Council's Outdoor Sports Infrastructure Guidelines [www.manningham.vic.gov.au/find-a-sporting-venue](http://www.manningham.vic.gov.au/find-a-sporting-venue)



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**GUIDELINES**

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The Community Grant Program Guidelines will be updated annually and will clearly communicate Council's priority outcomes for the next round of funding.

The Guidelines shall clearly detail the methodology, the weighting for each evaluation criteria and shall identify include key dates and decision making points in the process.

Where the round of funding includes advertising applications for Community Partnership Grant funding, the guidelines shall specify Council's priority outcomes and be subject to endorsement by Council.

**DOCUMENT HISTORY**

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<b>Policy Title:</b>	
<b>Responsible Officer:</b>	
<b>Resp. Officer Position:</b>	
<b>Next Review Date:</b>	
<b>To be included on website?</b>	

<b>Last Updated</b>	<b>Meeting type? - Council or EMT</b>	<b>Meeting Date</b>	<b>Item N°</b>

# 1. Community Partnership Grant Guidelines

## 1.1. Community Partnership Grants

Community Partnership Grant funding is available for between one to four years to not-for-profit or community organisations operating in Manningham to achieve longer term community and cultural development outcomes.

The Community Partnership Grant funds strategic partnerships through activities and programs that respond to the priorities and directions in the Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025.

Applications are invited from established, experienced and relevant organisations to deliver services where there is a clearly demonstrated need. Proposed activities cannot be a duplication of existing activities and cannot be the core responsibility of State or Federal governments. See Section 2.1 (page 4) for full details.

### 1.1.1. Priority Outcomes

High level indicators have been selected from both the Council Plan and Health and Wellbeing Strategy. Applications are sought that deliver outcomes on the following priorities:

- Youth Mental Health
- Climate Change Adaptation
- Reconciliation
- Prevention of Family Violence
- Legal Services to Support at Risk Residents
- Improved Social and Emotional Wellbeing
- Increased Active Living
- Increased Connection to and Engagement in Community Life
- Access to Healthy Eating
- Reduced Injury and Harm

**Community Partnership Grant applicants** must demonstrate how the activity will achieve **at least one to three (maximum)** grant priority outcomes listed above to be eligible for funding.

### 1.1.2. Funding details

<b>Allocation</b>	Funding up to \$50,000 per year to a total of \$200,000 over 4 years. Allocations can be up to four (4) years.
<b>Timing</b>	There is one Community Partnership Grant funding round every four years Applications open Monday 16 August 2021 and close on Monday 27 September 2021
<b>Funding announcements</b>	Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA). Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

### 1.1.3. What types of outcomes might be funded?

Applications for activities, initiatives or programs should be developed in such a way to be able to measure the benefits of the activity to our community. These measures will help deliver the priority outcomes that are articulated in the Council Plan and the Health and Wellbeing Strategy.

Example Priority Outcome measures are listed below.

- **Youth Mental Health**  
Activities that support enhanced mental health for young people aged 10-25 years. The outcomes will be measurable and might include, for example:
  - Reduction in psychological distress in adolescents
  - Increased number of adolescents with high levels of resilience
- **Climate Change Adaptation**  
Activities that support resilience to climate change and the current and future impacts on the health of our community, for example:
  - Increase in the number of people who feel resilient towards the impacts of climate change
- **Reconciliation**  
Activities that support reconciliation for all Aboriginal and Torres Strait Islanders, for example:
  - Increase in understanding and respect for aboriginal cultures, histories, knowledge and rights
- **Prevention of Family Violence**  
Activities that support residents to feel safe and protected from risks to personal safety and harm from other people, for example:
  - Increase in the number of adults who are prepared to intervene in a situation of domestic violence
- **Legal Services to Support at Risk Residents**  
Activities that support access to free and low cost legal support in Manningham for at risk residents, for example:
  - Increase in accessibility to legal services and support for at risk residents
- **Improved Social and Emotional Wellbeing**  
Activities that support people's ability to connect with friends and family, work productively and contribute to their community, cope with the stresses of life and feel safe and included in their community, for example:
  - Reduction psychological distress in older adults and adults
  - Reduction in the number of people who die by suicide
- **Increased Active Living**  
Activities that supports access to affordable, accessible, safe and inclusive activities which will help to improve individual and community health and wellbeing, for example:
  - Increase in physical activity for older adults, adults, adolescents and children
- **Increased Connection to and Engagement in Community Life**  
Activities that support people to feel welcomed, valued and that they belong, for example:
  - Increase in older adults, adults, adolescents and children who participate in community life
  - Increase in attendance to arts and cultural activities by older adults, adults and adolescents
- **Access to Healthy Eating**  
Activities that support access to healthy and affordable food and encourage healthy eating behaviours, for example:
  - Increase in access to healthy food for adults and children who ran out of food and could not afford to buy more
- **Reduced Injury and Harm**  
Activities that support increased community awareness of the risks of engaging in harmful behaviour and working to create inclusive environments that support people in our community to feel safe and welcomed, for example:
  - Reduction in the number of hospitalisation rates due to fall in older adults
  - Reduction in number of adults and adolescents using illicit drugs
  - Reduction in consumption of alcohol

- Increased education on the impact of gambling to at risk residents

There are a range of other measures included in both the Council Plan and Health and Wellbeing Strategy. Applications can address these or other appropriate measures.

## 2. Eligibility: Who can apply for a grant?

Pre-eligibility assessment is conducted on all applications. At this stage of the assessment process, any ineligible applications will be removed.

Grant applications must be from:

- A not-for-profit constituted body such as an Incorporated Association or a Company by Limited Guarantee, or
- Supported / partnered (auspiced) by an incorporated not-for-profit organisation that is able to accept legal and financial responsibility for the grant and activity, or
- A school. Schools are encouraged to partner with community groups for activities that benefit the wider community.

In addition to the above criteria, organisations must also:

- Be located or deliver activities within the City of Manningham to Manningham residents
- Have appropriate insurance
- Meet all legislative requirements related to the funded activity. For example, if the funded activity involves contact with children, a Working with Children Check for organisers would be required
- Have no outstanding debts to Council
- Provide an Incorporation Number
- Provide an ABN or completed Statement by Supplier form
- Complete a Project Plan (example pages 17 and 18)
- Provide a completed Evaluation Framework (example pages 19 and 20)
- Provide written quotes for all expenditure items over \$1000 that are essential for the delivery of the activity
- Apply before the closing date. Late applications will not be accepted under any circumstances.

### What does "Auspice" mean?

If a not-for-profit organisation is not incorporated or has limited organisational capacity, another eligible organisation can auspice on their behalf. In this context, the auspice organisation would receive the grant funding and have responsibility for ensuring that the activity is completed on time. A letter from the auspicing organisation that confirms the arrangement, must be submitted with the grant application form.

### 2.1. Who is not eligible to apply?

Applicants will not be eligible for funding if they are:

- An individual
- A community organisation that is not incorporated, unless they partner with a not-for-profit incorporated organisation ("auspice")
- A commercial organisation.

### What is an "Incorporated Association"?

Being incorporated refers to an organisation that has a legal identity of its own, recognised by State and Federal Government and is separate and distinct from the individuals who form the group. For more information visit [www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations)

## 2.2. What will not be funded?

Applications will not receive funding if sought for equipment or activities that:

- Are inconsistent with Council priorities or Community Grant Program objectives
- Are the responsibility of other tiers of government (e.g. State, Federal)
- Have already commenced or where the organisation has committed expenditure prior to the grant notification date (activities will not be funded retrospectively)
- Have a religious or political purpose which seeks to promote core beliefs
- Duplicate existing services/activities unless it can be demonstrated that it meets an unmet community need
- Items which would normally be part of a reasonable operating budget for the organisation, i.e. staff salaries or administration
- Are funded through other Council programs or activities, including grants and sponsorship programs
- Are Council owned and run
- Provide catering, unless demonstrated that it is part of the core delivery of the activity
- Offer social outings and gatherings, unless it can be demonstrated it is a core part of the activity delivery
- Seek conference sponsorship i.e. financial or technical support
- Seek debt payment support
- Support grant giving or fundraising programs
- Are solely curriculum based (kindergarten, primary or secondary school). Only applications that demonstrate a broader community partnership approach will be considered
- Are for fixed / permanent equipment, building maintenance or capital improvements (such as heating or cooling systems, shade sails, solar)
- Are for building amenity improvements
- Are listed as a sports club responsibility as set out in Council's Outdoor Sports Infrastructure Guidelines [www.manningham.vic.gov.au/find-a-sporting-venue](http://www.manningham.vic.gov.au/find-a-sporting-venue)

**Please note:** Council owned kindergartens / child care centres / playgroups / toy libraries can apply to the Minor Capital Works Funding Program to request small refurbishments for building or playground works. For more information contact the Community Facilities Project Officer on 9840 9333.

### 3. How to apply

#### 3.1. Key dates and Timelines

Community Partnership Grants – 2022 - 2025	
Grants Open	Monday 16 August 2021
Grants Close	Monday 27 September 2021
Assessment of Applications	October - November 2021
Recommendations considered by Council	December 2021
Applicants Notified	January 2022

#### 3.2. Application Process



#### 3.3. Help with your application

Before applying for a grant, we suggest that a project proposal be developed outlining a brief project description, the objectives of the project, timeline and budget to identify the appropriate category to submit your application.

Applicants are required to discuss their proposal with Council’s Grants team before submitting an application.

Council’s Grants Team is available to provide support to groups and organisation that require assistance with their grant application including advice on the proposal, how to apply online (SmartyGrants) or to request assistance with a translator/ interpreter is also available. A Chinese language application form is available.

Contact the Grant Team on 9840 9333 or by email: [grants@manningham.vic.gov.au](mailto:grants@manningham.vic.gov.au)



### 3.4. Assessment Criteria for Community Partnership Grants

Community Partnership Grant applications will be assessed against four criteria. The points below are provided to assist in guiding your responses. The assessment criteria scores applications to a maximum total of 100 per cent.

Assessment Criteria	What responses you should include in your application	Criteria weighting
<b>What is the activity you are applying for and how will it achieve the priority outcome/s identified?</b>	Provide a clear description of the activity you are seeking funding for and its objectives.	Required
	Describe how the activity will align to the identified priority outcomes, to a maximum of three (3).	15 per cent
	Include details about the proposed short or medium term impacts of the activity (the desired medium-term and end results). Measures should be reflected in the Evaluation Framework.	10 per cent
	Include a description of how the activity is informed by best practice and/or incorporates innovative practices.	5 per cent
		<b>Total 30 per cent</b>
<b>Why is the activity needed?</b>	Provide a clear description of the community need, issue or opportunity that your activity is responding to.	10 per cent
	Include specific information that supports your application, such as demographic data, letters of support, feedback from a community consultation, previous evaluations community plans, reports or strategies.	5 per cent
		<b>Total 15 per cent</b>
<b>Who will benefit from the activity?</b>	Provide a description of the groups and/or individuals in the community that are being targeted and will participate in the activity. (e.g. socially isolated, vulnerable, disadvantaged, older residents, intergenerational, diverse)	10 per cent
	Include the estimated percentage and number of Manningham participants in the program activities.	10 per cent
		<b>Total 20 per cent</b>
<b>How will the funded activity be managed and delivered over the funding period?</b>	Provide an overview of your group/organisations capacity to deliver the activity. This must include information regarding your organisations experience in effectively delivering and marketing similar initiatives including details of the responsible project manager.	10 per cent
	Describe how your proposal provides value for money. Include volunteer contribution, in-kind, cash, other funding sources and donations.	15 per cent
	Provide information about the groups and/or organisations you will partner or engage with for the delivery of the activity and their role/s. Could include support, expert advice or delivery of elements of the project.	5 per cent
	Include details about how the program will be sustainable beyond the four year funding cycle.	5 per cent
		<b>Total 35 per cent</b>

<p><b>Project Plan and Evaluation Framework</b></p>	<p>A detailed Project Plan is required. The Plan should list the key tasks, responsible person/s and timeframes to complete the project</p> <p>Complete the Evaluation Framework listing the objectives, outcomes, timelines and measure of success.</p> <p>Include alignment to the Priority Outcome Measures you will use to show impact of the program or activity.</p>	<p>Required</p>
<p><b>Budget</b></p>	<p>A budget should be prepared for the full funded period of the program or activity.</p> <p>Ensure your budget reflects the scope of the activity, must include all expenditure and income contributions include any financial and in-kind assistance from your group/organisation and activity partner/s.</p> <p>All expenditure items over \$1,000 will require a quote (see 3.7).</p> <p>Subject to the nature of the application, Council may require written estimates for all proposed expenditure or additional quotations for budget items.</p> <p>Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 will be considered favourably.</p>	<p>Required</p>

### 3.5. Project Plan

A completed Project Plan is required.

Failure to provide a Project Plan may result in your application being deemed ineligible.

If your application is successful, the plan will form part of your Funding and Service Agreement (FASA).

The Project Plan guides the management and implementation of your activity and includes answers to questions such as:

- What key tasks must be completed to successfully deliver the activity?
- Who will be responsible for delivering the activity?
- When should the task be completed by?

A Project Plan template is included in the SmartyGrants application form. A first year sample Project Plan is available in Appendix A – Project Plan Examples on pages 17 - 18.

### 3.6. Evaluation Framework

A completed Evaluation Framework is required.

Evaluation is important because it enables organisations to plan for specific program and activity outcomes and to measure how well the activity was delivered and whether it achieved what it set out to do.

The Evaluation Framework template is available in the SmartyGrants application form. A first year sample Evaluation Framework is available in Appendix B – Evaluation Framework Examples on pages 19 - 20.

Failure to provide an Evaluation Framework with your application may result in your application being deemed ineligible.

### 3.7. Budget and quotes for budgeted expenses

Your budget should reflect the scope of your activity and include all income and expenditure for each year you are seeking funding up to four (4) years that relate specifically to your proposed activity. Please also include any financial and in-kind assistance from your group/organisation and activity partner/s. When you have completed your budget, **the Total Income and Total Expenditure must be equal.**

#### 3.7.1. Income

You must provide all income contributions, both financial and in-kind, related to your activity.

For example:

- Your organisation's financial contribution
- Your organisation's "in-kind" contribution
- The grant amount you are seeking from Manningham Council
- Grants you are seeking from other funding bodies
- Sponsorship, donations or other funding

#### What is "in-kind" contribution?

An in-kind contribution is when an organisation contributes goods or services in-lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contributions must have a \$ value, for example the estimated value of volunteer time is \$41 per hour.

Applicants who provide evidence of in-kind and / or financial contributions will be considered more favourably.

**3.7.2. Expenditure and quotes**

Quotes are mandatory for all expenditure items over \$1000. Quotes may be submitted as a catalogue item (web or hard copy) or quotes from a provider. Failure to do so may result in your application being deemed ineligible or unsuccessful. A sample budget is available in on pages 21 – 22.

Applications that include formal estimates/quotations for specific goods or services that are below \$1,000 will be considered favourably. Subject to the nature of the application, Council may require written estimates for all proposed expenditure.

**3.7.3. GST status**

Organisations must indicate their GST status in their application.

Successful organisations with an ABN that are not registered for GST, will receive their grant without GST.

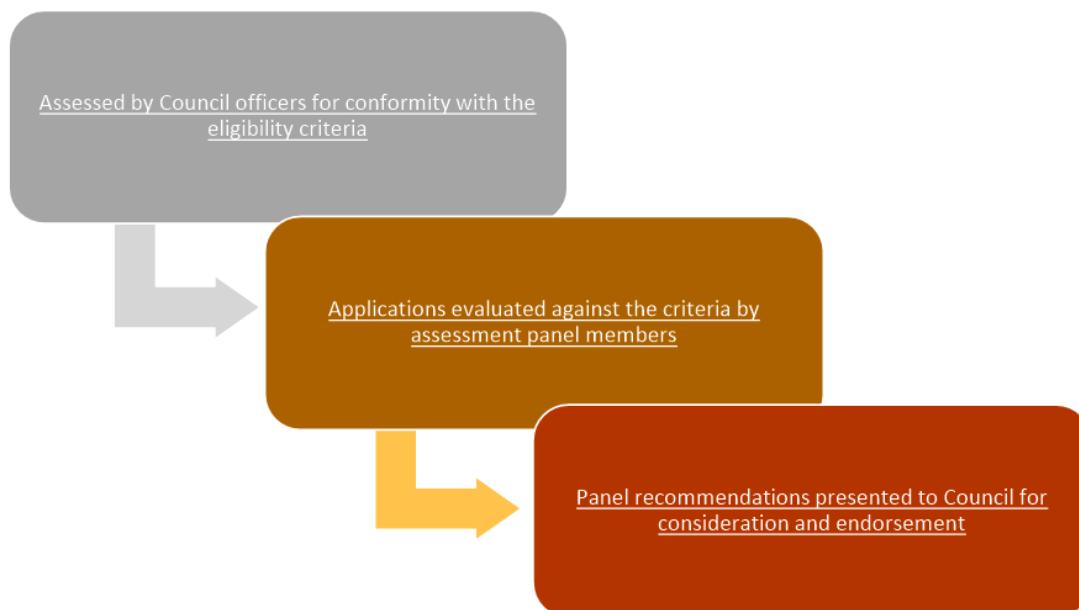
Successful organisations with an ABN and are registered for GST, will be required to complete an Agreement for Issuing Recipient Created Tax Invoices (RCTI). You will receive the grant amount plus 10% GST.

## 4. Assessment process:

Community Partnership Grant applications will be assessed against the program objectives and assessment criteria and will also consider the following:

- the alignment of the application with Council's Priority Outcome/s;
- the proposed community benefit derived from the program or initiative;
- an organisation's ability to successfully deliver the community outcome over time.

All applications will, at a minimum, proceed through the following process:



To assist with decision making, applicants may be asked to provide additional information during the assessment process. Applications written in Chinese language will be translated at Council's cost for assessment.

### 4.1.1. Notification process

Applicants will receive notification of the outcome of their application within three weeks of Council making a decision. Successful applicants will be required to enter into a formal funding agreement (FASA).

Applicants who are unsuccessful may request feedback from Council officers regarding why the applicant was not successful and how the application may be improved for the future.

A list of successful applicants will be published on Council's website approximately one month after all applicants have been notified of the outcome of their application. This information can be found at [www.manningham.vic.gov.au/community-grant-program](http://www.manningham.vic.gov.au/community-grant-program)

## 5. Terms and Conditions

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### For applicants

The following general terms and conditions apply to the Community Grants Program:

1. All applications must be approved by the Chairperson, President or Chief Executive Officer of the applicant organisation.
2. Successful applicants must use Community Grant Program funding for the stated purpose for which the funding was awarded, unless further written permission has been obtained from Council before the activity has commenced.
3. Successful applicants must comply with all relevant State and Federal government legislation that apply to the funded activity. If the funded activity involves contact with children, your group or organisation will be required to obtain a Working with Children (WWC) Check. To find out if you need a WWC Check or are exempt, visit <http://www.workingwithchildren.vic.gov.au>
4. Council's Community Grant Program is a competitive funding scheme and the funding allocation is awarded on the merit of the application.
5. Applicants must demonstrate satisfactory performance and adherence to all grant conditions (e.g. permit requirements such as traffic management plans, traders' permits, etc.).
6. The total funding available for Council's Community Grant Program is subject to variation and Council's annual Budget process.
7. Council reserves the right to request further information in considering applications. If deemed necessary, applicants may be required to discuss or clarify their application with Council officers and/or provide further written information within a specified timeframe.
8. Canvassing or lobbying Councillors, Council employees or independent assessors, in relation to a grant application, is prohibited. Lobbying or canvassing relevant officers may result in your application being deemed ineligible.
9. All Council officers, Councillors and community members involved in the grant assessment process are required to declare their interest prior to assessing any grant applications or reviewing project evaluations and reports. This process ensures that a clear or perceived conflict of interest is promptly identified, addressed and recorded. In the event of a conflict of interest, the person will not participate in any discussion or decision-making relating to the nominated item/s of conflict.
10. A Council Report with the recommended funding allocations is presented to Council for consideration. The decision to award grants is made by Council and shall have regards to Council's responsibilities under the Local Government Act 2020 and Council's decision is final. There is no appeal process.
11. Applicants will receive notification of the outcome of their application after Council's decision.

### For funded recipients

Funding and Service Agreement (FASA)

12. Funded recipients will be expected to enter into a Funding and Service Agreement (Agreement) with Council. The Agreement:
  - Establishes a collaborative arrangement between Council and your group or organisation, based on the principles of co-operation and partnership.
  - Outlines the roles and responsibilities of Council and your group or organisation in the provision and use of funding allocated under this Agreement .
  - Includes general funding Terms and Conditions and may include special conditions relating to the delivery of the grant.

13. The Agreement must be completed, signed off and returned by the specified date for the funding to be released. Funding will not be made available to groups who submit this documentation after this date or those that currently hold a debt with Council.
14. All funded recipients will be allocated to a Council officer who is the primary contact for the delivery of the activity. As per the Agreement, regular monitoring will be required with the relevant Council officer to provide activity support, identify emerging themes and monitor performance.
15. Any changes to the use of Council funding for purposes other than outlined in the Agreement must be approved by Council in writing, prior to commencement. If the grant is not utilised for the stated purpose, the organisation must guarantee repayment in full to Council, plus interest earned, within one month of the end of the Agreement.
16. Funding that remains unspent upon the end of the Agreement must be repaid to Council within one month (of the end of the Agreement), unless activity changes are approved by Council in writing within 14 days of notification.
17. Allocation of funds to a community organisation for any purpose, in any funding round, must not be taken as a commitment by Council to provide additional or recurrent funding beyond that specifically provided for in the Agreement.
18. Funds must be expended within twelve months of receipt of initial installment per calendar year, unless an alternative arrangement has been approved by Council in writing (prior to the activity completion date).
19. The Agreement is governed by and is construed to be in accordance with the laws of Victoria.

#### **Permits**

20. Funded recipients must ensure they obtain all necessary permits and permissions for the funded activity.
21. If a permit is required for the funded activity, funded recipients must comply with all permit requirements. This includes events, traffic management, advertising and temporary food premises.

#### **Funding Allocation**

22. Upon receipt of funding, funded recipients must deposit that sum in the interest-bearing bank account in the name of the organisation nominated in the Application Form.
23. Council disclaims all liability and responsibility for any direct or indirect loss to the recipient after the release of funding.

#### **Insurance**

24. Funded recipients must take out and keep current during the period of the Agreement, public liability insurance. The public liability policy must be for a minimum of \$20 million.
25. The public liability insurance ensures Council and the recipient against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to, the funded activity.
26. A copy of the Certificate of Currency is to be provided to Council before commencement of the funded activity. Funded recipients must also maintain WorkCover insurance, where relevant.

#### **Marketing Requirements**

27. Funded recipients are required to acknowledge receipt of financial assistance from Council in any promotion, publication or advertising of the activities. This includes the use of Council's logo and giving Councillors and officers the opportunity to attend relevant promotional events. Any publicity material regarding an activity should be submitted to Council's Grants Team for approval prior to printing. For more information visit [www.manningham.vic.gov.au/community-grant-program](http://www.manningham.vic.gov.au/community-grant-program).

**Acquittal and Activity Completion Report**

28. Council reserves the right to conduct financial and performance audits for funding it has provided. Consequently, funded recipients are required to maintain full records of receipts of activity expenditure and performance outputs/outcomes for the relevant period. These records are to be made available to Council and its officers/agents upon request.
29. Funded recipients are required to complete an Activity Completion Report (acquittal) annually (February) online at <https://manningham.smartygrants.com.au> . This report certifies that the activity and funding was carried out in accordance with the Agreement. It should include a completed Evaluation Framework, proof of expenditure of Council funds (receipts and invoices) and copies of marketing material used to promote the funded activity.
30. Failure to provide a satisfactory acquittal may result in a funded group or organisation being deemed ineligible to receive any further funding from Council. Council's reporting is directly linked to its requirement to report on how public funds are spent and whether funded groups and organisations have achieved the desired end result. While Council is committed to minimising administrative processes, it is also committed to the collection of high quality information that may be communicated across Council and the community.



## 6. Glossary of Terms and Definitions

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### Acquittal

Acquittal is a formal condition of funding and means accurately reporting on the funded activities and the expenditure of your funding. Proof of expenditure (as well as other information) is required on the completion of your activity. See 'Activity Completion Report'.

### Activity Completion Report

Is a report that ensures grant recipients have administered grant funds responsibly and in accordance with the terms and conditions of the Funding and Service Agreement. An Activity Completion Report usually consists of a written report that summarises how the activity fared against the initial objectives of the grant. It also provides a financial statement detailing how the funding was spent. See 'Acquittal'.

### Auspice

Is an agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a second organisation that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds and administers the funding to the auspiced organisation so that the auspiced organisation can complete the funded activity. Further information can be found at, <http://www.nfplaw.org.au/auspicing>.

### Company by Limited Guarantee

A company limited by guarantee is a type of legal structure that you may choose for your charity that is registered by the Australian Securities and Investments Commission (ASIC). Further information can be found at <http://asic.gov.au/regulatory-resources/financial-reporting-and-audit/preparers-of-financial-reports/companies-limited-by-guarantee/>

### Commercial activities and organisations

Includes retail groups that: a) sell goods by retail, or by retail and wholesale; b) sell services; or c) hire goods for profit.

### Confirmed Funding (CF)

Refers to any confirmed funding amounts, including your organisation's cash contribution, funding from other sources to be included in your 'Income' section of your budget.

### Council

Manningham City Council is the entity which has the authority to make decisions on behalf of the Manningham community.

### Curriculum Based Activity

Curriculum is the knowledge and skills students are expected to learn, the units and lessons that teachers teach; the assignments and projects given to students; books, materials, videos, presentations, and readings used in a course; and the tests, assessments, and other methods used to evaluate student learning.

### Evaluation Framework

Evaluation is an important component of the grants program because it enables organisations to showcase achievements, as well as inform and improve project delivery. (page 9).

### Evidence Based

Provides the proof that an activity or program is best placed to respond to an identified community need which may include research, statistics, community consultation, needs analysis, etc.

#### Funding and Service Agreement (FASA)

A Funding and Service Agreement (Agreement) is a legal and financial agreement entered into between Council and community organisations receiving grant funding.

The categories of an Agreement, a short or long form, reflect the level of funding provided and the required performance of the grant recipient. The FASA states:

- Purpose of the funding
- Dollar amount of funding
- Rights and responsibilities of all parties to the Agreement; including reporting, monitoring and evaluation requirements, and the permits the grant recipient is required to obtain
- Clear statement of the required outcomes of the grant
- Terms and conditions of the funding, including the circumstances in which Council can reclaim funding, consequences for breaches of funding conditions and a procedure for the return of unspent funds.
- Special conditions

#### Grant

A grant is a sum of money given to organisations for a specified purpose directed at achieving objectives and outcomes consistent with specific policies.

#### Impact

The desired short to medium term effects or changes that an activity seeks to achieve (e.g. increased community awareness of a particular topic or skills development of a target group, change in behaviour, change in attitude).

#### Incorporated Association

Being incorporated infers that an organisation has a legal identity of its own, recognised by State and Federal governments and is separate and distinct from the individuals who formed or make up the group.

#### In-kind Funding Contribution

Is when an organisation contributes goods or services in lieu of providing funds (cash). For example, volunteers hours, use of organisation equipment or facilities (i.e. photocopiers). In-kind contribution must have a \$ value, for example the estimated value of volunteer time is \$41 per hour.

#### Non Recurrent Funding

The Annual and Small Grant categories are to fund one-off short to medium term activities. Funding allocations are for one financial year and are not recurrent.

#### Objectives

Objectives are the big picture aims or goals which a policy, plan, program or activity seeks to achieve (e.g. improved exercise).

#### Outcome

The desired result of goals and strategies that have been achieved (e.g. a healthier population).

#### Outdoor Sports Infrastructure Guidelines

The Outdoor Sports Infrastructure Guidelines steer the redevelopment or refurbishment of existing sporting infrastructure and informs the development of new sports infrastructure on a case by case basis. The Council Standard Facility Fit Out sets out what Council will provide and what is not covered.

#### Political

Taking or belonging to a side in politics or in controversial matters.

#### Religion

Religion is regarded as a set of beliefs and practices, usually involving acknowledgment of a divine or higher being or power, by which people order the conduct of their lives through promotion of their faith or worship.

#### SmartyGrants

SmartyGrants is Council's online grants management system. Applicants must apply online and attach relevant documents to their application.

#### Statement by Supplier

For organisations that do not have an ABN, applicants are required to complete a Statement by Supplier form as a result of the Commonwealth 'Pay As You Go' taxation legislation. Statement by Supplier forms can be located from the Australian Taxation Office at [www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/](http://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/).

#### Unconfirmed Funding (UF)

Refers to the other funding amounts which you have applied for which is yet to be confirmed, to be included in the 'Income' section of your budget.

## 7. Appendices

### 7.1. Appendix A – Project Plan Examples

Project Plan example 1- Event – Year 1

**Anticipated Project Start Date:** February 2022      **Anticipated Project End Date:** December 2025

Key tasks <i>List key tasks in order that they will be completed</i>		Person responsible <i>List who will be responsible for the completion of the task</i>	What will show that you have completed the task? <i>List the key outputs</i>	Date to be completed by
1.	Establish project committee	Project Officer	Project committee established Terms of Reference adopted Meeting agenda and minutes prepared and documented	February 2022
2.	Finalise activity objectives, objectives and evaluation measures	Committee Chair	Activity objectives and evaluation measures confirmed	March 2022
3.	Confirm activity milestones including performances	Project Officer	Activity milestone endorsed by Committee, noted in Minutes	April 2022
4.	Engage young people and mentors to participate in the activity	Project Officer and activity partners	Engagement of young people Production and performance roles assigned to participants Mentors paired with participants	May 2022
5.	Confirm venues for rehearsal and final performance	Project Officer	Location booked	May 2022
6.	Finalise and launch Marketing Plan	Project Officer and activity participants (young people and mentors)	Events and Marketing Plan developed and launched	July 2022
7.	Deliver Festival	Activity committee and participants	Festival delivered over long weekend	August 2022
8.	Evaluate activity and submit Activity Completion Report	Project Officer	Annual Activity Completion Report submitted via SmartyGrants	February 2023

Project Plan example 2 – Activity – Year 1

Anticipated Project Start Date: February 2022

Anticipated Project End Date: December 2025

Key tasks		Person responsible	What will show that you have completed the task?	Date to be completed by
<i>List key tasks in order that they will be completed</i>		<i>List who will be responsible for the completion of the task</i>	<i>List the key outputs</i>	
1.	Establish an Advisory Committee to provide guidance for the duration of the activity	Funded organisation program manager	Project committee formed and includes family and carer representatives Terms of Reference adopted	February 2022
2.	Prepare activity content and finalise project plan	Funded organisation program manager Advisory Committee members	Activity purpose reviewed and project plan finalised	March 2022
3.	Book venues and facilitators	Funded organisation program manager Project partners	Stakeholder consultation venues and facilitators confirmed	March 2022
4.	Create promotional material and distribute to partners and interested organisations	Funded organisation program manager	Promotional material drafted and submitted to Council for approval Promotional material distributed via networks	March 2022
5.	Host stakeholder consultation forums and evaluate sessions	Funded organisation program manager Project partners	Consultation sessions delivered and evaluated Consultation findings documented	March 2022
6.	Develop draft resources and present to the Advisory Committee	Funded organisation program manager Project partners Advisory Committee members	Draft resources developed and presented to the Advisory Committee	April 2022
7.	Finalise resources and host community launch event	Funded organisation program manager	Resources printed and distributed to relevant stakeholders Launch event held	April 2022
8.	Deliver full program	Funded organisation program manager, Facilitators, Advisory Committee members	Run the program and associated activities	April – November 2022
9.	Evaluate annual activity	Funded organisation program manager Advisory Committee members	Pilot activity evaluated and findings presented to the Advisory Committee with recommendations regarding next steps	November 2022
10.	Submit grant funding Activity Completion Report and acquit the grant	Funded organisation program manager	Annual Activity Completion Report submitted via SmartyGrants	February 2023

## 7.2. Appendix B - Evaluation Framework Examples

### Evaluation Framework example 1 – Event – Year 1

Project / program objectives <i>List the objectives of the activity below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your activity</i>	Timeline <i>When will the outcome(s) be delivered?</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
<b>Increased Connection to and Engagement in Community Life</b>	Project committee established	<b>Increase in adults, adolescents and children who participate in community life</b> <ul style="list-style-type: none"> <li>Number of Committee and event volunteers</li> <li>Number of performers and community stalls and activities</li> <li>Attendees to the event/s</li> </ul>	February 2022	
	Objectives and evaluation measures finalised		April 2022	
<b>Climate Change Adaptation</b>	Young people and mentors are engaged in the project	<b>Increase in the number of people who feel resilient towards the impacts of climate change</b> <ul style="list-style-type: none"> <li>Attendees at climate related workshops and activities</li> <li>Number of attendees sign up to programs</li> <li>Survey of impact on attendees</li> </ul>	February 2022	
	Event permits developed and approved, along with all necessary bookings		March 2022	
	Marketing plan development and implemented		July 2022	
	Event delivered successfully		August 2022	

Evaluation Framework example 2 – Activity

Project / program objectives <i>List the objectives of the activity below</i>	Proposed outcome(s) <i>List the key proposed outcome(s)</i>	Measure or Indicator <i>List how you will measure the outcome(s) of your activity</i>	Timeline <i>When will the outcome(s) to be delivered</i>	Evaluation Reporting <i>This column is to be populated once the activity has been completed and measures collected</i>
<b>Improved Social and Emotional Wellbeing</b>	Project committee formed and includes family and carer representatives	<b>Reduction psychological distress in adults</b> <ul style="list-style-type: none"> <li>• Number of programs and activities</li> <li>• Attendees to the events</li> <li>• Survey of impact on attendees</li> </ul>	February 2022	
	Project Plan finalised		April 2022	
<b>Increased Active Living</b>	Promotional material developed and distributed to the community	<b>Increase in physical activity for adults, adolescents and children</b> <ul style="list-style-type: none"> <li>• Number of programs and activities</li> <li>• Attendees to the events</li> <li>• Survey of impact on attendees</li> </ul>	February 2022	
	Consultation sessions hosted and evaluated		March 2022	
	Resources are developed and distributed		July 2022	
	Launch event held		August 2022	
			October 2022	
		December 2022		

Note. An Evaluation Framework template is available online in the application form for Community Development and Arts and Culture grant applicants.

### 7.3. Appendix C – Budget Examples

#### Budget example 1 – Event

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution <b>What is your organisations budget for the activity?</b>	\$10,000 (CF)
Amount you are seeking from Manningham Council <b>If registered for GST, don't add GST here, we will do so if you are successful.</b>	\$25,000 (UF)
Stall holder site fees <b>e.g. \$50 x 30 tickets</b>	\$1,500 (UF)
Other (please detail) <b>Please detail any other types of funding here. This could include a fundraising activity (example: chocolate drive), or contributions from a partnering organisation.</b>	\$5,000 (CF)
Your organisation's in-kind contribution <b>What is your organisations in-kind contribution to the activity?</b>	\$4,100 (CF)
<b>Total Income (A)</b>	<b>\$45,600</b>

Expenditure	Amount
Project Facilitator / Manager <b>Example: theatre production manager @ \$40/hr x 120hrs (includes script writing, set design, casting, ticket sales, staff and venue liaison, etc.)</b> <b>Note: ongoing salaries are not eligible</b>	\$ 4,800
Project Workers (please detail) <b>Example: drama teacher for workshops @ \$35/hr x 120 hrs (includes drama workshops – 16 x 2 hrs, rehearsals and performance night support)</b>	\$ 4,200
Materials (please detail) <b>Example: stage, lights and sound \$12,000</b>	\$12,000
Insurance <b>e.g. public liability</b>	\$1,700
Equipment hire / purchase (please detail) <b>Example: marquees and road barriers</b>	\$6,000
Traffic Management / Security <b>Example: TMP creation and implementation</b>	\$5,000
Advertising and Promotion <b>example: fliers and posters (all other will be free publicity)</b>	\$2,500
Entertainment <b>example: major act</b>	\$ 5,000
Other (please detail) <b>example: copyright for use of music</b>	\$ 300
In-kind <b>example three volunteers @ \$41 for 100 hours</b>	\$4,100
<b>Total Expenditure (B)</b>	<b>\$45,600</b>

**Note: Income (A) and Expenditure (B) must balance.**

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No



**Budget example 2 – Activity**

Please identify income items with CF for confirmed funding and UF for unconfirmed funding.

Income	Amount
Your organisation's financial contribution <b>What is your organisations budget for the activity?</b>	\$ 3,700 (CF)
Amount you are seeking from Manningham Council <b>If registered for GST, don't add GST here, we will do so if you are successful.</b>	\$ 7,250 (UF)
Other funding <b>Have you received other grants for the project? If so, please provide details.</b> <b>Bendigo Bank</b>	\$ 1,500 (CF)
Other (please detail) <b>Please detail any other types of funding here. This could include a fundraising activity (e.g. chocolate drive), or contributions from a partnering organisation.</b>	\$ 2,650 (CF)
Your organisation's in-kind contribution <b>What is your organisations in-kind contribution to the activity?</b>	\$ 4,510 (CF)
<b>Total Income (A)</b>	<b>\$ 19,610</b>

Expenditure	Amount
<b>Facilitator / Guest Speakers</b>	\$ 4,400
<b>Project Coordination (please detail)</b> Example: facilitator for workshops @ \$50/hr x 70 hrs (includes consultations – 16 x 2 hrs, project launch and evaluation sessions)	\$ 3,500
<b>Project Materials (please detail)</b> Example: promotion and marketing, printing of activity resources, general office expenses	\$ 3,500
<b>Venue Hire</b> Note: please provide a quote for date/s of venue hire. Bond amounts are not eligible for funding	\$ 2,200
<b>Catering</b> Example: for stakeholder consultations and activity launch	\$ 1,500
<b>In-kind</b> Example: two volunteers @ \$41 for 55 hours; office overhead expenses	\$ 4,590
<b>Total Expenditure (B)</b>	<b>\$ 19,610</b>

**Note: Income (A) and Expenditure (B) must balance.**

After completing the budget ask yourself: Does the total amount at (A) equal the total amount at (B)? Yes/No

## 10.2 Draft Health and Wellbeing Strategy 2021-2025

File Number: IN21/423  
Responsible Director: Director City Planning and Community  
Attachments: 1 Draft Health and Wellbeing Strategy 2021-2025 [↓](#)

### EXECUTIVE SUMMARY

*This report presents the draft 2021-25 Manningham Health and Wellbeing Plan (Attachment 1) and seeks endorsement for the Draft Strategy to be placed on public exhibition.*

*Formerly known as the Healthy City Strategy, this draft Health and Wellbeing Strategy (the Strategy) will meet Councils requirements under legislation, which is required to be endorsed by Council and provided to the Victorian State Government.*

*With the support of community partners, the Strategy has been prepared to align Council priorities with the health needs of our community and the Victorian Government's health outcomes. Priority outcomes contained in the draft Strategy will inform Council's strategic partnerships with community organisations, including grant funding and will ensure an alignment of Council business with improved health outcomes for the community.*

*The draft Strategy seeks not only to respond to community needs in the face of the current pandemic health crisis, but adopts an integrated approach to health planning that ensures our community has access to facilities, services, programs and organisations that play a role in improving the overall health of the community and preventing some of the health issues affecting our community.*

*It is intended that the draft Strategy will be placed on public exhibition until 15 August 2021. Officers will incorporate public feedback and present any revisions to Council at an SBS prior to taking a final Health and Wellbeing Strategy to Council for endorsement in September 2021. The Strategy will then be submitted to the Victorian Government in line with our obligations under the Public Health and Wellbeing Act 2008.*

### 1. RECOMMENDATION

**That Council:**

- A. Endorses the public exhibition process for draft Manningham Health and Wellbeing Strategy.**
- B. Notes that public feedback will be considered for incorporation into the Manningham Health and Wellbeing Strategy and presented to Council as the final Manningham Health and Wellbeing Strategy 2021-2025 in September 2021.**
- C. Notes officers will engage key stakeholders including the Healthy City Advisory Committee to commence development of the Manningham Health and Wellbeing Strategy Action Plan. An update regarding the Action Plan will be presented to Council at an SBS in September 2021.**

## 2. BACKGROUND

- 2.1 Council operates under the Victorian Government's Local Government Act 2020, which outlines the critical role all councils play in addressing the health and wellbeing of the community.
- 2.2 Council is also guided by the Victorian Public Health and Wellbeing Act 2008 (s24) which states that Council must prepare and endorse a Municipal Public Health and Wellbeing Plan every four years that identifies the health and wellbeing needs of people in its municipality.
- 2.3 Under the Public Health and Wellbeing Act, a plan must:
- be prepared within 12 months of the Council election;
  - take into account local health data and the factors that influence health and wellbeing;
  - identify goals and strategies that are based on evidence and that support people to achieve maximum health and wellbeing;
  - specify how we will partner with other agencies to create a healthier community; and
  - consider the Victorian Public Health and Wellbeing Plan, which outlines a vision to reduce inequalities and improve health and wellbeing and participation for people of all ages.
- 2.4 Councils are also required to consider the Climate Change Act 2017 and Recommendation 94 from the Victoria Government's Royal Commission into Family Violence when planning for its municipality.
- 2.5 The Strategy has been prepared in consultation with community partners including the Healthy City Advisory Committee (HCAC). A list of Committee members is provided under item 6.2.
- 2.6 The Strategy outlines how we will work with our partner organisations and the community to:
- address existing and emerging health issues and work towards improved health and wellbeing of our community; and
  - create opportunities to foster a healthy environment to help our community stay healthy and well.
- 2.7 The draft Strategy in line with the Victorian Public Health and Wellbeing Plan and Outcomes Framework (2016), which focusses on the following areas:
- Victorians are healthy and well;
  - Victorians are safe and secure;
  - Victorians have the capabilities to participate;
  - Victorians are connected to culture and community; and
  - Victoria is liveable.

**3. DISCUSSION / ISSUE**

- 3.1 Development of the Strategy is informed by demographic data relevant to Manningham, community feedback drawn from the Plan 21+ consultation process, advice from our partners on the HCAC, and consideration of the impacts of COVID-19.
- 3.2 The Strategy utilises a framework that connects Council Plan Goals with improved health outcomes and identifies possible action areas for Council and its partners over the next four years. (Table 1 below)

COUNCIL PLAN		HEALTHY CITY STRATEGY	
Theme	Goals	By 2025, the change we want to see:	Action Areas
Healthy Community	A healthy, safe and resilient community	Improved social and emotional wellbeing	<ul style="list-style-type: none"> <li>• Youth mental health</li> <li>• Loneliness</li> </ul>
		Increased healthy eating	Healthy and sustainable food systems including: <ul style="list-style-type: none"> <li>• Food insecurity</li> <li>• Access to food</li> <li>• Preparation of healthy meals</li> </ul>
		Increased active lifestyles	<ul style="list-style-type: none"> <li>• Active lifestyles (inclusion of active transport)</li> <li>• Organised sport</li> <li>• Active recreation</li> </ul>
		Increase adaptation to the health impacts from climate change	<ul style="list-style-type: none"> <li>• Adaptation</li> <li>• Education</li> </ul>
		Reduced injury and harm	<ul style="list-style-type: none"> <li>• Reducing harmful health behaviours</li> <li>• Falls prevention</li> <li>• Feeling safe in and around the neighbourhood</li> <li>• Reducing racism</li> </ul>
	Prevention of family violence	<ul style="list-style-type: none"> <li>• Prevention of violence and its impacts</li> <li>• Gender equality</li> <li>• Elder abuse</li> </ul>	
	A connected and inclusive community	Increased connection and engagement in community life	<ul style="list-style-type: none"> <li>• Community connections</li> <li>• Accessible places, spaces and programs</li> <li>• Culturally safe communities</li> <li>• Culturally appropriate services</li> <li>• Respecting and embracing reconciliation</li> <li>• Art and culture</li> <li>• Local employment</li> </ul>

**Table 1: Healthy City Framework 2021-2025**

- 3.3 The framework was developed to guide Council and its partners' directions over the next four years. It outlines how the Strategy will support the goals of our Council Plan by addressing seven priorities and the change we expect to see by 2025, and will be supported by an evaluation plan to track how Council is progressing to improve the community's health and wellbeing.
- 3.4 As part of the framework development, consideration was also given to key legislation and guiding policies that impact health and wellbeing across each of the health areas.
- 3.5 The framework identifies changes Council should aspire to see in the community in the medium to long term (summarised below):

Improved social and emotional wellbeing

- 3.6 This relates to people's ability to connect with friends and family, work productively and contribute to their community, cope with the normal stresses of life and feel safe and included in their community. Creating opportunities for people to engage in community activities and employment, and building their resilience will assist in improving social and emotional wellbeing

Increased healthy eating

- 3.7 Having access to healthy and affordable food plays an important role in encouraging healthy eating behaviours. In Manningham, rates of overweight and obesity are on the rise, and half of our residents are not eating enough fruit or vegetables each day. The maintenance of a healthy diet is one of the most significant protective factors against a range of preventative diseases.

Increased Active Lifestyle

- 3.8 An active lifestyle is one of the best ways people can reduce their likelihood of preventable diseases. In Manningham, our residents like to walk, run and cycle but we know that a high proportion of residents are not active each day. Providing our community with affordable, accessible, safe and inclusive activities will help to improve individual and community health and wellbeing.

Increased adaptation to the health impacts from climate change

- 3.9 Climate change has been described as the defining issue for public health and affects health through increased intensity and frequency of extreme weather events such as prolonged heatwaves, floods and bushfires; and indirectly through worsening air quality, risks to food safety and drinking water quality, and effects on mental health.

Reduced injury and harm

- 3.10 Overconsumption and addiction to alcohol and other drugs, and participation in gambling can result in harmful and long-lasting impacts on individuals, families and the community. These health conditions and behaviours that arise from these significant harms are often misunderstood and can cause poor mental and physical health, fractured relationships, homelessness, unemployment and isolation
- 3.11 Safety is defined in terms of a community that is connected, safe and empowered to make choices for their own safety and the safety of others. This means feeling and being safe in our neighborhoods and within the home, and includes addressing crime rates and perceptions of safety within our community.
- 3.12 Feeling safe and being safe within our neighbourhood extends to addressing racism in our community and ceasing discrimination and hatred towards another person because of the colour of their skin, their cultural background or where they were born. Racism can lead to exclusion and marginalisation and since the onset of the COVID-19, increased rates of racial abuse have been reported.

- 3.13 Increasing community awareness of the risks of engaging in harmful behaviour and working to create inclusive environments will support our community to feel safe and welcomed.

Prevention of family violence

- 3.14 Family violence can profoundly impact a person in many ways, including alienation from family and friends and, in extreme cases, serious injury or even death. While people of all backgrounds experience family violence, we know that women are disproportionately impacted.
- 3.15 Everybody deserves the right to be treated with respect and dignity regardless of age. Elder abuse is abuse directed towards older people. It can happen in any type of family and can be presented in many forms. Most commonly, elder abuse is carried out by someone known to the person like a family members, relatives or friend.
- 3.16 Feeling safe and protected from danger, hazards, and risks to personal safety and harm from other people is a basic human right and this Strategy will incorporate actions that foster a community where people feel safe and demonstrate respectful behaviour.

Increased connection and engagement in community life

- 3.17 People who have opportunities to participate in local activities and connect with others in their community tend to experience greater life satisfaction and have better health outcomes.
- 3.18 By creating a sense of community connection by encouraging our community to participate in art and cultural activities, join local groups, meet in safe and inviting places and have access to appropriate housing options, our community will live well, continue to learn and connect with people within their local neighbourhood.

Action planning

- 3.19 It is proposed that the draft Strategy is advertised for public comment in late-July to mid-August, during which time we will commence development of a Strategy action plan in collaboration with our partners.
- 3.20 This process continues an evidence-based approach to improving the health outcomes of the community, and data analysed through the following lenses:
- 3.20.1 **Ages and stages:** looking at significant periods of human development across the lifespan including infants, children, young people, older adults and how these may impact on health and wellbeing outcomes in terms of physical, social, mental and intellectual development.
- 3.20.2 **Community cohorts**– identifying and responding to the unique needs and priorities of cohorts including: people of diverse backgrounds, LGBTQIA+, Aboriginal and Torres Strait Islander peoples, people with disabilities and age.

- 3.20.3 **Gender** – analysing the data to determine how gender and intersectionality may be impacted differently by a range of health issues.

3.21 In 2017, the Victorian Population Health Survey was last released at the Local Government Area level. State Government has indicated updated data from 2020 will be available and this information will be applied to the Strategy where relevant.

#### **4. COUNCIL PLAN / STRATEGY**

- 4.1 The Strategy has a direct relationship to the 2021-25 Council Plan and meets Council's legislative requirement to develop a health plan every four years.
- 4.2 The Council Plan has five high-level themes based on the Victorian Government's *Environments of Health Framework* that recognise that the greatest benefit on community health and wellbeing can only be achieved by considering the social, economic, natural and built environments.
- 4.3 Each theme has a series of goals and objectives which will provide strategic direction over the next four years across Council and partnership opportunities.

#### **5. IMPACTS AND IMPLICATIONS**

- 5.1 With the support of our community partners, the draft Strategy has been prepared with the intention of aligning Council priorities with the health needs of our community and the Victorian Government's health outcomes. Priority outcomes contained in the draft Strategy will inform Council's strategic partnerships with community organisations, including grant funding and will ensure an alignment of Council business with improved health outcomes for the community.
- 5.2 The impact of COVID has heightened our awareness of health and wellbeing in our community and the Strategy seeks not only to respond to community needs in the face a health crisis, but to ensure our community has access to facilities, services, programs and organisations that play a role in improving the overall health of the community and preventing some of the health issues affecting our community.

#### **6. IMPLEMENTATION**

##### **6.1 Finance / Resource Implications**

When finalised, the Health and Wellbeing Strategy will inform Council's community health priorities for the medium to long term. The draft Strategy has been developed in parallel with the Council Plan and Long Term Financial Plan to ensure Council is aware of the resources required to achieve the health outcomes for the community.

##### **6.2 Communication and Engagement**

An extensive consultation process has occurred over the past 12 months and was developed as part of the Plan Manningham 21+ which has informed the 2040 Community Vision, the Council Plan and the draft Strategy.

In addition to the Plan 21+ consultation, Council engaged directly with the HCAC which includes a collection of health and community-based organisations who have a role in direct and indirect service delivery for our community.

Our community partners ensure Council's vision is aligned with best practice and reflects the needs of our local community. Partner organisations who have helped inform this document include:

- Access Health and Community
- Victorian Government's Department of Education and Training
- Doncare – Doncaster Community Care and Counselling Centre Inc.
- Eastern Domestic Violence Service
- Inner East Primary Care Partnership
- Manningham YMCA
- Manningham Learns
- Belgravia Leisure
- Victorian Government's Department of Families, Fairness and Housing
- Haven; Home, Safe – Homelessness Services Provider
- Eastern Melbourne Primary Health Network
- Whitehorse Manningham Libraries
- Onemda
- Women's Health East

Further engagement with Council's partners will occur during July and August to commence development of the Health and Wellbeing Strategy Action Plan. As part of the final process of endorsement, the progress on the development of the Action Plan will be presented to Council via a briefing session.

### 6.3 Timelines

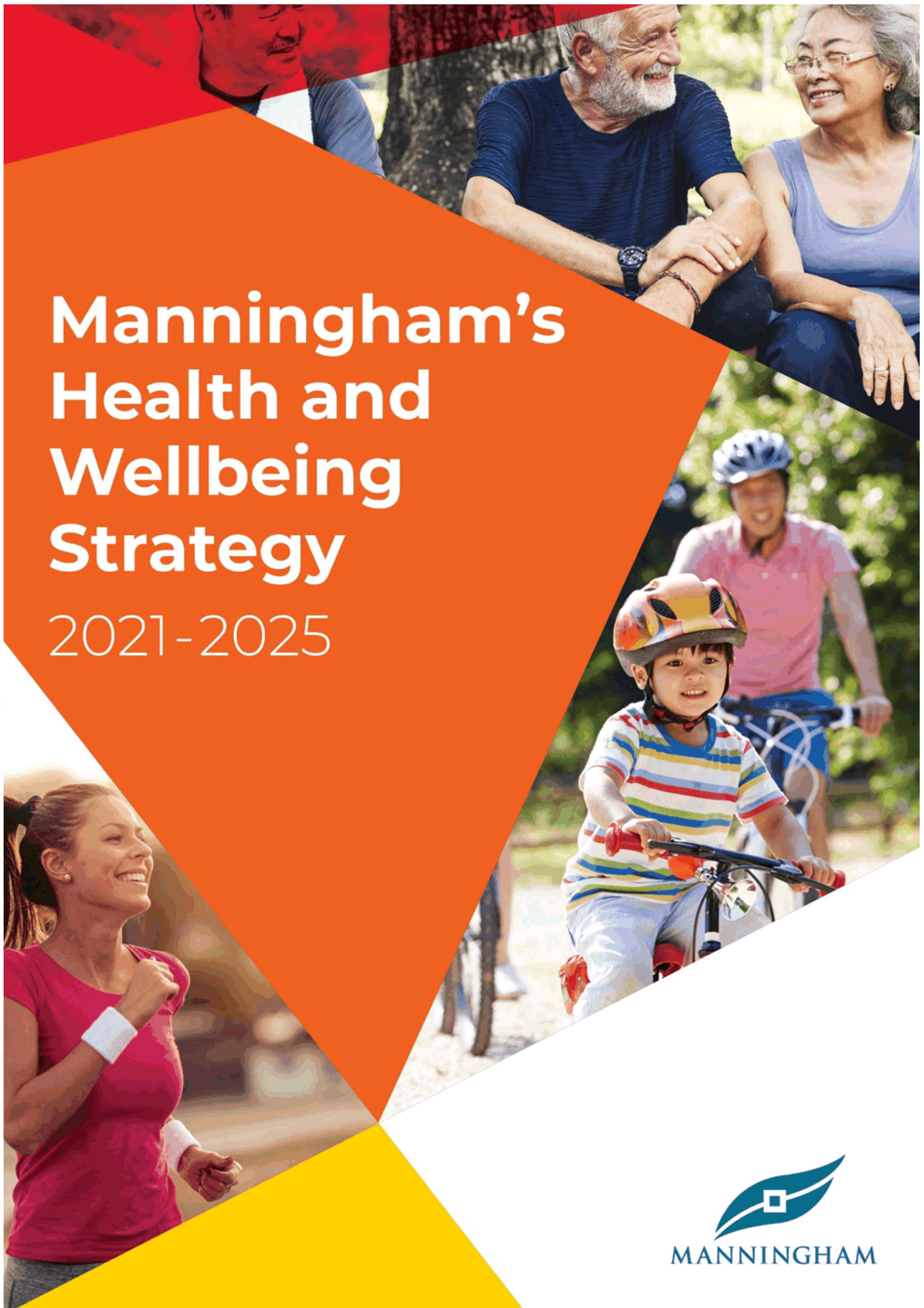
Under the Local Government Act (2020) Council must submit its Municipal Public Health and Wellbeing Plan by October 2021. To achieve this objective, the following timelines are proposed:

- Council Meeting, 27 July: draft document endorsed for public comment
- 28 July – 15 August: Public comment period
- August: Commence action planning with key stakeholders
- Council Strategic Briefing Session, 14 September: Council to review public comment received and officers will provide an update on development of the Strategy Action Plan
- Council Meeting 28 September: endorse final Strategy
- October 2021: submit endorsed Strategy to the State Government

## 7. DECLARATIONS OF CONFLICT OF INTEREST



No officers involved in the preparation of this report have any general or material conflict of interest in this matter.



# Manningham's Health and Wellbeing Strategy

2021-2025



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“Manningham has a lot to offer for the community” - a valued community member



**Acknowledgement of traditional custodians**

Manningham Council acknowledges the Wurrundjeri people as the traditional custodians of the land now known as Manningham. We pay our respects to Wurundjeri Elders past and present and value the ongoing contribution to the cultural heritage of Manningham.



## A message from our Councillors

We are proud to present our four-year Health and Wellbeing Strategy 2021-2025.

Our beautiful municipality has a balance of city and country and is home to our dynamic townships and diverse multicultural communities.

Manningham is one of the healthiest municipalities in Victoria, but we know that we must continue to work together to ensure the best outcomes for our community can be realised.

For this Strategy, when we look at the health and wellbeing of our community we look at the following factors:

- social and emotional wellbeing
- healthy eating
- active living
- health impacts from climate change
- injury and harm prevention
- prevention of family violence
- connection and engagement in community life.

These factors impact people in our community at different ages and stages of life and are influenced by many attributes. We also look out how our built, natural, social and economic environment impacts our community's health and wellbeing.

This Strategy meets the Victorian Government legislative requirement to develop a health plan every four years. This helps us identify current health issues affecting our community and find ways to reduce the factors that negatively impact our community's health and wellbeing.

For example, we know the COVID-19 pandemic has exacerbated some of the existing health issues and disparities within our community. We are committed to responding to these identified needs and supporting our residents by creating *a healthy, safe and resilient community that is connected and inclusive*. These goals are included in our Council Plan under our Healthy Community theme.

This Strategy has been developed and will be delivered together with Council's partners. It aims to help our residents lead a healthy lifestyle and ultimately improve their quality of life.

We sincerely thank those who have contributed to its development.

Cr Andrew Conlon (Mayor)  
Cr Anna Chen (Deputy Mayor)  
Cr Geoff Gough  
Cr Tomas Lightbody  
Cr Stephen Mayne  
Cr Laura Mayne  
Cr Dierdre Diamante  
Cr Michelle Kleinert  
Cr Carli Lange

Placeholder for group photo

## Our partners

We believe that all people in our community play a role in the health and wellbeing of Manningham. We have worked with our local health and wellbeing partners to plan and develop this Health and Wellbeing Strategy.

We are proud to be one of the healthiest and safest municipality in Victoria. This is supported by easy access to places and spaces to be active, connected and healthy across Manningham. But there is more we can do to improve the health and wellbeing of our community, and we are committed to working together to achieve optimal health outcomes.

As members of the Healthy City Advisory Committee we came together to develop the Manningham Health and Wellbeing Strategy. As many of our services work with Manningham's diverse communities, we are proud to represent their needs and be guided by the community's knowledge and expertise.

Healthy City Advisory Committee members:

- Access Health and Community
- Belgravia Leisure
- Victorian Government's Department of Education and Training
- Victorian Government's Department of Families, Fairness and Housing (formerly Department of Health and Human Services)
- Doncare – Doncaster Community Care and Counselling Centre Inc.
- Eastern Melbourne Primary Health Network
- Eastern Domestic Violence Service (EDVOS)
- Haven; Home, Safe – Homelessness Services Provider
- Inner East Primary Care Partnership
- Manningham Learns
- Manningham YMCA
- Onemda
- Whitehorse Manningham Libraries
- Women's Health East
- Community representatives

## How this Strategy fits in with our Council Plan

Our Council Plan outlines our goals and priorities for the next four years. It explains why they are important and the actions we will take to deliver benefits for our community. Our Council Plan sets out our Council’s mission and strategic priorities for their four-year term.

### Manningham 2040 community vision

Manningham is a peaceful, inclusive and safe community. We celebrate life with its diverse culture, wildlife and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.

### Our Council’s mission

A financially sustainable Council that listens, consults and acts with integrity, value and transparency.

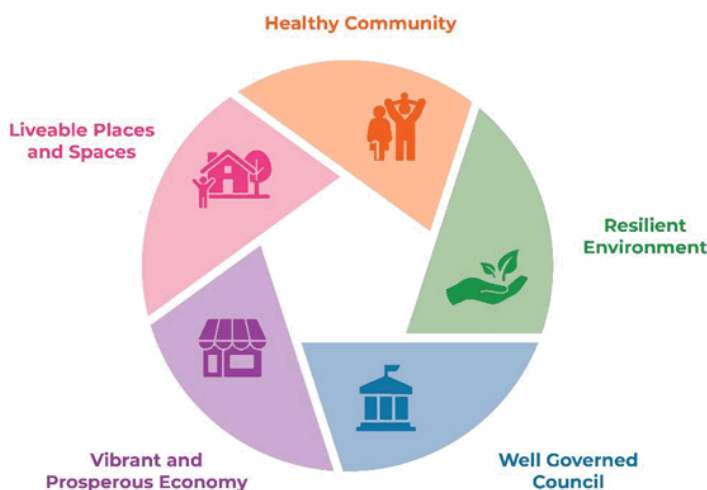
### Our Council strategic priorities

Our Council Plan has five high-level themes based on the Victorian Government’s *Environments of Health Framework*<sup>1</sup>.

The Council Plan themes recognise that the greatest benefit on community health and wellbeing can only be achieved by considering the social, economic, natural and built environments.

Each theme has a series of goals and actions which will provide strategic direction over the next four years across Council and partnership opportunities. Figure 1 and Table 1 provide an outline of our Council Plan’s themes and goals.

**Figure 1: Council’s strategic priority themes**



<sup>1</sup> State Government of Victoria (2011), *Environments for Health: Municipal Public Health Plan Framework*.

**Table 1: Council's goals**

Themes	Goals
Healthy Community	1.1 A healthy, resilient and safe community 1.2 A connected and inclusive community
Liveable places and spaces	2.1 Inviting places and spaces 2.2 Enhanced parks, open space and streetscapes 2.3 Well connected, safe and accessible travel 2.4 Well maintained and utilised community infrastructure
Resilient Environment	3.1 Protect and enhance our environment and biodiversity 3.2 Reduce our environmental impact and adapt to climate change
Vibrant and Prosperous Economy	4.1 Grow our local business, tourism and economy
Well Governed Council	5.1 A financially sustainable Council that manages resources effectively and efficiently 5.2 A Council that values our customers and community in all that we do

DRAFT



## Background

### What is a Municipal Public Health and Wellbeing Plan?

This Health and Wellbeing Strategy outlines how we will work with our partner organisations and the community to:

- address existing and emerging health issues and work towards improved health and wellbeing of our community; and
- create opportunities to foster a healthy environment to help our community stay healthy and well.

### Why do we plan for our community's health and wellbeing?

We plan for health and wellbeing because prevention and protection efforts have increased life expectancy and reduced risk factors that impact our community's health.

We are committed to supporting all residents to make healthy choices that best meet their individual needs and believe public health planning can help us create communities that are safe, inclusive, connected and resilient.

Our planning guides the programs, services and information that support and enhance our community to ensure we can live more content and satisfied lives.

### Why have we created a Municipal Public Health and Wellbeing Strategy?

Council operates under the Victorian Government's *Local Government Act 2020*<sup>2</sup>. The Act outlines the critical role all councils play in addressing the health and wellbeing of the community.

We are also guided by the *Victorian Public Health and Wellbeing Act 2008* (s 24) which states that Council must prepare and endorse a Municipal Public Health and Wellbeing Plan every four years that identifies the health and wellbeing needs of people in its municipality.

Under the Public Health and Wellbeing Act, a plan must:

- be prepared within 12 months of the Council election
- take into account local health data and the factors that influence health and wellbeing
- identify goals and strategies that are based on evidence and that support people to achieve maximum health and wellbeing
- specify how we will partner with other agencies to create a healthier community; and
- consider the Victorian Public Health and Wellbeing Plan<sup>3</sup>, which outlines a vision to reduce inequalities and improve health and wellbeing and participation for people of all ages<sup>4</sup>.

<sup>2</sup> State Government of Victoria (2020), Victorian Government's *Local Government Act 2020*

<sup>3</sup> State Government of Victoria (2008), *Public Health and Wellbeing Act 2008*

<sup>4</sup> State Government of Victoria (2019), *Victorian Public Health and Wellbeing Plan 2019-2023*

Councils are also required to consider the Climate Change Act 2017<sup>5</sup> and Recommendation 94 from the Victoria Government's Royal Commission into Family Violence<sup>6</sup> when planning for its municipality.

#### **Our commitment to gender equality**

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider how gender impacts people in the community differently as we develop our plans, strategies and services. We will uphold our requirements in the Victorian Government's *Gender Equality Act 2021*<sup>7</sup> and will continue to monitor and seek opportunities to improve all that we do to make Manningham a safe, respectful and inclusive community.

#### **Our commitment to disability**

We are committed to working in partnership with the community to enhance the health and wellbeing of people with disabilities. Activities targeting people with disabilities are integrated and reflected across the Council Plan, this Strategy and associated action plans to address section 38(1) of the *Disability Act 2006*.<sup>9</sup>

### What does our Municipal Public Health Strategy include?

Our Municipal Public Health and Wellbeing Strategy is made up of four strategic documents:

- **Manningham's Health and Wellbeing Strategy 2021-2025 (this document)**  
Outlines the strategic direction that Council and its partners will take over the next four years. This Strategy identifies and responds to the key needs and priorities of our diverse community. This helps us make sure the right services, infrastructure and partnerships are in place to build a healthy and resilient community.
- **Manningham's Health and Wellbeing Action Plan**  
Sets out the activities we will deliver with our partners to meet our objectives and achieve our expected outcomes over the next four years. We are working in partnership with Manningham Advisory Committees and the community to improve the health and wellness of our people.
- **The State of the City Report**  
Details the current health and wellbeing data and emerging needs and trends alongside demographic information about our community from a wide range of data sources.
- **The Healthy City Strategy 2017-2021 Evaluation Report (Manningham's Health and Wellbeing Plan)**  
The report details the success and achievements obtained during the Strategy's period of delivery.<sup>10</sup>

<sup>5</sup> State Government of Victoria (2017), Climate Change Act 2017

<sup>6</sup> State Government of Victoria (2021), About the Royal Commission into Family Violence

<sup>7</sup> Commission for Gender Equality (2020), About the Gender Equality Act 2020

<sup>8</sup> State Government of Victoria (2020), Gender Equality Act 2020

<sup>9</sup> State Government of Victoria (2006), Disability Act 2006

<sup>10</sup> Manningham City Council (2021). Healthy City Strategy Evaluation Report 2017-2021

### Who have we considered when developing this Strategy?

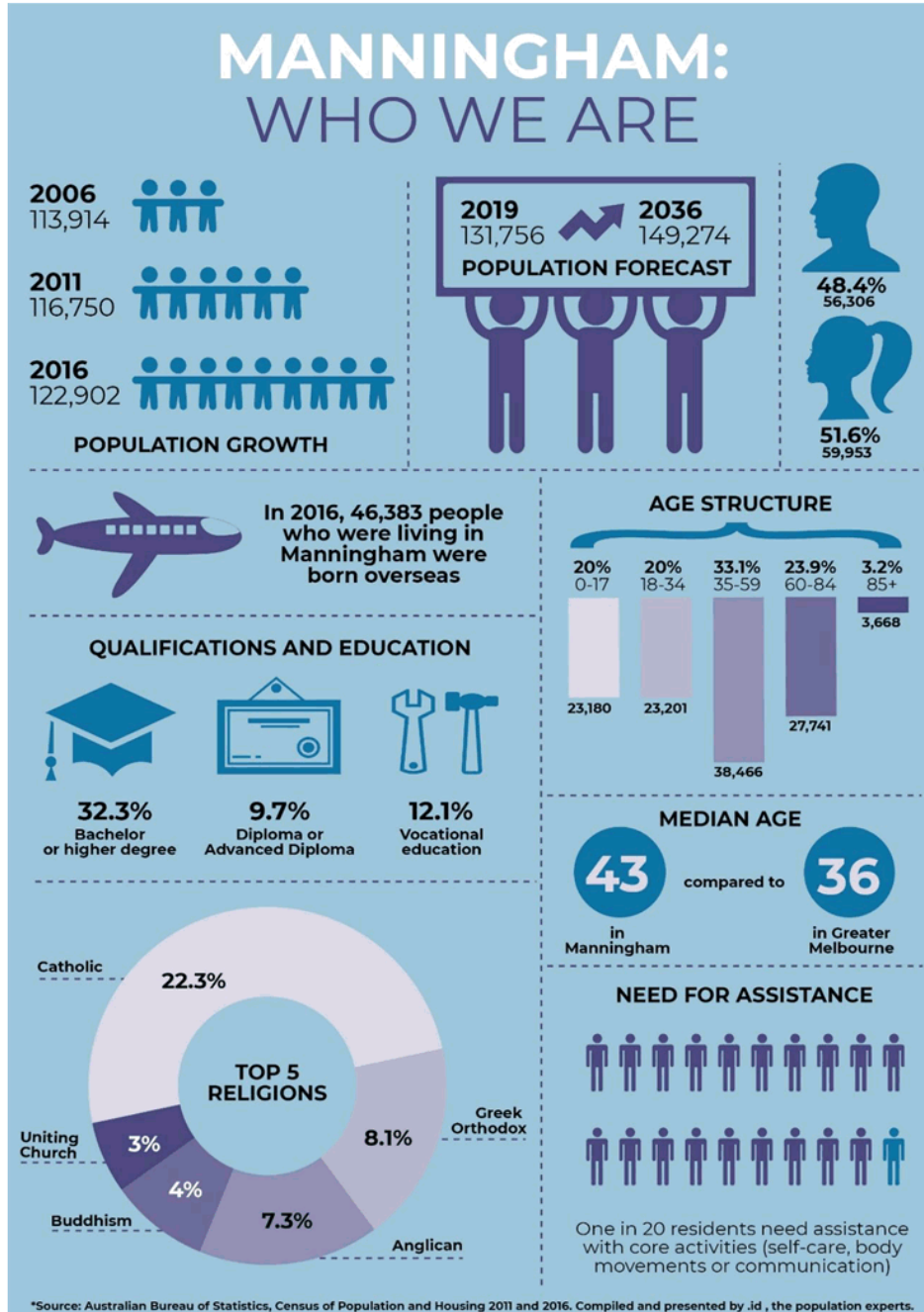
To ensure the Strategy focusses on improving the health outcomes of the community, the data has been analysed through the following lenses:

- **Ages and stages** – looking at significant periods of human development across the lifespan including infants, children, young people, older adults and how these may impact on health and wellbeing outcomes in terms of physical, social, mental and intellectual development.
- **Community groups**– identifying and responding to the unique needs and priorities of cohorts including: people of diverse backgrounds, LGBTQIA+, Aboriginal and Torres Strait Islander peoples, people with disabilities, and age.
- **Gender** – analysing the data to determine how gender and intersectionality, which are attributes other than gender such as age, disability or sexual orientation, may be impacted by a range of health issues.

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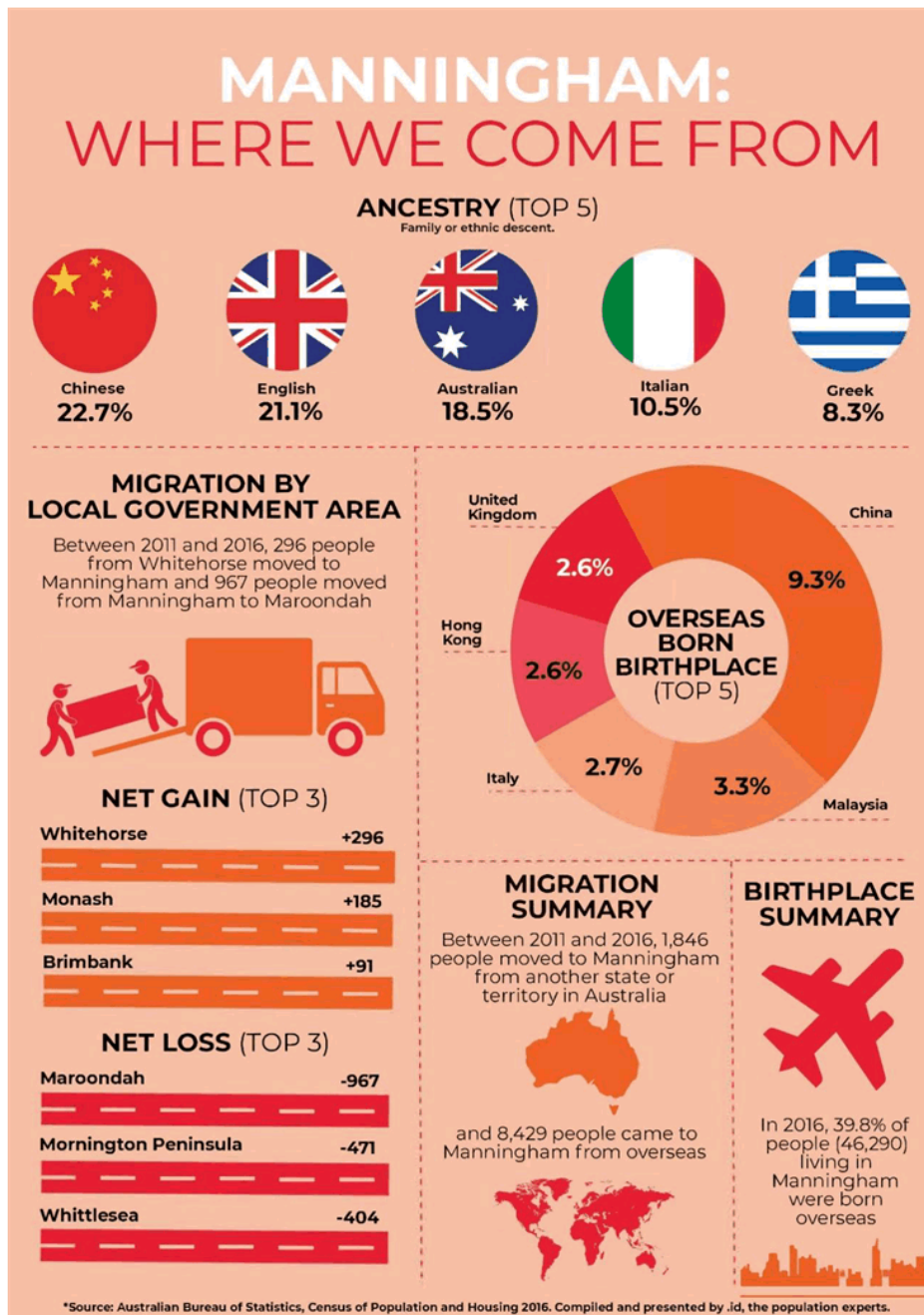
### Who is the Manningham Community?

Our community profile and health data helps us to establish priority areas to protect and enhance the health of our community.



Note. This diagram includes 2016 Census data and will be updated with 2020 Census data once available.

Where do we come from?



Note. This diagram includes 2016 Census data and will be updated with 2020 Census data once available.

### How was this Strategy developed?

We undertook a collaborative approach to work with our partners and community to develop this Strategy as can be seen in Figure 2. Please refer to Appendix 2 to further information.



## What Council does to support resident’s health and wellbeing.

We provide a ranges of services to improve the health and wellbeing of the Manningham community. These include:

### COMMUNITY SERVICES

**1,098**

births supported by Maternal and Child Health centres



**33,707**

participants in arts and culture programs and projects



**85,364**

hours of care including domestic, personal and respite care support services



**13,067**

immunisations provided

### COMMUNITY INFRASTRUCTURE



**50.2km**

roads resurfaced

**17.25km**

of new and renewed footpaths



### WASTE MANAGEMENT SERVICES



**56%**

of waste diverted from landfill

### PARKS AND OPEN SPACES

**\$3.5 million**

to improve parks and open spaces



### COMMUNITY GRANTS

**\$1,105,125**

in community grants for groups and organisations including \$269,000 in COVID-19 urgent relief funding



### GREENHOUSE GAS EMISSIONS

**20%**

reduction in greenhouse emissions achieved



Placeholder: What Council does to support resident's health and wellbeing.

- Convene a number of advisory groups and networks such as the Healthy City Advisory Committee, Reconciliation Action Plan Working Group, Manningham Positive Ageing Alliance Group and Manningham Disability Advisory Committee, to provide advice on a range of topics and support Council's decision making.
- Declared a climate emergency in January 2020. This declaration empowers us to further accelerate efforts to incorporate climate change considerations in all future strategies, decisions and actions shaping our city's future.
- Declared a Migrant and Refugee Welcome Zone in 2015, demonstrating our commitment in spirit to welcome migrants and refugees into our community.
- Pursuing Welcoming Cities accreditation to support us to take positive steps towards being more welcoming and inclusive of our diverse community.
- Participating in regular Cultural Consultations with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and learning from the Reconciliation Action Plan Working Group.
- Embedding the aspirations and commitments contained within the Reconciliation Action Plan throughout our core business in collaboration with the Manningham community.
- In line with our commitment to gender equality, we have commenced application of the Gender Impact Assessments to key projects.
- Endorsed our Active for Life Recreation Strategy.
- Signatory to the Age Friendly Declaration and committed to supporting and creating age friendly communities and addressing barriers that limit the inclusion of older people.
- Committed to be a Dementia Friendly City and are actioning this through the Manningham Local Dementia Alliance Action Plan.

*\*Content to be developed into infographic*



What are our Goals?

**Manningham’s Health and Wellbeing Directions Framework 2021-2025**

The Health and Wellbeing Strategic Framework 2021-2025 was developed to guide Council and its partners’ direction over the next four years. It outlines how this Strategy will support the goals of our Council Plan by addressing eight priorities and the change we expect to see by 2025. We will implement an evaluation plan to track how Council is progressing to improve the community's health and wellbeing.

**Table 2: Manningham’s Health and Wellbeing Strategy Framework 2021-2025**

COUNCIL PLAN		HEALTHY CITY STRATEGY	
Theme	Goals	By 2025, the change we want to see:	Action Areas
Healthy Community	A healthy, safe and resilient community	Improved social and emotional wellbeing	<ul style="list-style-type: none"> <li>Youth mental health</li> <li>Loneliness</li> </ul>
		Increased healthy eating	Healthy and sustainable food systems including: <ul style="list-style-type: none"> <li>Food security</li> <li>Access to food</li> <li>Preparation of healthy meals</li> </ul>
		Increased active lifestyles	<ul style="list-style-type: none"> <li>Active lifestyles (inclusion of active transport)</li> <li>Organised sport</li> <li>Active recreation</li> </ul>
		Increase adaptation to the health impacts from climate change	<ul style="list-style-type: none"> <li>Adaptation</li> <li>Education</li> </ul>
		Reduced injury and harm	<ul style="list-style-type: none"> <li>Reducing harmful health behaviours</li> </ul>

			<ul style="list-style-type: none"> <li>• Falls prevention</li> <li>• Feeling safe in and around the neighbourhood</li> <li>• Reducing racism</li> </ul>
		Prevention of family violence	<ul style="list-style-type: none"> <li>• Prevention of violence and its impacts</li> <li>• Gender equality</li> <li>• Elder abuse</li> </ul>
	A connected and inclusive community	Increased connection and engagement in community life	<ul style="list-style-type: none"> <li>• Community connections</li> <li>• Accessible places, spaces and programs</li> <li>• Culturally safe communities</li> <li>• Culturally appropriate services</li> <li>• Respecting and embracing reconciliation</li> <li>• Art and culture</li> <li>• Local employment</li> </ul>

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## Our path forward

We have developed this Strategy in line with the *Victorian Public Health and Wellbeing Plan*<sup>11</sup> and the *Victorian Public Health and Wellbeing Outcomes Framework (2016)*<sup>12</sup>, which focuses on the following areas:

- Victorians are healthy and well
- Victorians are safe and secure
- Victorians have the capabilities to participate
- Victorians are connected to culture and community
- Victoria is liveable<sup>13</sup>.

We are committed to addressing these areas by planning, delivering, and evaluating our Healthy City Action Strategy across the next four years.

The next section of this document explains what the current data tells us and what we expect to see for each health area by 2025. This will be complemented by other Council policies and strategies to help us achieve our strategic directions.

## Changes we want to see by 2025.

### A healthy, safe and resilient community

Being healthy, safe and resilient gives people their best chance to live good lives. Manningham is known for being one of the healthiest cities in Victoria. Despite this there is still a need to engage the community to improve their overall health and wellbeing.

#### Changes we want to see:

##### 1.1 Improved social and emotional wellbeing

Social and emotional wellbeing relates to people's ability to connect with friends and family, work productively and contribute to their community, cope with the normal stresses of life and feel safe and included in their community.

In Manningham, experiences of anxiety and depression are on the rise, as are the number of people living alone. Challenges to social and emotional wellbeing in our community have also been exacerbated by the COVID-19 pandemic<sup>14</sup>. Creating opportunities for people to engage in

<sup>11</sup> State Government of Victoria (2019), Victorian public health and wellbeing plan 2019-2023

<sup>12</sup> State Government of Victoria (2016), Victorian public health and wellbeing outcomes framework

<sup>13</sup> Manningham City Council (2021), COVID-19 Research Report

community activities and employment, and building their resilience will assist in improving social and emotional wellbeing.

In Manningham, on average:

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Ever diagnosed with anxiety or depression	16.77%	27.36%	29.80%

Source: Victorian Population Health Survey 2017 & 2019

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Satisfaction with life - Low or medium (0-6)	20%	20.5%	23.40%

Source: Victorian Population Health Survey 2017 & 2019

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Life being worthwhile - Low or medium (0-6)	12.2%	16.7%	19.5%

Source: Victorian Population Health Survey 2017 & 2019

Measure	Manningham 2010 - 2019	Metro Melb 2010 - 2019	Victoria 2010 - 2019
Average annual suicide rate per 100,000 residents	8.20	9.20	10.30

Coroner's Court of Victoria 2020<sup>15</sup>

1.2 Increased healthy eating

Having access to healthy and affordable food plays an important role in encouraging healthy eating behaviours. A poor diet can lead to overweight and obesity, which is one of the leading causes of disease, including heart disease, type 2 diabetes and cancer. In Manningham, rates of overweight and obesity are on the rise, and half of our residents are not eating enough fruit or vegetables each day. The maintenance of a healthy diet is one of the most significant protective factors against a range of preventative diseases.

In Manningham, on average:

Measure	Manningham 2017	Victoria 2017	Victoria 2019
% persons pre-obese	28.2%	31.5%	31.3%
% persons obese	16.6%	19.3%	20.3%
% persons overweight (pre-obese or obese)	44.8%	50.8%	51.6%

Source: Victorian Population Health Survey 2017 & 2019

Measure	Female	Male
% Manningham residents overweight (pre-obese or obese)	36.8%	53.4%
Age group with highest % of obesity, Victoria	65-74 years	45-54 years
	25.9%	26.2%

Source: Victorian Population Health Survey 2017

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Met fruit consumption guidelines	45.1%	43.2%	40.6%
Met vegetable consumption guidelines	5.7%	5.4%	6.8%
Did not meet dietary guidelines for either fruit or veg consumption	50.5%	51.7%	53.7%

Source: Victorian Population Health Survey 2017 & 2019

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Consume take-away meals, or snacks, more than once a week	11.4%	15.3%	18.8%
Consume sugar-sweetened soft drinks daily	2.7%	10.1%	N/A

Source: Victorian Population Health Survey 2017 & 2019

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Food insecurity: ran out of food, and couldn't afford to buy more in the past year	3.4%	6.2%	6.5%

Source: Victorian Population Health Survey 2017 & 2019

1.3 Increased Active Lifestyle

Similar to healthy eating, an active lifestyle is one of the best ways people can reduce their likelihood of preventable diseases. In Manningham, our residents like to walk, run and cycling but we know that a high proportion of residents are not active each day. Providing our community with affordable, accessible, safe and inclusive activities will help to improve individual and community health and wellbeing.

In Manningham, on average:

Measure	Manningham 2017	Victoria 2017	Victoria 2019
Proportion of adult population, by compliance with physical activity guidelines^^			
Sedentary	3.4%	2.5%	1.8%
Insufficient	44.9%	44.1%	44.4%
Met guidelines	50.1%	50.9%	51.1%
<i>Source: Victorian Population Health Survey 2017 &amp; 2019</i>			

Measure	Manningham 2014	Victoria 2014
Days Cycled for Transport, for trips longer than 10 mins, in past week - NONE, adults	96.1%	92.6%
Days walked for Transport, for trips longer than 10 mins, in past week - 4 or more days, adults	20.8%	18.1%
<i>Source: Victorian Population Health Survey 2014</i>		

1.4 Increase adaptation to the health impacts from climate change

Climate change has been described as the defining issue for public health in the 21st century.<sup>16</sup> We recognise the importance of this issue and the current and future impacts on the health of our community. According to State Government, climate change affects health through increased intensity and frequency of extreme weather events such as prolonged heatwaves, floods and bushfires; and indirectly through worsening air quality, changes in the spread of infectious diseases, risks to food safety and drinking water quality, and effects on mental health<sup>17</sup>. We believe that other impacts of climate change will likely emerge over time.

<sup>16</sup> World Health Organisation (n.d). Gender, Climate and Health

<sup>17</sup> State Government of Victoria 2017-2021, Tacking climate change and its impacts on health.

In Manningham, on average:

Source	Sector	2017/18		2018/19		Change
		CO <sub>2</sub> tonnes	%	CO <sub>2</sub> tonnes	%	CO <sub>2</sub> tonnes
Electricity	Residential	239,200	21.0%	244,000	20.6%	4,800
	Commercial	225,000	19.7%	216,300	18.2%	-8,700
	Industrial	36,700	3.2%	35,300	3.0%	-1,400
Gas	Residential	137,300	12.0%	147,300	12.4%	10,000
	Commercial	40,900	3.6%	80,100	6.8%	39,200
	Industrial	6,700	0.6%	8,800	0.7%	2,100
Transport	On road	419,800	36.8%	420,500	35.5%	700
Waste	Landfill	22,400	2.0%	19,600	1.7%	-2,800
	Water	12,800	1.1%	13,900	1.2%	1,100
<b>Total</b>		<b>1,140,800</b>	<b>100.0%</b>	<b>1,185,800</b>	<b>100.0%</b>	<b>45,000</b>

Source: Snapshot ([snapshotclimate.com.au](http://snapshotclimate.com.au))

### 1.5 Reduced injury and harm

Overconsumption, addiction to alcohol and other drugs and participation in gambling can result in harmful and long-lasting impacts on individuals, families and the community. These health conditions and behaviours that arise from these significant harms are often misunderstood and can cause poor mental and physical health, fractured relationships, homelessness, unemployment and isolation<sup>18</sup>.

When we consider reducing injury and harm, community safety also plays an important role. Council views safety as an important element for a community that is connected, safe and empowered to make choices for their own safety and the safety of others. This means feeling and being safe in our neighborhoods and within the home, and includes addressing crime rates and perceptions of safety within our community. In Manningham, falls in the home and in the community are a leading cause of injury for older residents. In terms of perceptions of community safety, residents generally feel safe walking alone during the day, however, the majority of women feel unsafe walking alone at night.

Feeling safe extends to addressing racism in our community and ceasing discrimination and hatred towards another person because of the colour of their skin, their cultural background or where they were born. Racism can lead to exclusion and marginalisation and since the onset of the COVID-19, increased rates of racial abuse have been reported.

<sup>18</sup> State Government of Victoria (2019), Victorian public health and wellbeing plan 2019-2023

Increasing community awareness of the risks of engaging in harmful behaviour and working to create inclusive environments will support people in our community to feel safe and welcomed.

Measure	20 - 29 years	30 - 39 years	40 - 49 years	50 - 59 years	60 - 69 years	70 - 79 years	80 - 89 years	90 - 99 years	99+ years
Hospitalisations due to falls by age, 2015 - 2020									
% Manningham	2.3%	2.1%	3.0%	5.4%	8.4%	17.8%	35%	17.8%	0.5%
% Victoria	5.0%	4.4%	5.2%	7.7%	11%	17.5%	26%	10.8%	0.3%

Source: Victorian Emergency Minimum Dataset (VEMD) July 2015 to March 2020, Victorian Agency for Health Information.<sup>19</sup>

1.6 Prevention of all forms of family violence

Family violence can take the form of physical, sexual, psychological, emotional, economic, spiritual and legal abuse. All forms of family violence are illegal and unacceptable. Family violence can profoundly impact a person in many ways, including alienation from family and friends and, in extreme cases, serious injury or even death. While people of all backgrounds experience family violence, we know that women are disproportionately impacted<sup>20</sup>. In Manningham, rates of reported family violence incidents are on the rise.

Everybody deserve the right to be treated with respect and dignity regardless of age. Elder abuse is abuse directed towards older people. It can happen in any type of family and can be presented in many forms. Most commonly, elder abuse is carried out by someone known to the person like a family members, relatives or friend.

Feeling safe and protected from danger, hazards, and risks to personal safety and harm from other people is a basic human right. We aim to foster a community where people feel safe and demonstrate respectful behaviour.

<sup>19</sup> Victorian Agency for Health Information, Victorian Emergency Minimum Dataset (VEMD) July 2015 to March 2020

<sup>20</sup> State Government of Victoria, About the Royal Commission into Family Violence, 2021



In Manningham, on average:

Measure	2017	2018	2019	2020	2021
Family violence incidents per 100,000 people					
Manningham	619.6	564.8	553.4	549.1	706.4
Victoria	1229.1	1164.2	1231.5	1283.0	1389.1

Measure	Victoria
% of affected family members - female - year ending March 2021	73.44%

Measure	Victoria
% of affected family members aged 24 years and under - year ending March 2021	20.82%

**A connected and inclusive community**

To create a connected and inclusive community, it is important that people feel welcomed, valued and that they belong. To thrive, a connected and inclusive community requires the participation, equal opportunity and empowerment of all communities regardless of their age, gender, ability, cultural background or religion<sup>21</sup>.

**1.8 Increased connection to and engagement in community life**

People who have opportunities to participate in local activities and connect with others in their community tend to experience greater life satisfaction and have better health outcomes. In Manningham, the majority of residents feel connected to their community<sup>22</sup>. However, the impacts of COVID-19 have significantly inhibited people’s ability to connect and engage.

We create a sense of community connection by encouraging our community to participate in art and cultural activities, join local groups, meet in safe and inviting places and have access to appropriate housing options. This helps our community to live well, continue to learn and connect with people within their local neighbourhood.

<sup>21</sup> Holt-Lunstad et al (2015), Loneliness and social isolation as risk factors for mortality: a meta-analytic review.

<sup>22</sup> *Community Indicators Victoria 2011, Feeling part of the community indicator*

In Manningham, on average:

Measure	Manningham 2016	Victoria 2016	Victoria 2011
Low income households by dwelling type			
% Separate house	71.9	70.9	73.0
% Medium density housing	22.2	20.6	20.7
% High density housing	5.1	7.2	5.2

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016

Measure	Manningham 2016	Victoria 2016	Victoria 2011
Low income households by tenure type			
% Fully owned	55.8	43.2	60.2
% Mortgage	18.0	16.7	16.5
% Renting	20.5	35.3	18.2

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016

Measure	Manningham 2017	Victoria 2017
Persons feeling that the things they do in life are worthwhile		
% Males	86.7	80.8
% Females	83.8	82.9

Source: Victorian Population Healthy Survey 2017

Measure	Manningham	
	2011	Victoria 2011
Community connectedness index		
% Males	73.1	74.2
% Females	74.6	76.2
<i>Source: Community Indicators Victoria, Feeling part of the community indicator</i>		

### How will we achieve our goals?

#### How will we deliver on our actions?

Our four year Manningham’s Health and Wellbeing Action Plan will set out how we will work towards the goals outlined in this document. We will review the Action Plan annually and work with our key partners to identify and address our health priority areas, community needs and emerging opportunities.

#### How will we know that we have made a difference?

We will continue to assess and better understand the health and wellbeing outcomes of residents in our community.

Under the *Victorian Public Health and Wellbeing Act 2008*, s 24, Council is required to review its Municipal Public Health and Wellbeing Plan annually and, if appropriate, amend the plan<sup>23</sup>.

Our Strategy will be monitored against several key indicators and measures from the *Victorian Public Health and Wellbeing Outcomes Framework*<sup>24</sup> and we will continue to monitor the ongoing influences of COVID-19 and its impacts on our community.

This approach will ensure we deliver actions and programs that align with the state-wide health and wellbeing directions and local priorities. It will also help guide our planning for the future.

The two goals, ‘A healthy, safe and resilient community’ and ‘A connected and inclusive community’ in the Strategy represent specific outcomes that Council will work towards achieving in partnership with the Healthy City Advisory Committee over the next four years.

<sup>23</sup> State Government of Victoria (2008), Public Health and Wellbeing Act 2008

<sup>24</sup> State Government of Victoria (2016), Victorian public health and wellbeing outcomes framework

Table 3: Our Healthy City Strategy Evaluation Framework

By 2025, the changes we want to see: A healthy, safe and resilient community	
What change we want to see? (Indicators)	How will we measure the change? (Measures)
<ul style="list-style-type: none"> <li>Improved social and emotional wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Proportion of adults and adolescents with psychological distress (Source: Victorian Population Health Survey)</li> <li>Proportion of people who die by suicide (Source: Corner's Court of Victoria)</li> <li>Proportion of people who are satisfied with life (Source: Victorian Population Health Survey)</li> <li>Proportion of adolescents with high level of resilience (Source: Victorian Student Health and Wellbeing Survey (About You) Department of Education)</li> <li>Proportion of parents who experience post-natal depression (Source: Manningham Council, Maternal and Child Health Data Collection)</li> </ul>
<ul style="list-style-type: none"> <li>Increased healthy eating</li> </ul>	<ul style="list-style-type: none"> <li>Proportion of adults, adolescents and children who consume sufficient fruit and vegetable consumption per day (Source: Victorian Population Health Survey)</li> <li>Discretionary food consumption of adults, adolescents and children (Source: Victorian Population Health Survey)</li> <li>Proportion of adults, adolescents and children who are overweight or obese (Source: Victorian Population Health Survey)</li> <li>Proportion of adults and children who ran out of food and could not afford to buy more</li> </ul>

	<p>(Source: Victorian Population Health Survey)</p> <ul style="list-style-type: none"> <li>• Proportion of infant’s exclusively breastfed to three months of age (Source: Manningham Council, Maternal and Child Health Services)</li> </ul>
<ul style="list-style-type: none"> <li>• Increased active living</li> </ul>	<ul style="list-style-type: none"> <li>• Proportion of adults, adolescents and children who meet physical activity guidelines (Source: Victorian Population Health Survey)</li> <li>• Proportion of people participating in organised sport (Source: Manningham Council, Community Panel)</li> <li>• Proportion of people participating in active recreation (Source: Manningham Council, Community Panel)</li> <li>• Proportion of journeys that use active transport (Source: Victorian Integrated Survey of Travel and Activity)</li> </ul>
<ul style="list-style-type: none"> <li>• Increase adaptation to the health impacts from climate change</li> </ul>	<ul style="list-style-type: none"> <li>• Proportion of the community who have become resilient towards the impacts of climate change (Source: Manningham Council, Community Panel)</li> </ul>
<ul style="list-style-type: none"> <li>• Reduced injury and harm (falls, gambling, drugs and alcohol, crime)</li> </ul>	<p>Falls:</p> <ul style="list-style-type: none"> <li>• Proportion of hospitalisation rates due to falls in older adults (Source: Victorian Agency for Health Information)</li> </ul> <p>Gambling:</p> <ul style="list-style-type: none"> <li>• Manningham electronic gaming machine player losses per year (Source: Victorian Commission for Gambling and Liquor Regulation)</li> </ul> <p>Crime:</p> <ul style="list-style-type: none"> <li>• Proportion of adults who never, or not often, felt safe when walking down their street after dark (Source: Victorian Population Health Survey)</li> </ul>

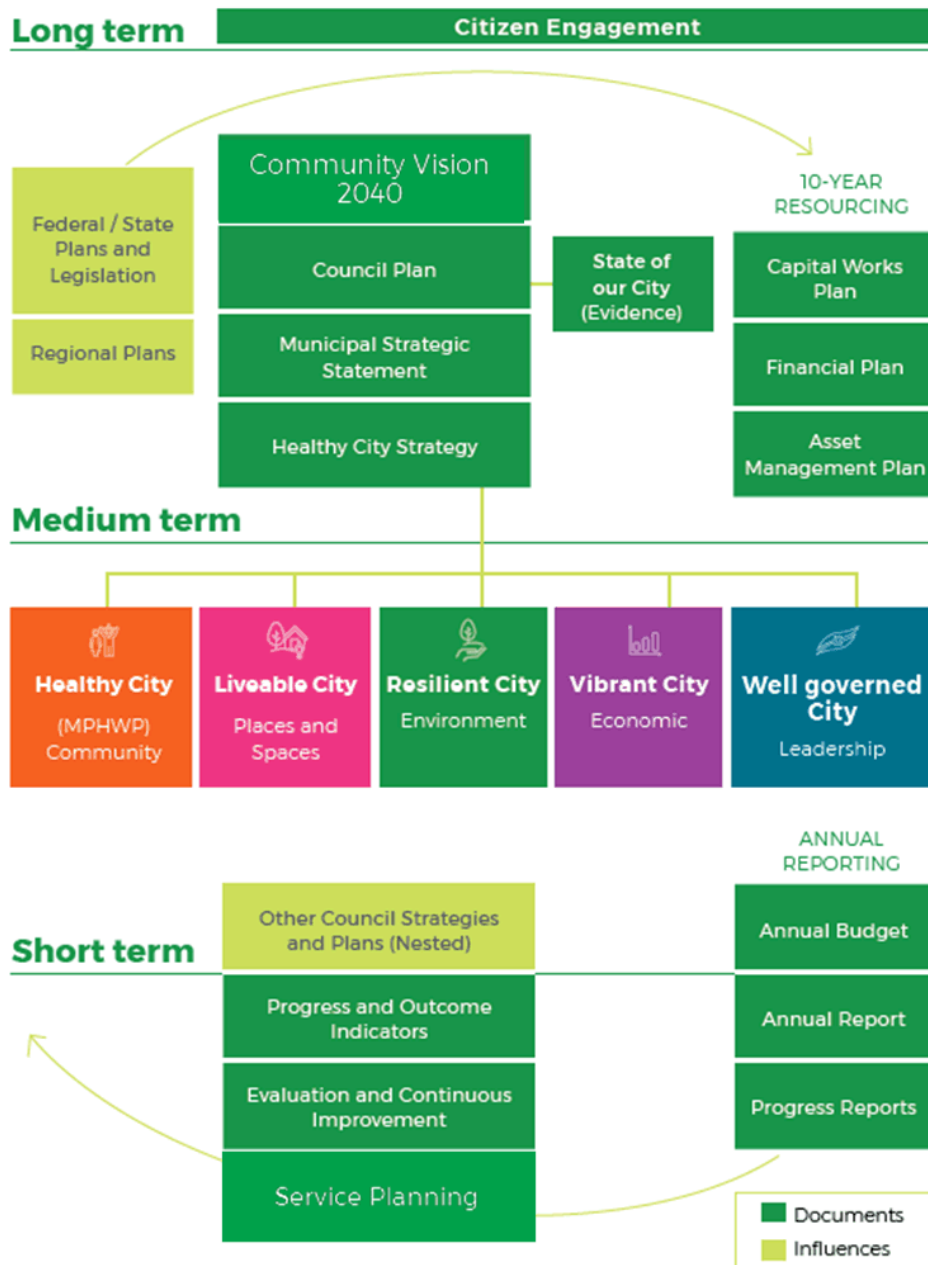
	<p>Drugs and alcohol:</p> <ul style="list-style-type: none"> <li>• Proportion of adults and adolescents using illicit drugs in the past 12 months (Source: National Drug Strategy Household Survey)</li> <li>• Proportion of adults who drank alcohol weekly at a level that increased their lifetime risk of alcohol related harm (Source: Victorian Population Health Survey)</li> </ul>
<ul style="list-style-type: none"> <li>• Prevention of family violence</li> </ul>	<ul style="list-style-type: none"> <li>• Rate of incidences recorded by police (Source: Victorian’s Crime Statistics Agency)</li> <li>• Proportion of adults who are prepared to intervene in a situation of domestic violence (Source: Manningham Council, Community Panel)</li> </ul>
<p><b>By 2025, the changes we want to see: A connected and inclusive community</b></p>	
<ul style="list-style-type: none"> <li>• Increased connection and engagement in community life</li> </ul>	<ul style="list-style-type: none"> <li>• Proportion of adults who felt valued by society (Source: Victorian Population Health Survey)</li> <li>• Proportion of adults who thought multiculturalism definitely made life in their area better (Source: Manningham Council, Community Panel)</li> <li>• Proportion of adults who helped out a local group as a volunteer (Source: Victorian Population Health Survey)</li> <li>• Proportion of adults who were a part of an organised group (Source: Victorian Population Health Survey)</li> <li>• Proportion of adults who attended or participated in a cultural or arts activity (Source: Manningham Council, Community Panel)</li> </ul>

A Monitoring and Evaluation Framework will be developed to guide this Strategy. It will document how we track to meet the indicators within a shared outcomes framework. The Health and Wellbeing Evaluation Framework (Table 3) demonstrates how we will evaluate this Strategy.

Appendices

Appendix 1

Figure 3: Integrated Planning and Reporting Framework



## Appendix 2

### What informed the development of this Strategy?

A community profile was developed to guide our Health and Wellbeing Strategy 2021-2025. This profile provides an overview of our community's health and wellbeing characteristics. It presents local data and statistics related to people's age, gender and cultural backgrounds. It also helps us identify vulnerable groups in our community.

We developed our community profile using information from:

#### **Our community**

Local data from the Australian Census helps us better understand our residents and household forecasts driving who lives in Manningham and how the residents, age structure, and household types will change over time. The next Census will be held in August 2021, and information about the Manningham community (demographic data) will be accessible here:

<https://www.manningham.vic.gov.au/manninghams-demographics><sup>25</sup>

#### **The State of the City Report (SOTC)**

The SOTC Report is a comprehensive document that provides health and wellbeing information and data on the Manningham residents and how they are faring. Information on the health of Manningham community is available here:

<https://www.manningham.vic.gov.au/manninghams-demographics><sup>26</sup>

#### **Manningham City Council 2019, Liveability Assessment Report 2019**

We undertook a liveability assessment to understand how residents in the community live, reviewing the strengths and challenges across the precinct. See the assessment here:

<https://www.manningham.vic.gov.au/jackson-court><sup>27</sup>

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<sup>25</sup> Manningham City Council (n.d). Welcome to City of Manningham Community Profile

<sup>26</sup> Manningham City Council 2021. State of the City Report 2021

<sup>27</sup> Manningham City Council (2019). Liveability Assessment 2019.



Appendix 3

**Frameworks and Principles for Public Health Planning**

A number of key frameworks were used to inform our health planning and the development of this Strategy and Action Plan.

**Table 5: Frameworks and Principles for Public Health Planning<sup>28</sup>**

<p><b><u>Social Model of Health</u></b> The understanding that health outcomes are influenced by more than where people are born, grow, live, work, age and the delivery of health care. This model recognises that environmental, cultural, economic, social and political factors are critical.</p>	<p><b><u>Population Health Planning</u></b> A shared planning approach with community agencies to improve the health and wellbeing of the whole population. This approach considers the inequalities and needs of people who are more marginalised in the community.</p>
<p><b><u>Evidence</u></b> Using reliable and available data and evidence to develop sustainable activities to improve the community’s health outcomes.</p>	<p><b><u>Health Equity</u></b> A commitment to ensure that everyone has a fair opportunity to achieve and maintain their best health and wellbeing. This is done through access to knowledge, skills and resources to alleviate disadvantage experienced by some groups in our community.</p>
<p><b><u>Environments for Health</u></b> To achieve maximum impact for all people in our community, the social, natural, economic and built environmental factors need to be considered. Collaboration and integration across sectors is essential.</p>	<p><b><u>Health Promotion</u></b> This approach helps people develop skills, knowledge and the ability to work together to take action to improve their health and wellbeing.</p>
<p><b><u>Partnerships</u></b> A commitment to work with our service providers who work with the community to maximise the actions delivered, reduce duplication of initiatives and work proficiently with partner organisations to improve the health of our community.</p>	<p><b><u>Systems Thinking</u></b> A focus on the broad and systemic issues by identifying the social, economic, cultural or environmental factors that contribute to health issues in our community. This approach also looks at how these factors relate to each other.</p>
<p><b><u>Life course</u></b> Recognises significant periods in a person’s life that impact their health and wellbeing. This approach acknowledges that different groups within the community will require different supports across their lifespan. This can be influenced by age, gender and other factors that may mean some groups are more vulnerable to health matters than others.</p>	<p><b><u>Place-based Primary Prevention and Settings</u></b> A focus on the social and physical environment of a designated place or location to target health activities. For example, sports facilities or schools. This approach also recognises the age, vulnerability and gender of community groups that may require additional supports.</p>

<sup>28</sup> State Government of Victoria 2017-2021. Municipal public health and wellbeing planning 2021-2025. Advice note 1

## Appendix 4

**Table 6: Legislative plans, strategies and Acts that support the delivery of our Manningham's Health and Wellbeing Plan 2021-2025**

As part of the Strategy's development, consideration was given to key legislation and guiding policies that impact community health and wellbeing across the health areas. Listed below are key documents and an overview of their directions.

- **Gender Equality Act 2021** All Victorians live in a safe and equal society, have access to equal power, resources and opportunities, and are treated with dignity, respect and fairness.
- **Disability Act 2006** enables all people who identify as having a disability are treated fairly and not discriminated against. The Act ensures that services provide actions to support people with disability to live healthy and well.
- **Victorian Government State Disability Plan 2017-2020** promotes the inclusion of Victorians with a disability through addressing barriers and exclusion.
- **National Disability Insurance Scheme Act 2013** provides for the regulation of persons and entities who provide supports and services to people with disability under the National Disability Insurance Scheme.
- **Climate Change Act 2017** provides legislative direction for Victorian organisations to manage climate change risks and impacts from carbon emissions striving for a resilient community and economy.
- **Family Violence Protection Act 2008** sets out to protect and maximise safety for children and adults who experience family violence; prevent and reduce the occurrence of family violence and uphold the accountability of predators and make the perpetrators responsible for their actions.
- **Charter of Human Rights and Responsibilities Act 2006** sets out the legislative requirements to protect all people living in Victoria and aligns the State of Victoria responsibilities.
- **Equal Opportunity Act 2010** sets out to protect against unfair treatment due to personal characteristics such as age, sex or disability.
- **Racial and Religious Tolerance Act 2001** aims to promote racial and religious tolerance in Victoria.
- **Public Health and Wellbeing Act 2008** is designed to protect the health of Victoria's population, promote conditions in which people can be healthy, and reduce inequalities in the state of public health and wellbeing.
- **Local Government Act 2020** improves local government democracy, accountability and service delivery for all Victorians and contains an overarching principle that Councils promote the economic, social and environmental sustainability of their municipality.
- **Victorian Public Health and Wellbeing Plan 2019-2023** sets the direction for health organisations to address priority health issues impacting on communities across Victoria.
- **Victorian Public Health Outcomes Framework 2016** developed by the Department of Health and Human Services, enables Manningham Council to monitor and report on the progress of how people are faring with their health outcomes.
- **Victorian Aboriginal and Local Government Action Plan 2016** provides a framework to help Councils engage with Aboriginal communities and promote reconciliation, highlighting the essential role of Local Government in driving positive outcomes for Aboriginal communities.

- **Victorian Aboriginal Affairs Framework 2018-2023** which is the overarching whole-of-government framework for Victoria, representing bipartisan commitment to long-term generational change.
- **Victoria's Multicultural Policy Statement 2016** sets out the Victorian Government's vision to enable every Victorian to participate fully in society, remain connected to their culture and ensure we all have equal rights, protections and opportunities.
- **Active for Life Recreation Strategy 2010-2025** sets the direction to increase the community's participation in physical activity in organised sports, active recreation and active living.
- **Victoria's 10-year Mental Health Plan** supported locally through the Eastern Regional Mental Health to drive better mental health outcomes.
- **Resilient Melbourne Strategy** is a strategic partnership with metropolitan Melbourne Councils to draw on the strengths of our diverse communities and geographies, to pursue our shared interests, embrace our differences and be stronger together in the face of change.
- **Active Victoria** is the Victorian Government's Plan for more people to access the benefits of inclusive and safe sport and recreation. Council plays a key role in working with sporting associations and local community clubs.
- **Several other Acts and Plans** are important in our planning includes: Prevention of Family Violence, State Disability Action Plan, Australian Human Rights Commission, National Safe Schools Framework, Draft National Drug Strategy 2016-2025, Australian National Action Plan on Women, National Strategy for Disaster Resilience-Council of Australian Governments (COAG) 2011, Family Violence Protection Act 2008, Change the Story Framework prevention of violence against women and their children.

#### Other Strategic Documents

- Council Plan 2021-2025
- Municipal Public Health and Wellbeing Plan
- Diversity and Inclusion Action Plan
- Environmental Strategy and Climate Plan (pending)
- Reconciliation Action Plan 2021-2023 (pending)
- Manningham Youth Services Plan
- Municipal Emergency Management Plan
- Municipal Fire Management Plan
- Affordable Housing Plan
- Community Local Law
- Doncaster Hill Framework Strategy (pending)
- Liveability City Strategy 2040 (pending)
- Manningham Residential Framework Strategy 2013

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**11 CITY SERVICES**

Nil

**12 SHARED SERVICES**

Nil

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Informal Meetings of Councillors

File Number:	IN21/364
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Yarra Ward Meeting 14 May 2021</li><li>2 Waldau Ward Meeting 11 June 2021 <a href="#">↓</a></li><li>3 Rabbit Control Program Meeting 11 June 2021 <a href="#">↓</a></li><li>4 Tullamore Ward Meeting 24 June 2021 <a href="#">↓</a></li><li>5 Vegetation Removal in Donvale 24 June 2021 <a href="#">↓</a></li><li>6 Sign at Serpells Reserve Prohibiting Public Access &amp; Traffic Issues Meeting 25 June 2021 <a href="#">↓</a></li><li>7 Tree Inspections Meeting 25 June 2021 <a href="#">↓</a></li><li>8 Waldau Ward Meeting 7 July 2021 <a href="#">↓</a></li><li>9 Tullamore Ward Meeting 7 July 2021 <a href="#">↓</a></li><li>10 Yarra Ward Meeting 9 July 2021 <a href="#">↓</a></li><li>11 Councillor CEO Only Time 13 July 2021 <a href="#">↓</a></li><li>12 Strategic Briefing Session 13 July 2021 <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of the Governance Rules adopted by Council on 25 August 2020, requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records are to be incorporated into the minutes of the Council Meeting.*

#### RECOMMENDATION

**That Council note the Informal Meetings of Councillors for the following meetings and that the records be incorporated into the minutes of this Council meeting:**

- **Yarra Ward Meeting 14 May 2021**
- **Waldau Ward Meeting 11 June 2021**
- **Tullamore Ward Meeting 24 June 2021**
- **Vegetation Removal in Donvale Meeting 24 June 2021**
- **Sign at Serpells Reserve Prohibiting Public Access & Traffic Issues Meeting 25 June 2021**
- **Tree Inspections Meeting 25 June 2021**

- **Waldau Ward Meeting 7 July 2021**
- **Tullamore Ward Meeting 7 July 2021**
- **Yarra Ward Meeting 9 July 2021**
- **Councillor and CEO Only Time 13 July 2021**
- **Strategic Briefing Session 13 July 2021**

## **1. BACKGROUND**

- 1.1 In accordance with section 60 of the Local Government Act 2020, Council adopted its Governance Rules (Rules) on 25 August 2020 with the Rules coming into effect from 1 September 2020.
- 1.2 Chapter 6, sub rule 1 of the Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 1.3 An Informal Meeting of Councillors is a meeting that:
- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
  - is attended by at least one member of Council staff; and
  - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

## **2. DISCUSSION / ISSUE**

- 2.1 Summaries of the following informal meetings are attached to this report:
- Yarra Ward 14 May 2021
  - Waldau Ward Meeting 11 June 2021
  - Tullamore Ward 24 June 2021
  - Vegetation Removal in Donvale 24 June 2021
  - Sign at Serpells Reserve Prohibiting Public Access & Traffic Issues Meeting 25 June 2021
  - Tree Inspections Meeting 25 June 2021
  - Waldau Ward Meeting 7 July 2021
  - Tullamore Ward Meeting 7 July 2021
  - Yarra Ward Meeting 9 July 2021
  - Councillor CEO Only Time 13 July 2021
  - Strategic Briefing Session 13 July 2021

## **3. DECLARATIONS OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Yarra Ward Councillor Meeting		
<b>Date:</b>	Friday, 14 May 2021	<b>Time Opened:</b>	9:30 am
		<b>Time Closed:</b>	9:50am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Park Orchards Chalet site</li> <li>3. Sassafras Lollies lighting</li> <li>4. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0169 - 6 Wilkinson Way PARK ORCHARDS</li> <li>• PLN21/0176 - 557-559 Park Road PARK ORCHARDS</li> <li>• PLN21/0185 - 420 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0191 - 24 Williams Road PARK ORCHARDS</li> <li>• PLN21/0201 - 92-94 Smedley Road PARK ORCHARDS</li> <li>• PLA20/0199 - 25A Kerryanne Crescent WONGA PARK</li> <li>• PVA21/0003 - 9-11 Craithie Avenue PARK ORCHARDS</li> <li>• PLA21/0079 - 2-54 Croydon Road WARRANDYTE SOUTH</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Waldau Precinct Update		
<b>Date:</b>	Friday, 11 June 2021	<b>Time Opened:</b>	3:00 pm
		<b>Time Closed:</b>	4:00 pm
<b>Location:</b>	Virtual		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Angelo Kourambas & Frank Vassilacos		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	1. Waldau Precinct and Ruffey Lake Landscape Masterplan status		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Briefing - Rabbit Control Programs		
<b>Date:</b>	Friday, 11 June 2021	<b>Time Opened:</b>	1000 am
		<b>Time Closed:</b>	1100 am
<b>Location:</b>	MS Teams		
<b>Councillors Present:</b>	Cr Kleinert		
<b>Officers Present:</b>	Rachelle Quattrocchi, Helen Napier, Clayton Simpson		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	1. Rabbit Control Programs		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Thursday, 24 June 2021	<b>Time Opened:</b>	10:00am
		<b>Time Closed:</b>	10:30am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Planning Applications Watch List for Tullamore Ward:- <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLA21/0007 – 49 Rathmullen Quadrant DONCASTER</li> <li>• PLN21/0181 - 21 Members Drive DONCASTER</li> <li>• PLN20/0485 - 388-390 Manningham Road</li> <li>• PLN20/0485 - 388-390 Manningham Road DONCASTER</li> <li>• PLN21/0190 - 71 Stables Circuit DONCASTER</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Vegetation Removal in Donvale		
<b>Date:</b>	Thursday, 24 June 2021	<b>Time Opened:</b>	8.30 am
		<b>Time Closed:</b>	9:15 am
<b>Location:</b>	Donvale		
<b>Councillors Present:</b>	Cr Andrew Conlon		
<b>Officers Present:</b>	Angelo Kourambas		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Dangerous and hazardous pine trees</li> <li>2. Proposed review of planning controls on Pine Trees in Manningham.</li> <li>3. Potential options for Council to support residents with pine tree management and removal including</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Signs at Serpells Community Reserve and Traffic Around School		
<b>Date:</b>	Friday, 25 June 2021	<b>Time Opened:</b>	1500 pm
		<b>Time Closed:</b>	1530 pm
<b>Location:</b>	MS Teams		
<b>Councillors Present:</b>	Cr Chen		
<b>Officers Present:</b>	Rachelle Quattrocchi, Helen Napier, James Paterson		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Sign prohibiting public access to Serpells Reserve during school hours</li> <li>2. Dangerous Traffic Conditions on Tuckers Road at School Closing Times</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Tree Inspections		
<b>Date:</b>	Friday, 25 June 2021	<b>Time Opened:</b>	12.30 pm
		<b>Time Closed:</b>	13.30 pm
<b>Location:</b>	Glenmanor Close and Carlton Court, Templestowe		
<b>Councillors Present:</b>	Cr Kleinert		
<b>Officers Present:</b>	Rachelle Quattrocchi, Helen Napier		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Glenmanor Close, Templestowe</li> <li>2. Carlton Court, Templestowe</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 7 July 2021	<b>Time Opened:</b>	12:00 pm
		<b>Time Closed:</b>	12:30 pm
<b>Location:</b>	Councillor Lounge		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	1. New Planning Applications for Waldau Ward 2. Planning Applications Watch List for Waldau Ward:- - PLN21/0069 – 18 The Grange TEMPLESTOWE - PLN21/0074 -6 May Street DONCASTER EAST - PLA20/0170 - 1/15 Andersons Creek Road DONCASTER EAST - PLN21/0204 - 2 Major Street DONCASTER EAST - PLA21/0076 - 23 Churchill Street DONCASTER EAST		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 7 July 2021	<b>Time Opened:</b>	2pm
		<b>Time Closed:</b>	2:30pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Planning Applications Watch List for Tullamore Ward:- <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLN21/0181 - 21 Members Drive DONCASTER</li> <li>• PLN20/0485 - 388-390 Manningham Road DONCASTER</li> <li>• PLN21/0190 - 71 Stables Circuit DONCASTER</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Yarra Ward Councillor Meeting		
<b>Date:</b>	Friday, 9 July 2021	<b>Time Opened:</b>	9:00 am
		<b>Time Closed:</b>	10:15am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0169 - 6 Wilkinson Way PARK ORCHARDS</li> <li>• PLN21/0176 - 557-559 Park Road PARK ORCHARDS</li> <li>• PLN21/0185 - 420 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0191 - 24 Williams Road PARK ORCHARDS</li> <li>• PLN21/0201 - 92-94 Smedley Road PARK ORCHARDS</li> <li>• PLA20/0199 - 25A Kerryanne Crescent WONGA PARK</li> <li>• PVA21/0003 - 9-11 Craithie Avenue PARK ORCHARDS</li> <li>• PLA21/0079 - 2-54 Croydon Road WARRANDYTE SOUTH</li> <li>• PLN21/0255 - 2 Trezise Street WARRANDYTE</li> <li>• PVN21/0102 - 36-38 Yarra Street WARRANDYTE</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Councillor and CEO Only Time		
<b>Date:</b>	Tuesday, 13 July 2021	<b>Time Opened:</b>	06: 25 pm
		<b>Time Closed:</b>	07: 00 pm
<b>Location:</b>	Council Chamber		
<b>Councillors Present:</b>	Mayor Cr Conlon, Deputy Mayor Cr Chen, Cr Diamante, Cr Gough, Cr Kleinert, Cr Lange, Cr Lightbody, Cr L Mayne, Cr S Mayne		
<b>Officers Present:</b>	CEO - Andrew Day		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Property</li> <li>2. North East Link</li> <li>3. Local Bowls Clubs</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



## MEETING DETAILS

<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 13 July 2021	<b>Time Opened:</b>	7:07 pm
		<b>Time Closed:</b>	11:05 pm
<b>Location:</b>	Council Chambers		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante , Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	<p>Andrew Day, Chief Executive Officer            Niall Sheehy, Acting Director City Planning &amp; Community            Phillip Lee, Director Shared Services            Rachelle Quattrocchi, Director City Services            Andrew McMaster, Corporate Counsel and Group Manager Governance &amp; Risk            Kerryn Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Carrie Bruce, Senior Governance Advisor            Vicki Miller, Strategic Risk and Assurance Advisor            Sasha Lord, Acting Manager Economic and Community Wellbeing            Ben Harnwell, Coordinator Business and Events            Lee Robson, Group Manager Community Programs            Bronwyn Morphett, Coordinator Social Planning and Community Development            Keri Kennealy, Manager Aged and Disability Services</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Audit and Risk Committee Chair's Biannual Report</li> <li>2. Manningham Community Partnership Grant Program 2021-2025</li> <li>3. Draft Health and Wellbeing Strategy</li> <li>4. Community Transport – Considerations for future options</li> <li>5. Governance Rules Review</li> </ol>		

## CONFLICT OF INTEREST DISCLOSURES

<b>Were there any conflict of interest disclosures by Councillors?</b>	No		
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>

## 13.2 Documents for Sealing

File Number: IN21/429  
Responsible Director: Chief Executive Officer  
Attachments: Nil

### EXECUTIVE SUMMARY

*The following document is submitted for signing and sealing by Council.*

#### 1. RECOMMENDATION

That the following document be signed and sealed:

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and A Georgi  
46 Caroline Drive, Templestowe Lower VIC 3107**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and R K Mahato and K Shah  
5 Myers Court, Doncaster VIC 3108**

#### 2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the document listed in the recommendation section of this report.

#### 3. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

## 14 NOTICES OF MOTION

### 14.1 Notice of Motion by Cr Stephen Mayne (NOM No. 3/2021)

File Number: IN21/420

Attachments: Nil

#### **MOTION**

**That Council request officers to increase the level of disclosure in the quarterly financial reports for the new financial year which come to Council, by including:**

- A. a quarter end balance sheet;**
- B. a one page summary of Council's cash investments;**
- C. a summary of developer contributions which have been received by Council during the quarter;**
- D. any other additional financial disclosures recommended by officers or a majority of councillors which assist with achieving Manningham's goal of increasing its transparency and public disclosures over the balance of this Council term.**

**15 URGENT BUSINESS**

**16 COUNCILLORS' QUESTION TIME**

**17 CONFIDENTIAL REPORTS**

Nil