

MANNINGHAM

Ordinary Meeting of the Council

MINUTES

Date:	Tuesday, 28 April 2020
Time:	7:00pm
Location:	Council Chamber, Civic Centre 699 Doncaster Road, Doncaster

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**MANNINGHAM CITY COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL
HELD ON 28 APRIL 2020 AT 7:00PM
IN COUNCIL CHAMBER, CIVIC CENTRE
699 DONCASTER ROAD, DONCASTER**

The meeting commenced at 7:01pm.

PRESENT:

- Councillor Paul McLeish (Mayor)**
- Councillor Mike Zafiroopoulos (Deputy Mayor)**
- Councillor Anna Chen**
- Councillor Andrew Conlon**
- Councillor Sophy Galbally**
- Councillor Geoff Gough**
- Councillor Dot Haynes**
- Councillor Michelle Kleinert**
- Councillor Paula Piccinini**

OFFICERS PRESENT: Chief Executive Officer, Mr Andrew Day

**1 OPENING PRAYER AND STATEMENTS OF
ACKNOWLEDGEMENT**

The Mayor read the Opening Prayer & Statements of Acknowledgement.

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

There were no apologies.

3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST

The Chairperson asked if there were any written disclosures of a conflict of interest submitted prior to the meeting and invited Councillors to disclose any conflict of interest in any item listed on the Council Agenda.

There were no disclosures made.

4 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION

MOVED: CR SOPHY GALBALLY
SECONDED: CR ANNA CHEN

That the Minutes of the Ordinary Meeting of Council held on 24 March 2020 24 March 2020 be confirmed.

CARRIED

5 PRESENTATIONS

5.1 Condolence Motion - Former Mayor and Councillor Keith Remington

The Mayor acknowledged the recent passing of former Mayor and Councillor Mr Keith Remington.

Mr Remington served as a Councillor for the City of Doncaster and Templestowe from 1966 to 1972, including one term as Mayor in 1969/70.

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR MICHELLE KLEINERT

That Council:

- **place on record its sadness and regret at the recent passing of Mr Keith Remington;**
- **record its appreciation for the contribution by Mr Remington during his term as Mayor and Councillor for the City of Doncaster and Templestowe; and**
- **extend its sympathy and condolences to Mr Remington's family at this very difficult time.**

CARRIED

5.2 Acknowledgement - Eastern Freeway Incident and Victoria Police

The Mayor on behalf of Council, expressed his deepest condolences to the Victoria Police on the death of four police officers, following the tragic incident on the Eastern Freeway on Wednesday 22 April 2020. The Mayor extended his sympathies to the families and friends of the officers who lost their lives in the line of duty. The Mayor advised that Council has been incredibly saddened by this news and acknowledged the dedication of Victoria Police and their service to Manningham and the wider Victorian community.

5.3 Acknowledgement - Retirement of Doreen Stoves, CEO Doncare

The Mayor on behalf of Councillors, formally acknowledged Doncare's retiring CEO, Doreen Stoves AM PSM JP, and her contribution to the Manningham community.

Ms Stoves has led Doncare over the last 19 exemplary years in developing strong links and partnerships with the service systems in Manningham. Through Ms Stoves' leadership, Doncare has enhanced the quality of life of people living in Manningham through providing counselling for people in crisis, support and recovery from family violence, social support for seniors and emergency relief.

Council congratulated Ms Stoves on an incredible 19 years with Doncare and wished her well for the future.

5.4 Acknowledgement - Greg Mitchell, Victoria State Emergency Service

The Mayor acknowledged Mr Greg Mitchell, former Unit Controller of the Manningham Unit of the Victoria State Emergency Service who has invested 36 years in protecting our city. Mr Mitchell's work has been extremely integral to the development of the State Emergency Service Manningham Unit. The Mayor thanked him for all his dedication and wished him well for the future.

6 PETITIONS

6.1 Review Parking Restrictions along 25-37 Macedon Road, Templestowe Lower

COUNCIL RESOLUTION

MOVED: CR PAULA PICCININI
SECONDED: CR MICHELLE KLEINERT

That the Petition with 56 signatories requesting the review of parking restrictions along 25-37 Macedon Road, Templestowe Lower be received and referred through to the appropriate Officer for consideration.

CARRIED

6.2 Mayor and Councillor Allowances

COUNCIL RESOLUTION

**MOVED: CR DOT HAYNES
SECONDED: CR ANNA CHEN**

That the Petition with 149 signatories from residents of Manningham and people from various locations across Australia and around the world objecting to the proposed increase in Mayor and Councillor allowances be received and considered by Council as a submission to the review of allowances.

CARRIED

6.3 Request for Planning Scheme Amendment to remove SB01 from 28 Properties

COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT
SECONDED: CR GEOFF GOUGH**

That the Petition with 23 signatories requesting Council to consider applying for a Planning Amendment to remove the SB01 from 27 properties in Hillcroft Drive and one property in Newland Court, Templestowe be received and referred through to the appropriate Officer for consideration.

CARRIED

7 PUBLIC QUESTION TIME

7.1 Ms S Yee, Doncaster

- Q1 If Council elections goes ahead in October this year, this means the deadline for permanent resident ratepayers to apply to enrol to be on the CEO's list of voters will be in August, just 4 months from now. Given that in 2016 there were at least 8,000 such ratepayers in Manningham who did not know they had the entitlement to vote in council elections, what will Council do to ensure that they are properly informed this time? When and how will this information be disseminated?

The CEO responded that the Victorian Electoral Commission (VEC) are acutely aware of this issue from the 2016 elections. He advised that Council will be entering into an agreement with the VEC shortly to conduct the 2020 elections and Council will follow the advice of the VEC in terms of communication and advising the community of their voting entitlements.

The Mayor advised that he had recently received a letter from the Minister for Local Government advising that Manningham, for forthcoming election, will be changing its electoral structure to 9 single member wards, rather than 3 multi member wards. The Mayor questioned, on the basis that we do not currently know what the electoral structure will be in terms of boundaries or names, if it was possible to raise this issue with the Minister and the VEC?

The CEO responded that Manningham was advised last week that it will be moving to single member wards for the forthcoming Council elections. At this stage it is not clear on what the timelines are in relation to determining boundaries and names, so Council will prepare a letter to the Minister, requesting more information on timelines and process so we can inform the community.

8 ADMISSION OF URGENT BUSINESS

There were no items of Urgent Business.

Councillor Chen sought leave to bring forward Item 16.1 - COVID-19 Community Financial Relief Measures on the Agenda and for the item to be considered in the open meeting.

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR ANDREW CONLON

That Council considers Item 16.1 COVID-19 Community Financial Relief Measures next on the agenda, and declares the information contained in Item 16.1 is no longer confidential information and the report be considered in the open meeting of Council.

CARRIED

16.1 COVID-19 Community Financial Relief Measures

File Number: IN20/246
Responsible Director: Director Shared Services
Attachments: Nil

EXECUTIVE SUMMARY

Council has a key role to play in providing financial assistance to the Manningham community due to the impact of the COVID-19 outbreak.

This report recommends the provision of immediate relief, as well as further support in the 2020/21 financial year. Council aims to provide economic assistance to the segments of the community who most need it (rate payers, small businesses, community groups / local clubs and other vulnerable groups) using a strategy which balances the short and long term needs of the organisation and that is also financially sustainable for the organisation.

This report proposes a COVID-19 Financial Relief Package with a cost of approximately \$3.80 million over the next two financial years (2019/20 and 2020/21).

Despite Council's operating budget incurring significant costs associated with the impact of COVID-19, as well as the proposed generous relief measures for the Manningham community, Council's well managed financial position permits an expectation of a continued financially sustainable position.

To further strengthen Council's financial position, over the coming months Council officers will continue to conduct reviews of expenditure in order to offset some of the financial impacts of COVID-19 on the organisation. This will ensure that Council can provide services to the community, ensure the ongoing maintenance of our community's infrastructure and deliver our capital works program without necessarily having to borrow funds.

COUNCIL RESOLUTION

MOVED: CR MIKE ZAFIROPOULOS
SECONDED: CR PAULA PICCININI

That Council:

- A. endorses the proposed COVID-19 Community financial relief measures as outlined in section 2 of this report;**
- B. delegate to the Chief Executive Officer the power to negotiate and vary leases and licences with Council tenants in accordance with the financial relief measures endorsed by Council, or federal or state legislation as applicable;**
- C. notes that the financial impact of the associated measures will be accounted for in the 2019/20 forecast and the proposed 2020/21 budget; and**
- D. endorses the 2020/21 budget adoption to be delayed by one month and presented to Council for adoption in the July Council meeting cycle.**

THE MOTION WAS CARRIED UNANIMOUSLY

1. BACKGROUND

- 1.1 The 2019-20 coronavirus pandemic was confirmed to have reached Australia in January 2020. On 15 March 2020, the Victorian Premier declared a State of Emergency in Victoria in response to the COVID-19 outbreak.
- 1.2 The closure of many non-essential businesses in Australia is estimated to result in one million people losing their jobs.
- 1.3 Councillors requested that Officers present a range of options to assist the Manningham community during this challenging time.

2. DISCUSSION / ISSUE

- 2.1 Each level of the Australian government is providing financial assistance to the people and businesses impacted by this outbreak.

Federal Government

- 2.2 So far a total of \$320 billion is being provided through the Commonwealth Government to keep Australians in work and businesses in business. The support package includes:
 - Support for households including casuals, sole traders, retirees and those on income support;
 - Assistance for businesses to keep people in jobs;

- Regulatory protection and financial support for businesses to stay in business;
- Fortnightly payments to subsidise wages and keep Australian employed. Nearly half of the Australian workforce (around 6 million Australians) will be eligible for the “Job Keeper” payment for 6 months.

Victorian Government

2.3 On 21 March 2020, Premier Daniel Andrews and Treasurer Tim Pallas announced a \$1.7 billion economic survival and jobs package to help Victorian businesses and workers survive the devastating impacts of the coronavirus pandemic. The highlights of package include:

- Full payroll tax refunds for the 2019/20 financial year to small and medium-sized business with a payroll of less than \$3 million;
- Small businesses will also be able to defer any payroll tax for the first three months of the 2020/21 financial year (until 1 January 2021);
- Commercial tenants in government buildings can apply for rent relief;
- The Government will pay all outstanding supplier invoices within five business days;
- Provision of \$500 million to establish a Business Support Fund;
- Establishment of a \$500 million ‘Working for Victoria Fund’ to help workers who have lost their jobs at this difficult time.

COUNCIL’S PROPOSED RESPONSE

2.4 As part of the 2020/21 budget process, Council is establishing a COVID-19 Financial Relief Package designed for our local community and businesses. This package will help to relieve the economic, social and health impacts of the pandemic, providing both immediate support as well as further support over the coming months.

2.5 The COVID-19 Financial Relief Package is estimated to cost approximately \$3.8 million and has been built around the following high level principles:

- Focus on assisting those most in need;
- Balance short term relief with longer term revenue stability; and
- Maintain Council’s financial sustainability.

2.6 These principles guided the development of the package for the following community segments:

- Ratepayers / community;
- Local businesses;
- Clubs / community groups; and
- A Community Relief Fund.

Ratepayers / Community / Local Businesses - up to \$1.60 million of support

2.7 Support includes:

- Payment of the 4th quarter rates instalment deferred to 30 Jun 2020 (providing an additional four weeks to pay), with no penalty interest;
- Simplification and refinement of the Financial Hardship application process;
- Provision of options to enter into payment arrangements for non-payment of rates and other fees and charges on the grounds of financial hardship (at a cost of up to \$0.60 million);
- A proposal to increase the Low Income Rates Rebate for 2020/21 to \$100 (from \$64.25 in 2019/20) at a cost of up to \$0.01 million. This is a rebate on rates for low income Health Care Card holders "LI";
- A proposal for no increase to be applied to Waste Service Charges for ratepayers for 2020/21. This is despite a significant anticipated increase in costs to Council due to a proposed 30% increase in the State Government landfill levy and a large increase in gate fees charged to Council. It is proposed to defer the increase in Waste Service Charges for 2020/21 to future years to offset the increased costs to Council of \$1.0 million.

Support to Older Residents – up to \$0.38 million of support

2.8 It is proposed that Council provide additional support services for older residents in the community. This initiative will provide support for the older community of the municipality during this difficult time and may cost Council up to \$0.38 million over the next six months depending on demand.

Local Businesses – up to \$0.23 million of relief

2.9 Local businesses are being heavily impacted by the Federal and State government's shut-down bans in response to the COVID-19 pandemic. To help manage their cash flows, it is proposed that Council provides a 50% discount on the next round of annual registration fees for footpath trading permits, food and health premises and also provides a 50% discount on the next round of trader parking permits. It is expected that over 2,000 businesses will be able to benefit from this initiative, at an approximate cost to Council of \$0.23 million in 2020/21.

Local Business Development Programs – up to \$0.10 million of support

2.10 Business development programs are also recommended to provide additional support to local businesses in the short and medium term. These programs would come at an estimated cost of \$0.10 million.

2.11 These initiatives would include the provision of:

- Business advisory services and mentoring for heavily affected businesses;
- One-on-one tech support/transition for businesses;
- Marketing support and business planning;
- Activation post lockdown; and
- Adaptation to the new business environment.

Clubs and Community Groups Leases/Licences – up to \$0.45 million of relief

- 2.12 Sporting clubs and community groups are also being heavily impacted by the COVID-19 restrictions. Officers recommend the following assistance to local groups who have existing lease/ rental arrangements with Council or who use Council owned buildings, pavilions and sports grounds over a six month period (at a total cost of \$0.45 million):
- Free use of Council facilities (pavilions & buildings) to sporting clubs, preschool /kindergartens, community houses, child cares & community organisations (\$0.05 million);
 - Free use of sports ground to sporting clubs during the winter season (\$0.075 million);
 - Rent free period with no outgoings recovery from MC² tenants (community organisations and library) (\$0.12 million); and
 - Discount on utilities recoveries (\$0.20 million).

COVID-19 Community Relief Fund – up to \$1.00 million of relief

- 2.13 Officers are initially preparing a short-term program that focusses on urgent relief and support. The 3-4 month program will involve partnerships with existing service providers who receive grant funding or who have contracts in place. The new or expanded services shall be directly negotiated with service providers based on the identified need in the community and the organisation's capacity to deliver.
- 2.14 During this initial period of support, officers will develop a medium to longer term funding program that focuses on community recovery and adaptation. This program will provide support for those most impacted by the pandemic so they can adapt and succeed as the crisis evolves and eventually dissipates.
- 2.15 The priority areas supported via this Community Relief Fund along with the governance and administration arrangements are being determined. The amount of funding required may be up to \$1.00 million.

3. IMPLEMENTATION**Finance / Resource Implications**

- 3.1 The proposed COVID-19 community relief measures are anticipated to cost Council a combined total of approximately \$3.80 million. The financial impact of the associated measures will be accounted for in the 2019/20 forecast and the proposed 2020/21 budget.
- 3.2 On April 9 2020 the Local Government Minister Adem Somyurek announced an extended deadline for 2020/21 Council Budgets until 31 August and for Annual Reports to 30 November.
- 3.3 It is proposed that due to the impact of COVID-19 and the need to incorporate both the impacts on Council's operating budget and the measures proposed in this report, that Council avail itself of this extension and push back adoption of the Budget to the July 2020 meeting cycle. At this stage it is still proposed that the Annual Report be adopted as normal, however if this changes Council will be advised.

- 3.4 Over the coming months, Council officers will also conduct reviews of expenditure including a review of operating projects and other expenditure and will consider delaying or cancelling any non-essential projects in order to offset some of the financial impacts on Council in relation to COVID-19.

4. DECLARATIONS OF CONFLICT OF INTEREST

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

9 PLANNING PERMIT APPLICATIONS

There were no Planning Permit Applications.

10 CITY PLANNING & COMMUNITY

10.1 Heritage Advisory Committee - Review of Terms of Reference

File Number:	IN20/222
Responsible Director:	Director City Planning and Community
Attachments:	1 Heritage Advisory Committee Terms of Reference (2018)
	2 Draft Revised Terms of Reference

EXECUTIVE SUMMARY

This report is a result of an action item that arose from Council's Heritage Advisory Committee (the Committee) on 19th February 2020 which required that:

"A report will be prepared for Council's consideration to amend the Heritage Advisory Committee Terms of Reference to include Reconciliation Manningham as a Committee Member."

It is understood that Reconciliation Manningham is an organisation created to promote Aboriginal people and their culture, it has no legislative authority. Under the Aboriginal Heritage Act 2006, the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation is the Registered Aboriginal Party for Manningham.

Accordingly, it is recommended not to change the composition of the Heritage Advisory Committee to include Reconciliation Manningham as a Committee member (and as a recognised heritage group) as it cannot represent the views of the Corporation on Aboriginal heritage.

Not changing the Terms of Reference to include Reconciliation Manningham upholds Council's legislative obligations under the Aboriginal Heritage Act 2006, the Aboriginal Heritage Regulations 2018 and Victoria's Charter of Human Rights and Responsibilities Act 2006.

It reinforces that the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation is the authority who advises on aboriginal culture and heritage within Manningham, and contributes to empowering traditional owners to protect their cultural heritage.

This report however recommends that the Committee's Terms of Reference be updated to align with Council's Advisory Committee Policy (2019). The proposed modification ensures consistency with governance and probity issues for Council's Advisory Committees, yet will not materially change the nature of the document or intended purpose of the Committee.

COUNCIL RESOLUTION

MOVED: CR MIKE ZAFIROPOULOS
SECONDED: CR SOPHY GALBALLY

That Council:

- A. Note this report responds to a request from Council's Heritage Advisory Committee to include Reconciliation Manningham as a heritage group on Council's Heritage Advisory Committee.**
- B. Not support the request to include Reconciliation Manningham as a heritage group on Council's Heritage Advisory Committee on the basis that it has no legislative authority to advise on Aboriginal matters, as this is solely the responsibility of the *Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (the Corporation)*.**
- C. Adopt the revised Terms of Reference contained in Attachment 2 of this report.**
- D. Advise members of the Heritage Advisory Committee of Council's resolution.**

CARRIED

1. BACKGROUND

- 1.1 An action arising from the Heritage Advisory Committee on 19 February 2020 was that:

"A report will be prepared for Council's consideration to amend the Heritage Advisory Committee Terms of Reference to include Reconciliation Manningham as a Committee Member."

- 1.2 Council's existing Heritage Advisory Committee (the Committee) was established in 1990. The Committee operates under the Terms of Reference that were adopted on 27 March 2018. (Refer Attachment 1).

- 1.3 The Committee currently comprises:

- One Councillor (the Chair) – currently Cr Mike Zafiroopoulos (AM);
- One representatives from each:
 - the Doncaster & Templestowe Historical Society;
 - the Warrandyte Historical Society;
 - the Wonga Park Community Cottage History Group; plus
- Two community representatives (including Jim Poulter from Reconciliation Manningham, as a community member only)
- Council officers (who have no voting rights), comprising, the Manager Integrated Planning, or representative; a strategic planner and Council's heritage advisor.

- 1.4 Currently the Committee has the following responsibilities:
- *‘To consider and make recommendations to Council in relation to amendments to the Manningham Planning Scheme which relate to heritage matters.*
 - *To consider and make recommendations to Council regarding applications received in relation to Council’s Heritage Restoration Fund.*
 - *To provide a forum through which community representatives, Councillors and staff can exchange ideas to assist with the ongoing management and enhancement of heritage in Manningham.*
 - *To provide advice to Council in relation to heritage events, community education and programs’.*
- 1.5 In relation to aboriginal heritage matters, local government needs to comply with the obligations under the *Aboriginal Heritage Act 2006*, the *Aboriginal Heritage Regulations 2018* and *Victoria’s Charter of Human Rights and Responsibilities Act 2006*.
- 1.6 Under the *Aboriginal Heritage Act 2006*, the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation is the Registered Aboriginal Party for Manningham. Registered Aboriginal Parties (RAPs) are responsible for managing Aboriginal cultural heritage within their appointed areas. RAPs are appointed by the Victorian Aboriginal Heritage Council, a statutory body made up of Victorian Traditional Owners, established under the *Aboriginal Heritage Act 2006*.
- 1.7 The *Local Government Act 1989* refers to the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* and more particularly the Yarra Strategic Plan (the plan), which is the first overarching policy to ensure the long term protection and improvement of the Yarra River. Importantly, the plan recognises the Traditional Owners’ intrinsic link and custodianship of the Yarra River and has sought input from the Wurundjeri Woi wurrung to help shape and implement the plan. Importantly, Local Government must not act inconsistently with any part of the Yarra Strategic Plan.
- 1.8 Wurundjeri Woi wurrung Elders have been working in partnership with Manningham Council over a number of years delivering reconciliation outcomes within the local community. In 1997 A Statement of Commitment to Indigenous People was developed with the Eastern Region Councils and adopted by Manningham City Council. It was an affirmation of respect and recognition for the Wurundjeri Woi wurrung people as the traditional custodians of Manningham. Since then Council has prepared a set of principles, policy frameworks and action plans to pursue the journey of reconciliation.
- 1.9 Currently Council is preparing a new Reconciliation Action Plan (2021 – 2023) that is being overseen by the Reconciliation Action Working Group, which includes various stakeholders. The development of the RAP is still at the preliminary stage, with information and proposed actions being referred to the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporation for their review and feedback. A draft RAP is scheduled to be reported to Council June 2020.

2. DISCUSSION / ISSUE

- 2.1 Council needs to comply with several legislative requirements and protocols regarding aboriginal cultural heritage in Manningham. This largely relates to *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2018* and *Victoria's Charter of Human Rights and Responsibilities Act 2006*.
- 2.2 Whilst Reconciliation Manningham is an organisation created to promote Aboriginal people and their culture, it has no legislative authority. This authority is solely with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (the Corporation).
- 2.3 Accordingly, including Reconciliation Manningham as a Committee member and/or as a recognised heritage group is not supported as it cannot represent the views of the Corporation on Aboriginal heritage.
- 2.4 Over the years Manningham has worked closely with the Wurundjeri Woi wurrung to help protect areas of important cultural significance and to promote respect for Aboriginal cultural heritage. It is believed that this relationship needs to be strengthened going forward. It is recommended that matters relating to Aboriginal heritage be formally referred to the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, (as the registered Aboriginal party under the *Aboriginal Heritage Act 2006*,) by means of the Cultural Meetings established under Council's Reconciliation Action Plan, with the feedback provided to the Heritage Advisory Committee.

Aligning the Terms of Reference with Council's Advisory Committee Policy 2019

- 2.5 It is opportune to update the current Terms of Reference to align with Council's Advisory Committee Policy 2019 (ACP), which was adopted on 22 October 2019.
- 2.6 The most significant change relates to the Roles and Tasks of the Committee. Currently the Terms of Reference enables the Committee to make recommendations to Council with respect to amendments to the Manningham Planning Scheme and the allocation of funds under Council's Heritage Restoration Fund.
- 2.7 This is inconsistent with the ACP, which only permits the committees of Council to act in an advisory capacity (as distinct from making recommendations to Council). Clause 2.4 (Delegated Authority and Decision making) of the ACP stipulates:
 - 2.4.1 *Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.*
 - 2.4.2 *Advisory committees provide advice to Council and staff to assist them in their decision making.*
- 2.8 The Terms of Reference is also proposed to be amended to provide for four Committee meetings per year, or more often as required, instead of three meetings per year, or more often as required. The Committee meets four times a year and the amendment simply reflects the existing frequency of meetings.

2.9 The proposed modification ensures a greater consistency from a governance perspective and a higher level of probity and transparency for all of Council's Advisory Committees. Other changes proposed include incorporating the relevant sections of the ACP into the Terms of Reference and reflecting Manningham's current style guide preferences.

2.10 The amended Terms of Reference is included in Attachment 2.

3. COUNCIL PLAN / STRATEGY

3.1 This report relates to the Council Plan theme: Health Community.

Goal 1.2 – A connected and Inclusive community that seeks to respect, support, celebrate Aboriginal people, culture and heritage.

4. IMPACTS AND IMPLICATIONS

4.1 By not changing the Terms of Reference to include Reconciliation Manningham upholds Council's legislative obligations under the *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2018* and *Victoria's Charter of Human Rights and Responsibilities Act 2006*.

4.2 It also reinforces the significant role that the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation plays in maintaining and protecting Aboriginal culture in Manningham and helps to empower Traditional Owners to promote respect for Aboriginal cultural heritage.

5. IMPLEMENTATION

Finance / Resource Implications

5.1 The recommendations of this report do not have any finance resource implications.

Communication and Engagement

5.2 The Committee will be advised of Council's resolution.

Timelines

5.3 The revised Terms of Reference will come into effect upon Council resolution.

5.4 The life of the Terms of Reference will be four years should Council adopt the revised Terms of Reference.

6. DECLARATIONS OF CONFLICT OF INTEREST

6.1 No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



Terms of Reference

Heritage Advisory Committee

<p>1. Purpose</p>	<p>To provide advice to Council on the conservation, promotion of, and education about, heritage and heritage places within the municipality.</p> <p><i>A heritage place is defined as a building, garden, landscape or landscape element (e.g. a tree or row of trees) that has heritage significance to the municipality. This will include all heritage places included on the Schedule to the Heritage Overlay. It may also include other buildings, gardens, landscapes or landscape elements that are not included on the Schedule, but are considered to be of potential heritage value to the municipality.</i></p>
<p>2. Roles and tasks</p>	<ul style="list-style-type: none"> • To consider and make recommendations to Council in relation to amendments to the Manningham Planning Scheme which relate to heritage matters. • To consider and make recommendations to Council regarding applications received in relation to Council's Heritage Restoration Fund. • To provide a forum through which community representatives, Councillors and staff can exchange ideas to assist with the ongoing management and enhancement of heritage in Manningham. • To provide advice to Council in relation to heritage events, community education and programs.
<p>3. Chairperson</p>	<p>Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis.</p> <p>In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.</p>
<p>4. Decision making</p>	<p>The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.</p>
<p>5. Meetings</p>	<p>Meetings will be held approximately three times each year, or more often as required.</p> <p>Specific additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by both the Chairperson and the Director of Planning and Environment.</p> <p>Meetings are closed to the community outside endorsed members and delegates.</p>



	<p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time • Be scheduled and confirmed in advance with all relevant papers distributed to each member • Encourage fair and respectful discussion • Focus on the relevant issues at hand • Provide advice to Council, as far as practicable, on a consensus basis.
<p>6. Membership</p>	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • One Councillor appointed by Council; • One representative from the Doncaster and Templestowe Historical Society; • One representative from the Warrandyte Historical Society; • One representative from the Wonga Park History Group (Subcommittee of Wonga Park Community Cottage Inc); and • Two community representatives appointed by Council. <p>A quorum for an Advisory Committee meeting is 50% plus one including at least:</p> <ul style="list-style-type: none"> - One Councillor - Two specialist or community representatives <p>Officers in attendance:</p> <ul style="list-style-type: none"> • Manager City Strategy or representative • Strategic Planner • Council's Heritage Advisor <p>Guests or subject matter experts may be invited to attend meetings as required. With the exception of community representatives, members may nominate a proxy to attend a Heritage Advisory Committee meeting on their behalf.</p>
<p>7. Membership Criteria</p>	<p>The following membership criteria will be used in making community appointments to the committee:</p> <ul style="list-style-type: none"> • Live within the municipality • Have a strong interest in and knowledge of local history, including various aspects of local built history and landscape history. This could include specialist knowledge or interest in local buildings, gardens and landscapes. It could also include specialist knowledge in heritage interpretation and education. • Have a strong interest or knowledge in differing time periods of importance to the development of the municipality. For example, the early orcharding years or the mid-twentieth suburban development • Relevant experience in committees / or demonstrated ability to participate in, and constructively contribute to a group, committee, or organisation • Ability to regularly attend and participate in meetings as scheduled • A mix of skills and attributes to complement other members of the committee • Diversity in terms of gender, age and culture



	<ul style="list-style-type: none"> • Performance and contribution of members seeking re-nomination • Consideration of staggered appointments to ensure a membership that preserves the balance between old and new • A maximum of three x three year terms (9 years) for community representatives.
<p>8. Nomination Process</p>	<p>Nominations for appointment to the Committee will be called by public notice in the local media and Council website.</p> <p>Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Membership will be for a three year period to ensure that the representation is continuously refreshed and that opportunity is provided for new community members to participate.</p> <p>Members can re-nominate after their term ends in accordance with the nomination process and membership criteria.</p> <p>Officers will undertake an initial assessment of the applicants to determine compliance with the membership criteria and provide this list to the Chairperson.</p> <p>A Councillor committee supported by an officer and comprising the Mayor, Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants.</p> <p>Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p>
<p>9. Resignation</p>	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Chair of the Committee.</p> <p>Membership on the Committee will be deemed to have been resigned if a member fails to attend three consecutive meetings without prior notice.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, the vacancy will not be filled for the remainder of the term.</p> <p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p>



	<p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate for the remainder of the previous incumbent’s term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process as set out in the nomination process is required.</p>
<p>10. Conflict of interest</p>	<p>Committee meetings form an Assembly of Councillors and Councillors and officers are required to comply with the Conflict of Interest provisions as set down in the Local Government Act 1989. Disclosures of a Conflict of Interest must be recorded in the minutes and the Councillor or officer must leave the room while the matter is being considered.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a Conflict of Interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>
<p>11. Code of Conduct</p>	<p>Committee members must:</p> <ul style="list-style-type: none"> • Act with integrity • Impartially exercise their responsibilities in the interests of the local community • Not improperly seek to confer an advantage or disadvantage on any person, including themselves • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying • Take reasonable care of their own health and safety and that of others • Commit to regular attendance at meetings <p>Community representatives are expected to abide by this Code of Conduct and any breach of this Code of Conduct may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>



<p>12. Media</p>	<p>Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
<p>13. Confidential information</p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p>
<p>14. Review</p>	<p>A review of the terms of reference and the role, function, membership, and productivity of the committee will be conducted at least once every four years from the date of their adoption by Council to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
<p>15. Support</p>	<p>The Council will provide the necessary support to assist the committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Preparing and distributing agendas and prior reading material • Preparing and distributing meeting minutes • Circulating other material to committee members as necessary • Preparation of an Assembly of Councillors record as required under the Local Government Act 1989.
<p>16. Reporting</p>	<p>Minutes of the committee meeting will be circulated to members within 2 weeks of the meeting and must:</p> <ul style="list-style-type: none"> • Contain details of the proceedings and outcomes for action • Be clearly expressed and self-explanatory • Incorporate any relevant reports or a summary of the relevant information considered in forming any recommendation <p>Minutes of all meetings will be published on the Councillor Hub and Manningham Council website.</p>

Heritage Advisory Committee Terms of Reference

Short Description:	This Terms of Reference applies to Council's Heritage Advisory Committee.
Relevant to:	Councillors, Committee Members and Manningham Council officers
Responsible Officer:	Manager Integrated Planning
Approved by Council:	Insert date
Next Scheduled	Insert date
Review Date:	
Reference:	Insert reference



1. Purpose	<p>To provide advice to Council on the conservation, promotion of, and education about, heritage and heritage places within the municipality.</p> <p>A heritage place is defined as a building, garden, landscape or landscape element (e.g. a tree or row of trees), or a place of Aboriginal heritage that has heritage significance to the municipality. This will include all heritage places included on the Schedule to the Heritage Overlay. It may also include other buildings, gardens, landscapes or landscape elements that are not included on the Schedule, but are considered to be of potential heritage value to the municipality.</p>
2. Roles and Tasks	<p>To provide advice and guidance to Council and staff on heritage matters in Manningham, including;</p> <ul style="list-style-type: none"> • Amendments to the Manningham Planning Scheme; • Criteria for appraising applications made under Council's Heritage Restoration Fund; • The exchange of ideas to assist with the ongoing management and enhancement of heritage in Manningham; • On heritage events and community education and programs; • Aboriginal heritage.
3. Chairperson	<p>The position of Chairperson shall be reviewed annually when Council appoints Councillors to advisory committees.</p> <p>The Chairperson will be supported in their role by the relevant officer who will brief the Chairperson prior to the meeting to ensure its efficient and effect conduct.</p> <p>In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.</p>
4. Delegated Authority and Decision Making	<p>Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with section 76E of the <i>Local Government Act</i> 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in any performance of any duty or function.</p>
5. Meeting Procedures	<p>Meetings will be held four times each year.</p> <p>Additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by both the Chairperson and the Director of City Planning and Community</p> <p>Meetings are closed to the community outside endorsed members and delegates. Guests or subject matter experts may be invited to attend meetings as required.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time • Be scheduled and confirmed in advance with all relevant papers distributed to each member • Encourage fair and respectful discussion • Focus on the relevant issues at hand • Provide advice to Council, as far as practicable, on a consensus basis.

<p>6. Membership</p>	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • One Councillor appointed annually by Council; • One representative from the Doncaster and Templestowe Historical Society; • One representative from the Warrandyte Historical Society; • One representative from the Wonga Park History Group (Subcommittee of Wonga Park Community Cottage Inc); and • Three community representatives appointed by Council, where one representative provides Aboriginal representation. <p>A quorum for an Advisory Committee meeting is 50% plus one including at least:</p> <ul style="list-style-type: none"> • One Councillor • Two specialist or community representatives Officers in attendance: • Manager Integrated Planning or representative • Strategic Planner • Council's Heritage Advisor <p>With the exception of community representatives, members may nominate a proxy to attend a Heritage Advisory Committee meeting on their behalf.</p> <p>Councillors not formally appointed as committee members may attend committee meetings to observe proceedings.</p>
<p>7. Membership Criteria</p>	<p>The following membership criteria will be used in making community appointments to the committee:</p> <ul style="list-style-type: none"> • Live within the municipality. • Have a strong interest in and knowledge of local history, including various aspects of local built history and landscape history. This could include specialist knowledge or interest in local buildings, gardens and landscapes. It could also include specialist knowledge in heritage interpretation and education. • One community representative to have Aboriginal representation. • Have a strong interest or knowledge in differing time periods of importance to the development of the municipality. For example, the early orcharding years or the mid-twentieth suburban development. • Relevant experience in committees / or demonstrated ability to participate in, and constructively contribute to a group, committee, or organisation. • Ability to regularly attend and participate in meetings as scheduled. • A mix of skills and attributes to complement other members of the committee. • Diversity in terms of gender, age and culture. • Linking continuing tenure to performance and contribution. • Performance and contribution of members seeking re-nomination. • Consideration of staggered appointments to ensure a membership that preserves the balance between old and new. • • Community representatives are to be appointed for a period of three years (3) years and for a maximum of three terms (9 years).

<p>8. Nomination Process</p>	<p>The most appropriate mix of membership will be determined by Council.</p> <p>Community representatives are appointed by Council through an expressions of interest and selection process.</p> <p>Expressions of interest will be sought by public notice in the local media and on the Manningham Council's website or by letter to relevant local or peak agencies or community organisations.</p> <p>Every effort should be made to ensure a representative cross section of people from the municipality and elected to serve on the committee.</p> <p>Membership criteria should consider:</p> <ul style="list-style-type: none"> • The appropriate mix of competencies required to fulfil roles on the committee • Diversity in terms of gender, age and culture; and • Linking continuing tenure to performance and contribution. <p>Officers will undertake an initial assessment of the applicants to determine compliance with the membership criteria and provide this list to the Chairperson. The recruitment process should consider the implementation of staggered membership appointments to ensure a membership that preserves the balance between old and new.</p> <p>A Councillor committee supported by an officer and comprising the Mayor, committee Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants which will be noted in the officer's report.</p> <p>Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p> <p>Community representative(s) appointed on behalf of an agency/organisation may be replaced or substituted at any time at the agency/organisation's discretion by notifying the chairperson and responsible officer in writing. Due consideration should be given to ensuring the appointee has the appropriate mix of competencies to undertake the role and refreshing membership on a regular basis.</p> <p>Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Membership will be for a three year period to ensure that the representation is continuously refreshed and that opportunity is provided for new community members to participate.</p> <p>Members can re-nominate after their term ends in accordance with the nomination process and membership criteria.</p>
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<p>9. Resignation</p>	<p>A member of the Committee may resign at any time.</p> <p>Notice of resignation is to be provided in writing to the Chairperson and the officer responsible for managing the Committee.</p> <p>If a committee member fails to attend 3 consecutive meetings without prior notice, membership is deemed to have lapsed.</p> <p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate for the remainder of the previous incumbent's term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process as set out in the nomination process is required. The outcome of a formal expression of interest process will be presented to Council for determination in accordance with the procedures outlines above.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, the vacancy will not be filled for the remainder of the term.</p>
<p>10. Conflicts of Interest</p>	<p>Meetings of an Advisory Committee may form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>

<p>11. Code of Conduct</p>	<p>As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, committee members must:</p> <ul style="list-style-type: none"> • Act with integrity • Impartially exercise their responsibilities in the interests of the local community • Not improperly seek to confer an advantage or disadvantage on any person, including themselves • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying • Take reasonable care of their own health and safety and that of others • Commit to regular attendance at meetings <p>Committee representatives appointed to advisory committees are expected to abide by the Code of Conduct.</p> <p>Any breach of this Code of Conduct by a community representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p>12. Media</p>	<p>Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
<p>13. Confidential Information</p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p>

<p>14. Sunset Clause and Review</p>	<p>The term of the Heritage Advisory Committee is four years.</p> <p>Council may, by exception, establish an advisory committee for a period of less than four years.</p> <p>If an advisory committee has a relevant function at the end of the standard four year term, a report must be presented to Council prior to that period ending that includes a review of the committee’s Terms of Reference and seeking endorsement from Council to continue to act in an advisory capacity for a further period.</p> <p>A review of the terms of reference and the role, function, membership, and productivity of the committee will be conducted at least once every four years from the date of their adoption by Council to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
<p>15. Support</p>	<p>The Council will provide the necessary support to assist the committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Preparing and distributing agendas and prior reading material • Preparing and distributing meeting minutes • Circulating other material to committee members as necessary • Preparation of an Assembly of Councillors record as required under the Local Government Act 1989.

<p>16. Committee Management</p>	<p>Agendas and minutes must be prepared for each meeting of an advisory committee by the supporting officer in consultation with the Chairperson.</p> <p>The agenda will be supported by accurate and timely information to inform discussion of the issues.</p> <p>The agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting.</p> <p>The Chairperson must arrange for minutes of each meeting of the committee to be kept in consultation with the supporting officer.</p> <p>The minutes of a meeting of an Advisory Committee must:</p> <ul style="list-style-type: none"> • contain details of the proceedings and outcomes for action; • be clearly expressed; • be self-explanatory; and • incorporate any relevant reports or a summary of the relevant information considered in forming any recommendations. <p>Draft minutes of the committee meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement.</p> <p>The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.</p> <p>From time to time, the Committee may raise matters of strategic significance relevant to the Terms of Reference for the Committee. Such matters will be referred to the relevant Executive Management Team (EMT) member for consideration to determine an appropriate course of action.</p> <p>The supporting officer will, in consultation with the Chairperson, prepare a briefing memorandum of the Committee's discussion and request to refer the matter, for the benefit of the EMT member.</p> <p>The relevant EMT member may exercise their discretion as to how to respond to the Committee's request. This may include:</p> <ul style="list-style-type: none"> • responding to the Committee in writing (to be included on the agenda of the next meeting), outlining: <ul style="list-style-type: none"> ○ steps being taken to implement the matter (or part of the relevant matter); or ○ reasons why the matter is not supported; • where appropriate, referring the matter to a Strategic Briefing Session for discussion by Councillors. <p>The relevant EMT member or their delegate may be invited or choose to attend the next Committee meeting to discuss their response to the matter.</p> <p>Agendas and minutes are to be made available on the Councillor Hub.</p> <p>The Council may determine through the ToR whether minutes are to be made available to the public. As a general rule, advisory committees are encouraged to provide this information to the public, with the exception of reports and attachments that are confidential in nature.</p> <p>Where it is determined that minutes will be made available to the public, a copy should be placed on Manningham Council's website following endorsement by the advisory committee.</p>
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	<p>Administrative support and advice will be provided by the directorate whose functions are most aligned to the committee's objectives.</p> <p>At the beginning of each committee term or where there is a change in committee membership, the supporting officer in consultation with the Chairperson will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee.</p> <p>Advisory Committees are required to prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading. The committee's Terms of Reference may stipulate more frequent reporting.</p>
<p>17. Administrative Updates</p>	<p>From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.</p>

11 CITY SERVICES

11.1 Annual Environment Report 2018/19

File Number: IN20/221
Responsible Director: Director City Services
Attachments: 1 Content for Annual Environment Report 2018/19 [↓](#)

EXECUTIVE SUMMARY

Each year, Council publishes an Annual Environment Report to provide the community with an overview of the environmental work achievements from the previous financial year.

The report incorporates optimising energy, fleet, waste and water management, biodiversity protection and community engagement, providing an account of the delivery of Council Plan Resilient Environment goals and actions.

The content for the Annual Environment Report 2018/19 included to Attachment 1 to be finalised and released for publication.

COUNCIL RESOLUTION

MOVED: CR MICHELLE KLEINERT
SECONDED: CR ANNA CHEN

That Council notes and receives the Annual Environmental Report 2018/19 and Attachment 1, to be released for public presentation.

CARRIED

2. BACKGROUND

2.1 The *Annual Environment Report* provides the community with an overview of Council's environmental work achievements from the previous financial year. The report outlines our delivery of environmental initiatives, programs, projects and advocacy activities. The report incorporates biodiversity protection, optimising energy, waste and water management and community engagement. It acknowledges existing and anticipated environmental challenges we face and outlines the areas of work that we will focus on during the current financial year.

3. DISCUSSION / ISSUE

3.1 This report seeks Council endorsement of the Annual Environment Report 2018/19, included to this report is the draft graphic design for publication to be finalised and released.

3.2 The report highlights the following work achievements:

- 3.2.1 Energy sustainability – surpassed our 20% Council greenhouse gas emissions reduction target from 2008/09 to 2020, added 18 hybrid cars to our fleet and introduced a new efficient fleet management system.
- 3.2.2 Biodiversity – weed and pest animal control, bushfire risk reduction work and other sustainable land management for Council bushland reserves and private properties and including a pest deer control and monitoring program.
- 3.2.3 Community engagement – delivered 150 environmental activities and events to over 7,500 community members to help them reduce environmental impact.
- 3.2.4 Waste reduction – diverted 55% of our waste away from landfill, resulting in our lowest level of waste to landfill since 2001/02.
- 3.2.5 Water sustainability – improved sports ground irrigation water use efficiency.
- 3.3 Work that we will focus on during the current financial year is incorporated into the report:
 - 3.3.1 Energy sustainability – explore the feasibility of electric cars for our fleet, prepare for a joint tender with other Councils to power 40% of Council's electricity use through solar and wind generation, install more solar and energy efficient streetlights. A review of rationalisation of the existing fleet to improve utilisation rates.
 - 3.3.2 Biodiversity – investigate and mitigate vegetation loss across Manningham and manage the impact on biodiversity and community safety from growing pest deer numbers.
 - 3.3.3 Community engagement – continue to engage the community in waste, recycling and environmental stewardship programs.
 - 3.3.4 Waste reduction – collaborate with other organisations to develop strategies to reduce waste sent to landfill.
 - 3.3.5 Water sustainability – improve monitoring of water use and investigate ways to harvest stormwater.
- 3.4 Enhancements are being made to the 2018/19 report content and graphic design. The aim is to primarily target our community readership and to demonstrate our environmental leadership within our own operations.
 - 3.4.1 The content will be written in an informative manner and the design will focus on our Council goals' annual highlights and future plans.
 - 3.4.2 The report will be streamlined down to eight pages from the 24 pages of the previous 2017/18 report and will follow Manningham Council's brand guide.
 - 3.4.3 Graphics, iconography and visual elements will be developed to illustrate and strengthen the messages in a user friendly way and to inform our community of our impact.

4. COUNCIL PLAN / STRATEGY

4.1 The *Annual Environment Report* relates to the following *Council 2017-2021* goals under the Resilient Environment theme:

4.1.1 Goal 3.1 Protect and enhance our environment and biodiversity.

4.1.2 Goal 3.2 Reduce our environmental impact and adapt to climate change.

5. IMPLEMENTATION

5.1 Communication and Engagement

5.1.1 Following Council's endorsement, an online version of the *Annual Environment Report 2017/18* will be published on Council's website at manningham.vic.gov.au/our-environment. Hard copies will be available at the Civic Centre customer service and it will be promoted in *Manningham Matters*.

5.1.2 Separate to the *Annual Environment Report*, ongoing communications promoting Council environmental initiatives will be developed and deployed over time seeking to raise the profile of these initiatives with the community.

6. DECLARATIONS OF CONFLICT OF INTEREST

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

Page 1 - cover page

Title: Resilient Manningham: Annual Environment Report 2018/19

Image/s of community members engaging in Manningham's natural environment

Manningham Council logo

Page 2 (inside cover) - Our highlights

We understand that protecting, sustaining and enhancing our environment is key to creating a liveable and harmonious place for everyone to enjoy.

We work with the community and our partners to protect and enhance our valued environment and biodiversity, as well as to reduce our environmental impact and adapt to climate change.

This report helps explain how we are working on our priorities:

- √ Lead sustainability action P3
- √ Protect our biodiversity P4
- √ Address our waste P5
- √ Work with you P6
- √ Manage our water P7

In 2018/19 we: (infographic)

- √ reduced carbon emissions by **25%** from our operations (since 2008/09)
- √ added **18** hybrid cars to our fleet
- √ delivered **150** environmental activities and events to over 7,500 community members
- √ provided **200** residents (approx.) with weed and pest control, bushfire risk reduction and sustainable land management advice and action
- √ ran a pest deer control and management program
- √ advocated to the Victorian Government to declare deer as a pest
- √ managed bushland reserves to protect biodiversity
- √ achieved the lowest level of waste sent to landfill since 2001/02

In 2019/20 we will: (infographic)

- √ prepare for a tender to power **40%** of Council's electricity use through solar and wind generation
- √ explore the feasibility of electric cars for our fleet
- √ install more solar and battery storage
- √ install more energy efficient streetlights
- √ investigate and mitigate vegetation loss across Manningham
- √ engage the community in waste, recycling and environmental engagement programs.

Our Council Plan theme 'Resilient Environment' underpins our activities

Council Plan goal	Our community expectations
Protect and enhance our environment and biodiversity	Valuable community partnerships in protecting natural spaces, park, rivers and creeks
	Support in protecting The Green Wedge and natural spaces
	Sustainable management, monitoring and enhancement for the natural environment
	Management of natural spaces to remove threats and revegetate
Reduce our environmental impact and adapt to climate change	Greater community awareness and support of environmental issues
	Greater optimising and management of our energy, waste and water
	Demonstrate leadership in sustainable and innovative environmental practices

Manningham Council acknowledges the Wurundjeri - Woiwurrung people as the traditional custodians of the land and waterways we now know as Manningham. We pay our respects to Wurundjeri - Woiwurrung Elders past, present, and emerging and

value their ongoing contribution to our community. We recognise and embrace the unique cultural heritage of Aboriginal and Torres Strait Islander peoples and the deep connection and Wurundjeri Woi-wurrung people have to Country.

Page 3 - Lead sustainability action

Priority area: Lead sustainability action

(insert Council Plan stamp)

Council Plan goal

- Reduce our environmental impact and adapt to climate change

Council Plan action

- Optimise the management of our energy, waste and water

√ **In 2018/19 we:**

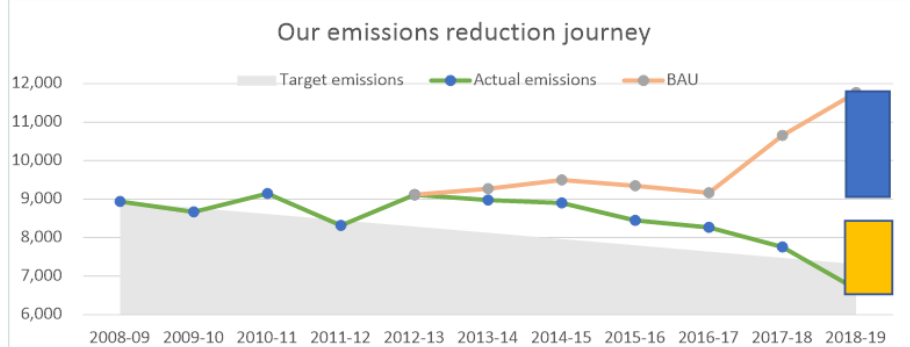
(Below depicted graphically)

- reduced carbon emissions by **25%** from our operations (since 2008/09)
- prepared to tender for **40%** of Council's electricity to be sourced from solar or wind generation through a renewable energy purchasing Initiative
- Added **18** hybrid cars to our fleet and improved fleet management system efficiency

(Below depicted in dot points)

- participated with eight other councils in the Northern Alliance for Greenhouse Action to collaborate on energy sustainability
- conducted an inventory of Manningham's emissions for the Global Compact of Mayors inventory program.
- worked towards fostering more socially connected and sustainable neighbourhoods through the *Smart Technologies - Reinventing Neighbourhoods* project

(graph below will be adapted by Designer as per discussions and information already supplied)



⇒ **In 2019/20 we will:**


- prepare for a joint tender with 47 other councils for a renewable energy purchasing agreement to power 40% of Council's electricity use with solar or wind generation
- continue to rollout energy efficient LEDs streetlights
- install solar and battery systems at the Pines Learning & Activity Centre and Ajani Centre.
- explore the feasibility of electric cars for our fleet
- investigate how we can use excess solar electricity to heat water at the Mullum Mullum Sports Stadium
- develop a new science-derived emissions reduction target for Council and the municipality now that our 2020 target has been met.

Our challenges are:

We should continue to build our own capacity and expertise for the complex task of installing and operating solar systems on our buildings, and to prepare for the evolution of electric vehicles.

How to get involved:

- √ contact Australian Energy Foundation for free advice on how to reduce your energy use
- √ use Mullum Mullum Stadium knowing that it is powered by solar energy
- √ help prevent blackouts by joining United Energy's Peak Summer Saver Program

 explore options to transition to electric vehicles at our community showcase on March 26 2020

Page 4 - Protect our biodiversity

Priority area: Protect our biodiversity

(insert Council Plan stamp)

Council Plan goals

- Protect and enhance our environment and biodiversity
- Reduce our environmental impact and adapt to climate change

Council Plan actions

- Foster community partnerships in protecting natural spaces, park, rivers and creeks
- Support the protection of the green wedge and natural spaces
- Sustainable management, monitoring and enhancement for the natural environment
- Manage natural spaces to remove threats and revegetate

√ In 2018/19 we:

(Below depicted graphically)

- managed **64** bushland reserves with weed control, habitat enhancement, rabbit control and fire mitigation
- supported **18** private properties totalling **46** hectares to reduce woody weeds and mitigate fire risk in biologically significant areas
- provided information and advice to **90** residents on pests and weeds
- supported **330** people contribute **6,200** volunteer hours across **32** Landcare and Friends Group activities
- ran environmental seminars and field trips attended by **432** people
- ran **12** nature walks attended by **173** people
- supported **54** properties with education and LEAF funding (Local Environment Assistance Fund) to control environmental threats
- (Below depicted in dot points)
- continued to deliver our Green Wedge Action Plan and the Bushland Management Strategy to control and monitor pest deer, protect biodiversity of bushland reserves and map vegetation loss
- advocated to the Victorian Government to declare deer as a pest, and deliver effective management strategies to reduce the deer population
- provided biodiversity impact advice to other areas of Council and on external projects like the Victorian Government's North East Link
- supported the biodiversity protection work of Landcare and Environmental Friends groups
- delivered community environment seminars and nature walks.

⇒ In 2019/20 we will:

- update Council on vegetation loss and develop mitigation measures
- continue our deer control, monitoring and advocacy to the Victorian Government
- continue programs and initiatives that support biodiversity.

Our challenges are:

- halting vegetation loss as urban development encroaches into natural areas. It is estimated there was a 3% net loss of vegetation across Manningham between 2009 and 2018, equating to about 370 hectares of loss, more than 200 footy ovals
- managing the tension between bushfire management and biodiversity protection
- managing the impact on biodiversity and community safety as a result of growing pest deer numbers.

How to get involved:

- √ get involved with a local Landcare and Environmental Friends group

- √ speak to us about how you can control environmental threats like environmental weeds, rabbits, foxes and deer on your property



participate in a nature walk or environment seminar

Page 5 - Address our waste

Priority area: Manage our waste

(insert Council Plan stamp)

Council Plan goal

- Reduce our environmental impact and adapt to climate change

Council Plan actions

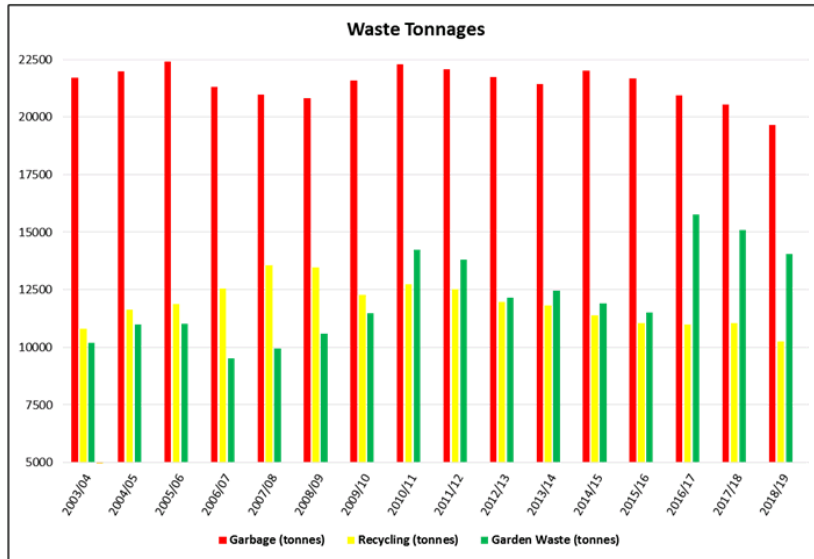
- Optimise the management of our energy, waste and water
- Demonstrate leadership in sustainable and innovative environmental practices

√ In 2018/19 we:

(Below depicted graphically)

- diverted **55%** of our waste from landfill, resulting in our lowest level of waste (19,600 tonnes) sent to landfill since 2001/02
- sold **1,788** composting products
- ran a National Recycling Week tour attended by **50** residents
- collected **12** tonnes of hazardous chemicals surrendered by **670** residents participating in Detox Your Home
- collected **18** tonnes e-waste collected and **6** tonnes of chemical waste surrendered by **900** residents on our Waste Drop Off Day
- (Below depicted in dot points)
- ran community waste awareness and education programs to enhance understanding of household waste reduction, recycling and how to divert garden and food waste from landfill including. Initiatives included:
 - Compost Revolution program
 - National Recycling Week
 - Detox Your Home
 - Waste Drop Off Day
- collaborated with Victorian Government and other organisations to develop strategies to reduce waste sent to landfill.

(Graphic Designer will work on below table)



⇒ **In 2019/20 we will:**

- continue our community awareness campaigns to divert more waste from landfill
- continue our education programs to support residents to reduce their household waste.

Our challenges are:

- our municipal resource recovery efforts continue to be impacted by changes in the waste and recycling industry, such as electronic waste ban that came into effect this year.

How to get involved:

- √ purchase a composting product at a 60% discount through our Compost Revolution program



drop your hazardous chemical or e-waste off on Detox Your Home and Waste Drop Off days

Page 6 - Work with you

Priority area: Work with the community

(insert Council Plan stamp)

Council Plan goal

- Reduce our environmental impact and adapt to climate change

Council Plan action

- Build community awareness and support of environmental issues
- Demonstrate leadership in sustainable and innovative environmental practices

√ In 2018/19 we:

(Below depicted graphically)

- ran **36** Spring Outdoors workshops, seminars and walks attended by **340** people
- ran seven Smarter Living seminars attended by **1121** people who heard sustainability experts share their stories
- organised School Environment Education activities attended by **640** students from **11** schools
- ran our Lead to Sustain Conference to discuss waste, recycling, biodiversity and environmental leadership with **320** students from **18** schools
- ran National Tree Day events where **800** trees were planted by **250** people
- supported **15** volunteers through our Waterwatch program to monitor our local water quality and get involved in stream rehabilitation programs
- ran **16** Waterwatch events attended by **193** people
- ran a stargazing night attended by **400** people
- supported **114** people to contribute to the Aussie Backyard Bird Count
- ran solar information sessions attended by **250** people

(Below depicted in dot points)

- supported the Doncaster Hill Community Food Garden to run working bees, dance plants and workshops
- provided environmental policy advice and to:
 - LGPro Biodiversity Planners' Network
 - Northern Alliance for Greenhouse Action
 - Municipal Association of Victoria Environment Committee
 - Waterwatch State Steering Committee.

⇒ In 2019/20 we will:

- continue our community education programs to reduce environmental impact

Our challenges are:

- meeting the growing expectation for Manningham Council to take a lead in environmental sustainability and to help and guide the community with reducing their environmental impact.

How to get involved:

- √ get involved in our Waterwatch program
- √ get involved in the Doncaster Hill Community Food Garden
- √ get involved in the Nature Stewards program
- √ visit the Doncaster Hill Community Food Garden



plant a tree on National Tree Day



take part in our Aussie Backyard Bird Count



attend a Spring Outdoors environmental workshops, seminar or walk



attend our Smarter Living program

Page 7 - Manage our water

Priority area: Manage water innovatively and sustainably

(insert Council Plan stamp)

Council Plan goal

- Reduce our environmental impact and adapt to climate change

Council Plan actions

- Optimise the management of our energy, waste and water
- Demonstrate leadership in sustainable and innovative environmental practices

In 2018/19 we:

(Below depicted graphically)

- reduced our irrigation use by two-thirds thanks to increased rainfall and humidity
- saved thousands of litres of water by better identifying faults at our sporting grounds through improved auditing standards.
- implemented an on-field irrigation program to unify spray heads to more evenly water our sporting fields and reduce water waste.
- relied on 100% tank water harvested from our depot and reserves to water our trees.

⇒ In 2019/20 we will

- initiate live electronic monitoring of water meters and attach pressure sensors to systems. By tracking water consumption in real-time we will identify and address system issues immediately
- investigate new ways to harvest water through water sensitive urban design at our shopping centres and car parks.

Our challenges are:

- our improved auditing has led to the better identification of issues that would have previously gone unidentified, but we still rely largely on the community's watchful eye to identify water wastage issues at our sporting grounds and facilities.

How to get involved:

- √ Help reduce water wastage by reporting any water issues you see on Council land
 - (phone icon) 03 9840 9333
 - (email icon) manningham@manningham.vic.gov.au
 - (website icon) manningham.vic.gov.au
 - (app icon) Snap Send Solve app

Page 8 - Back page

Get involved

manningham.vic.gov.au/environment-and-sustainability
manningham.vic.gov.au/green-wedge
manningham.vic.gov.au/land-management-grants
manningham.vic.gov.au/pests-and-weeds
manningham.vic.gov.au/nature-walks
manningham.vic.gov.au/environment-seminars
manningham.vic.gov.au/protecting-our-waterways
manningham.vic.gov.au/landcare-and-indigenous-nurseries
manningham.vic.gov.au/spring-outdoors
manningham.vic.gov.au/national-tree-day
manningham.vic.gov.au/Doncaster-hill-community-garden
manningham.vic.gov.au/smarter-living
manningham.vic.gov.au/nature-stewards
manningham.vic.gov.au/climate-and-energy
manningham.vic.gov.au/composting

Australian Energy Foundation - aef.com.au

Compost Revolution - compostrevolution.com.au

Friends of Warrandyte State Park - fowsp.org.au

Middle Yarra Landcare Network - landcarevic.org.au/groups/portphillipwesternport/myln/

Municipal Association of Victoria - mav.asn.au

National Tree Day - treeday.planetark.org

Northern Alliance for Greenhouse Action - naga.org.au

United Energy Summer Saving Program <https://www.unitedenergy.com.au/sspblog/>

Waterwatch - vic.waterwatch.org.au

12 SHARED SERVICES

THERE WERE NO SHARED SERVICES REPORTS.

13 CHIEF EXECUTIVE OFFICER

13.1 Determination of Mayoral and Councillor Allowances

File Number: IN20/231
Responsible Director: Chief Executive Officer
Attachments: 1 Mayoral and Councillor Allowance Submissions [↓](#)

EXECUTIVE SUMMARY

Mayors and councillors are entitled to receive an allowance while performing their duties as an elected official. The amount of the allowance is determined by Council within a range set by the Victorian government. Councils are divided into three allowance categories based on income and population.

At least once every year the Minister for Local Government (the Minister) must review the allowance category for each Council and, if necessary, alter the relevant allowance category by publishing a notice in the Government Gazette, specifying the new allowance category.

Council was advised in December 2019 that following a review of mayoral and councillor allowance categories under the Local Government Act 1989 (the Act) the Minister had approved a change in Manningham's allowance category from category 2 to category 3. As a result of the change in category, Council commenced a review of allowances in accordance with the Act. This report outlines the review process, feedback received.

COUNCIL RESOLUTION

MOVED: CR GEOFF GOUGH
SECONDED: CR DOT HAYNES

That Council, having been moved to a category 3 council from category 2 by the Minister for Local Government in December 2019 and having considered the submissions received in accordance with sections 74(4) and 223 of the Local Government Act 1989:

- A. note the significant change in circumstances which has arisen by the escalation of the Covid-19 health crisis since Council first considered this matter at its meeting on 24 February 2020;**
- B. resolve to defer further consideration of this matter until the 15 December 2020 Council meeting, which is after the scheduled local government elections;**
- C. note that the deferral of this item has the effect of maintaining the current level of allowances until such time; and**

- D. note the COVID-19 economic response package endorsed by Council of up to \$3.8 million dollars to provide relief during this period to ratepayers, community organisations, local businesses and other vulnerable groups adversely affected by the crisis.**

DIVISION

A Division was called by Councillor Gough and Council divided as follows:

FOR (9): Councillors Andrew Conlon, Paula Piccinini, Michelle Kleinert, Paul McLeish, Mike Zafiroopoulos, Geoff Gough, Sophy Galbally, Dot Haynes and Anna Chen.

AGAINST (0): Nil.

THE MOTION WAS DECLARED CARRIED

2. BACKGROUND

- 2.1 Mayors and councillors are entitled to receive remuneration in the form of an allowance in accordance with the Act.
- 2.2 At least once every year, the Minister for Local Government reviews the allowance category for each Council. The review must have regard to changes in the number of residents and variations in Council's recurrent revenue figures (adjusting for inflation).
- 2.3 Council was advised in December 2019 that following a review of allowance categories by the Minister, Manningham's allowance category had changed from category 2 to category 3.
- 2.4 Allowance categories are designed to reflect the time and commitment required of councillors associated with an increase in population and the responsibilities of developing solutions to the pressing social, cultural, environmental and economic challenges facing larger and often more complex communities.
- 2.5 The role of councillor requires conservatively an average of 20 hours per week reading papers, attending Council, briefing and committee meetings, liaison with community organisations, residents and ratepayers. The duties of a councillor demand time, energy and commitment and many reduce their time in paid employment to meet the demands of the role.
- 2.6 The role of mayor has expanded considerably in recent years with additional legislative and leadership responsibilities now attached to the role. Becoming mayor involves a full-time commitment to the role and often the sacrifice of income where an individual takes unpaid leave from their employment to undertake the role.
- 2.7 As a result of the alteration in category by the Minister for Local Government, Council commenced a review of mayoral and councillor allowances under section 74(1B) of the Act to determine the allowances payable.

- 2.8 The Victorian Government sets the upper and lower limits for all allowances paid to the Mayor and Councillors by Order in Council. The allowance range for a Category 3 Council, approved by the Minister and applicable from 1 December 2019 is:
- Mayor: up to \$100,434 per annum
 - Councillor: \$13,123 - \$31,444 per annum
- 2.9 The allowances determined are payable from the date of the resolution of the Council determining the level of allowances and are not backdated to 1 December 2019.
- 2.10 There is also a legislative requirement for an amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) to be paid in addition to the allowance.
- 2.11 Any review of mayoral and councillor allowances must involve public consultation under section 223 of the Act. This report provides an overview of the feedback received in response to community consultation.

3. DISCUSSION / ISSUE

- 3.1 The provision of suitable allowances enables those committed to civic leadership to better inform their choices about public service, their careers and financial future whilst balancing family and public life.
- 3.2 In reviewing allowances, consideration has been given to the scale and increasing complexity in the roles of both mayor and councillor outlined above and the increase in workloads in line with the city's growth.
- 3.3 Consideration has also been given to the shift in economic circumstances since the proposal to review allowances was first considered as a result of the COVID-19 health crisis.
- 3.4 At the Council meeting on 24 February 2020, Council resolved to give notice in relation to the determination of mayoral and councillor allowances.
- 3.5 In accordance with section 223 of the Act, Council commenced public consultation on Monday 9 March 2020 with notices published in the Manningham Leader newspaper and on Council's website inviting submissions from the public on the proposed allowances. Submissions were open for 28 days and closed on Monday 6 April 2020.
- 3.6 At the conclusion of the submissions process, 16 submissions had been received from the community. A copy of the de-identified submissions are included at attachment 1. An online petition was also started by one of the submitters and included with their submission. The petition can be viewed online at www.change.org.
- 3.7 Two submitters requested to be heard in support of their submissions. As a result of the physical distancing measures that are currently in place, an online submissions hearing was held on Tuesday, 14 April 2020. One submitter spoke against the proposition and one spoke for the proposition.

- 3.8 Following the submissions hearing, the meeting closed for Councillors to consider all submissions.
- 3.9 The majority of submitters opposed any increase in allowances citing the current economic challenges being faced by the community as a result of the COVID-19 health crisis as their main concern. In these times when many people are facing financial hardship and an uncertain future, submitters were generally of the view that this is not the right time to consider increasing allowances. Further, there was a strong sense that Council could be doing more to support the community to ease the financial burden of those currently experiencing hardship.
- 3.10 Council is acutely aware of the impact COVID-19 is having in the community and is considering a range of relief measures in response. These will be formally considered by Council in a separate report at this meeting.
- 3.11 Another common theme amongst submitters was the amount of the proposed increase in allowances with many commenting the size of the proposed increase is too great. One submitter suggested that any increase ‘...should be performance-based, and not simply to align with peers.’ Another suggested that perhaps the range for category 3 councils should be reviewed to determine if councillors are being overpaid and perhaps take a cut in allowances.
- 3.12 As outlined above in sections 2.4 – 2.6 the role of mayor and councillor is recognised as requiring significant time and commitment. Often this means sacrificing earnings and superannuation to represent the views of their community. The Victorian government considers councillor allowances to be a payment in recognition of the contributions of those elected to voluntary, part time roles. The legislative and leadership role of the mayor and the additional time commitment required of the role is acknowledged in the higher allowance set by the Victorian government.
- 3.13 Councillors, having considered all submissions as a Committee of Council and noting the significant change in circumstances which has arisen by the escalation of the COVID-19 health crisis since the Minister for Local Government changed Manningham Council to a category 3 Council acknowledge that is not the right time to determine mayoral and councillor allowances. On this basis, it is recommended that this matter be deferred until after the currently scheduled 24 October 2020 local government elections for the incoming Council to determine.

4. COUNCIL PLAN / STRATEGY

The provision of mayoral and councillor allowances assists Council in meeting its objectives under the Council Plan.

5. IMPACTS AND IMPLICATIONS

5.1 Finance / Resource Implications

The current mayoral and councillor allowances are set at the top of the range in category 2. The allowances approved by the Minister for category 2 and applicable from 1 December 2019 are:

- Mayor: up to \$81,204 per annum (plus 9.5% superannuation)
- Councillor: \$10,914 - \$26,245 per annum (plus 9.5% superannuation)

The increase in allowance per annum between category 2 and category 3 is:

- Mayor: \$19,230 (plus 9.5% superannuation)
- Councillor: \$5,199 (plus 9.5% superannuation)

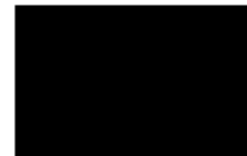
The financial impact of increasing the allowance (plus 9.5% superannuation) effective from 28 April 2020 would be approximately \$1,602 per month for the mayor and \$433 per month for a councillor.

5.2 Communication and Engagement

Section 74(4) of the Act provides that a person has a right to make a submission under section 223 of the Act in respect of a review of allowances. Details of the public submissions process are outlined in section 3 above.

6. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



Saturday, March 21, 2020

Chief Executive Officer.
Manningham City Council.

SUBMISSION TO ENQUIRY -- COUNCILLORS ANNUAL SALARY.

My name is [REDACTED] and I would like this submission to be considered in regard to the abovementioned.

I begin by explaining that I have been involved with the my local council for many years, my first contact was in approx. 1966 with the CITY OF DONCASTER and TEMPLESTOWE COUNCIL , which in later years became the MANNINGHAM CITY COUNCIL.

In addition to my contact as a ratepayer I actually served 3 terms as a Councillor , which included a term as Mayor for the CITY OF DONCASTER and TEMPLESTOWE and also as Mayor of the CITY OF MANNINGHAM.

I have included this information so as to clearly indicate that my submission and comments cover my ratepayer period as well as the terms as a Councillor.

My first contact was in approx. 1966, at that time I was the president of a new kindergarten committee, with the role of building a kindergarten /health centre in [REDACTED]. The project required the committee to provide the finance for the building and for the local council to provide the land. We received excellent co-operation from Council and the project was completed within 18 months. During that period I learnt of the process of Council and was grateful of the co-operation of Councillors and officers.

From that time on up to and including now , I needed to liaise with Councillors and Officers on many occasions during my time in community projects. These projects were varied depending as to which organization that I was a member of. These included primary and secondary schools , the MANNINGHAM RECREATION ASSOCIATION which built facilities such as basketball stadiums, hockey pitches, tennis courts and bowling greens on council properties, on all projects I was required to liaise with Councillors and officers, in addition to these my involvement includes a nursing home and Doncare. By being involved with these projects bought me into regular contact with my local councilors , from this contact I have certainly become aware of the time and energy that Councillors actually provide. During my three terms as a Councillor certainly proved to me the contribution of time and expertise that is required of a COUNCILLOR .

I WISH TO ADD THE FOLLOWING COMMENTS.

- I am sure that ratepayers are not aware of the time and expertise that Councillors provide.
- There is an enormous time required to read reports prior to council meetings.
- Councilors are regularly contacted in person, on the phone and texted by ratepayers all of whom have a problem which requires time and effort by the councillor.

- In addition to many formal council meetings , councilors also attend meetings of local community groups, as well as community ANNUAL GENERAL MEETINGS at many of which they are required to speak.
- The work load of Councillors today far exceeds the time required of past councils of which I was a member.
- Today's Councillors represent a larger population than past councils.
- The complexity of current regulations and planning requirements are more complex that past times.
- Many community meeting are held during the evening and on the weekends, so there are many "out of hours " events which must have an effect on councilors home life.
- Councils today provide many additional services to our residents.

I support the proposed increase in salaries based on the fact that today's Councillors have a far higher workload and commitment to the community and the community will be better represented if council can continue to attract quality councillors.





30th March 2020

Mr. Andrew Day,
Chief Executive Officer,
Manningham City Council
P.O. Box 1,
DONCASTER, Vic. 3108

Dear Andrew,

COUNCILLOR ALLOWANCES

Manningham councillors are reported to be seeking a rise in their allowance and that councillors unanimously voted to put the proposed pay increase out for community comment until 30th March 2020.

Councillors claim that they receive around \$10,000 less than councillors on similar-sized councils and the proposed increase would bring their allowance back into line. Perhaps the real issue is that these other councillors are actually being overpaid and they should take a cut in allowances, rather than Manningham councillors receive an increase to match other councillors' higher allowances.

Council states the proposed increase could be accommodated within existing resources (which indicates that there is some 'excess' in current budget which could be put to a better purpose), plus the increase would be back-dated to 1 December 2019, but there no explanation on why this should occur.

If such an increase were approved, the cost would equal around \$100,000, which comes at a time of unprecedented social and financial stress and does not set a good example of constraint. This comes at a time when thousands of businesses are closing (many may not be in a position to ever re-open) with hundreds of thousands being put out of work and onto dole queues – large numbers of which may never get to leave relying on welfare payments from Centrelink into the future.

People are being asked to stay at home (except for essential trips for medical, regular shopping etc.) and are scared about the financial impact of the coronavirus. Many are uncertain about their ongoing employment and capacity to pay rent, meet mortgage payments, pay escalating utilities and telcos bills, council and water rates and afford basic groceries to feed their families. All those on fixed incomes or self-funded retirees have seen the stock market drop over 30% with interest rates at an all-time low seriously affecting their incomes.

Banks, other lenders and landlords are being asked to forego payments for a period (perhaps up to 6 months or longer) and to exercise discretion before taking action to evict or proceed to mortgage sales with those customers and tenants who may struggle to meet mortgage and rental payments together with payments to other service providers (including councils) during these uncertain times, which will remain for many months rather than weeks.

The Institute of Public Affairs has already come out and called on councils to deliver a rate cut rather than increasing councillors pay packets. Also, it is almost certain that Federal/State Governments will ask all councils to undertake a detailed review of all 'non-essential' expenditure to reduce budgets and provide some measure of rate relief to deserving ratepayers over this critical period.

We implore council and councillors to exercise compassionate leadership, adopt a responsible position and vote against any increase in councillors' allowances at this time, with council to explore how best to provide short term rate relief to any ratepayer experiencing financial problems.

Yours faithfully,



3rd April 2020

Manningham CEO

Andrew Day

699 Doncaster Road

Doncaster 3108

Dear Andrew

I am writing in relation to the recent advertising on the subject of the remuneration review for Manningham councillors and mayor. I thank you for asking for submissions and feedback from the Manningham community in regards to this important decision.

In the current economic climate it is unreasonable and quite foolish to think that this type of pay review would meet any “pub test” and the momentum of community disapproval is quite evident in over 150 signatures that were gained in a few hours from a local noticeboard posting a petition seeking community opinion on this issue.

It is concerning and quite alarming that the current Manningham council is pushing ahead with this on the agenda and feels that it is appropriate for debate.

I am not alone in my strong opinion that the pay review should not be endorsed by yourself or the Manningham Council, despite the fact this has been approved by State Government local minister. I can appreciate that many officers and some councillors work hard for our community however it cannot be understated that the council needs to consider the current economic climate, this in itself has changed considerably since the local government minister made the original announcement.

As an example one local community organisation has seen such a decline in donations and volunteers due to Covid -19 that they are desperate to feed those in need in Manningham – The monetary amount of the pay rises alone is more than some of these community groups who look after our most vulnerable residents receive in a year – Surely there are better ways for Manningham to allocate this money if they have the resources to allow for these pay rises.

I have provided an attachment with signatures, as well as some of the comments and feedback direct from members of our community and urge you and the council to take this into consideration:

"This is very poor form. This shows insensitivity to financially struggling families. A pay rise should be by community consensus given they are working on behalf of the community."

"The timing of such a rise is absolutely inappropriate and must be delayed."

"in these uncertain times and particularly with so many who have lost their jobs, businesses etc either temporarily or permanently, this is really disappointing and un-Australian"

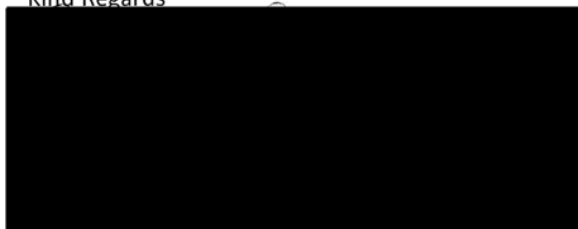
"Please respect the fact there is less money out there and freeze your wages at the minimum."

"Definitely NO pay increase, are these people for real!! Have a look around at the suffering everyone else is going through, losing jobs, no work, loss of life etc . Disgusted in the lot of them!!"

These are just a handful of the many comments of a similar theme that were submitted by members of our community OPPOSING this pay rise for mayor & councillors

I am contactable on [REDACTED] and would be available to make a submission with all comments verbally to council and officers at the next available opportunity.

Kind Regards



Dear Andrew

I write to you to express my dissatisfaction at the proposed rise in wages to councillors. I understand that the proposal was first put forward during more prosperous and stable times.

We now find ourselves in very different and complicated circumstances. A huge number in our community are more financially vulnerable than they have ever been in their lives. Sadly the statistics show us that some will take their own life under these pressures.

Some of this nation's greatest leaders are forgoing most or all of their income, which reflects great awareness of this environment. I suggest our council get real about this current situation and show better leadership. Get out and speak to those in our community who have lost their business, laid off staff and people from this community who are lining up at Centrelink.

Smartest thing to do in this environment is to withdraw the proposal. It otherwise demonstrates that councillors are not putting their community first.

Thank you.

A large black rectangular redaction box covering the signature of the sender.

SUBMISSION: COUNCILLOR ALLOWANCES

Dear Andrew,

I am pleased that the Manningham Councillors have asked for comments from the public in relation to the increase in the allowances for the mayor and councillors and trust they will consider the opinions given.

I was surprised by the enormous jump (about \$20,000 for the mayor) and have always thought that was far too much and unjustifiable for a part time job. The councillors' increase is more modest but still not warranted.

It has been my observation that councillors and mayors are doing less and less work: as a rule officers answer their correspondence from residents (I have never received a reply from Crs Galbally, McLeish, Piccinni and Kleinert) the number of committees has been greatly reduced, with many not attending community events and more decisions being delegated to officers. In my day I personally answered every email and letter I received, met with residents on site or at the council offices, was a member of number of committees, attended numerous events and kept close contact with sporting clubs, neighbourhood houses, kindergartens etc. I'd love to be a councillor now as the work load is so light.

In the situation we currently find ourselves with many of our residents losing their jobs I feel it would be morally wrong for councillors to vote themselves an increase. Many in our community are facing tough economic times (losing their jobs, taking pay cuts etc) and will be making greater demands on council resources. As self-funded retirees our income will be greatly reduced in 2020 and beyond.

At the moment and for the foreseeable future councillors' workload has been further reduced as meetings and events, which they should attend, are cancelled. By the time we are back to normal it will be the election period when councillors' workload is greatly reduced.

I believe it would be morally responsible for councillors to defer any increase in their allowances until a new council is elected in October 2020. In fact, it would be prudent for them to take a drop in allowance, as a mark of respect for the difficult times residents are facing.

I would ask you to take this submission into consideration. I look forward to hearing back from you and the councillors of their stance.

I would also like to personally present my case, if it is safe.

Yours sincerely,

██████████

Submitter - [REDACTED]

Disgusted to read councillors chasing wage rises.....if this is correct, you should be ashamed to be doing this at this time. It's time the whole philosophy of local govt. changed. How about devising cost cutting & stop wasting OUR money, to give us REDUCTIONS in our ridiculously HIGH RATES.....ITS TIME you each became RESPONSIBLE for OUR \$\$\$\$\$\$\$!!!

From: [REDACTED]
Sent: Monday, 9 March 2020 10:24 AM
To: Manningham <Manningham@manningham.vic.gov.au>
Subject: Mayors Allowance Increase

Hello, this is [REDACTED]

In response to the mayor and councillors wanting a near 20% pay increase, this is absolutely absurd. In today's society a \$100,000 salary is considered a good salary for a full time worker, and the mayor is about to receive a jump from 80k to 100k?

I think a clear justification has to be given to the residents of Manningham as to why the mayor is about to go from 80k to 100k.

How many hours does the mayor work to receive this 20% increase? Why is this 20% increase sought after?

Most people's wages haven't gone up in years, some lucky people can get up to 2% increase per year, others get 2% every 3 years.

I would love an explanation.

Regards

[REDACTED]

23 March 2020

Chief Executive Officer
Manningham City Council
PO Box 1
Doncaster VIC 3108

Dear Mr Day

Review of Mayoral and Councillor Allowances

Thank you for the opportunity to provide community input to the proposed increases to Mayoral and Councillor Allowances.

It is obscene that the Mayor and Councillors believe they are entitled to a pay rise “to put the council in line with councils of a similar size”, as stated in a recent article in the *Manningham Leader*. Any pay rise should be performance-based, and not simply to align with peers.

Costs are going up in all facets of life, and this year is tough, financially, for everyone, particularly as a result of recent influences. Rate payers are not a ‘bottomless pit’, and do not have endless money to be tapped into, and are struggling to keep themselves and their families afloat as a result of recent impacts, including increases to cost of utilities, health insurance, general cost of living, to name a few.

Compounding the current financial drain is the mass hysteria in the community as a result of coronavirus. It is abhorrent that Councillors are not taking into account these issues but appear to be more concerned that their salaries should align with those of other councils.

Rate payers would like to know what initiatives the Council is putting in place to ease the financial burden for the community? What are the councillors doing to stimulate the local economy to offset the damage caused by influences such as the coronavirus? What have the councillors achieved over the past twelve months to warrant a pay rise?

No doubt the proposed pay rise was discussed by Council well prior to the devastating impact of coronavirus. However, with so many businesses putting off staff, many businesses closing, and the uncertainty surrounding this pandemic, it is time to be reasonable.

This is a challenging year, unlike any other to date, and there needs to be fairness and equity across all aspects. It is respectfully requested that the Mayor and Councillors take these matters into account before proceeding with any decision related to increasing their council salaries.

Yours sincerely

[REDACTED]

From: [REDACTED]
Sent: Friday, 3 April 2020 12:24 PM
To: Andrew Day [REDACTED]
Subject: Pay rises

I wouldn't have thought pay rises should be on the agenda normally much less at this time of difficulty. 😊

Sincerely [REDACTED]



11 March 2020

Chief Executive Officer
Manningham City Council
PO Box 1
Doncaster, Victoria, 3108.

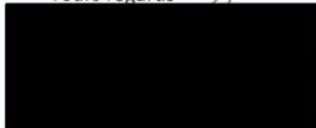
Objection to Review of Mayor and Councillor Allowance

This is to raise my objection to the above subject brought up in the recent Council meeting on 25 February 2020.

The magnitude of increase ranges from 20% to 48% is excessive. There is no information on the increase in their workload other than the approval by the Minister. We do not want to translate this increase in allowance to higher rates in the future and cause further financial stress to Manningham residents and businesses. The recent events happening worldwide and locally (bushfires, stock market crash and COVID-19), the local economy is badly hit and jobs are at risk. This is not an appropriate time to increase these allowances.

Instead the Council should step up and show their leadership to assist Manningham residents and businesses in these difficult times.

Yours regards



From: [REDACTED]
Sent: Sunday, 15 March 2020 7:51 PM
To: Manningham <Manningham@manningham.vic.gov.au>
Cc: Geoff Gough <Geoff.Gough@manningham.vic.gov.au>; Michelle Kleinert <Michelle.Kleinert@manningham.vic.gov.au>; Paula Piccinini <Paula.Piccinini@manningham.vic.gov.au>; Anna Chen <Anna.Chen@manningham.vic.gov.au>; Dot Haynes <dothaynes@manningham.vic.gov.au>; Mike Zafiropoulos <Mike.Zafiropoulos@manningham.vic.gov.au>; Andrew Conlon <Andrew.Conlon@manningham.vic.gov.au>; Sophy Galbally <Sophy.Galbally@manningham.vic.gov.au>; Paul McLeish <Paul.McLeish@manningham.vic.gov.au>
Subject: Councillors in line for a pay rise

Dear councillors,
Having recently read the article in the Manningham Leader (20/3/20) regarding pay rises for councillors, I have some concerns and opinions.

Of course you voted unanimously in favour of a pay rise for yourselves – typical “politicians” that have very little idea of the real world and the people that vote you in to the position.
Assuming the article is correct – it indicates that the Mayor may get a (close to) 25% pay rise, while other councillors’ may receive a up to a 19% pay rise.

It appears most have been employed in small business and you surely must know how hard it is!
Seems that you have forgotten what it is like to be employed by a company that has to make a profit before it can pay people.
Private companies and small business cannot just put up prices and still stay in business – they do not operate a monopoly like a council.

Council rates (according to my calculations) have gone up and average of 6.7% since 2011 . (2011 rates \$1382 and 2020 rates \$2216 – a rise of \$834 in 9 years).

Research shows that the average rate of inflation over the past decade has been about 2.58 percent
Why have council rates increased at 2.6 times the inflation rate?
You just put the rates up and we have to wear it – nothing to do with council efficiency.

Check out the “efficiency” at the council depots – I’ve been there and seen it – coffee, chatting - nobody was doing any work when I visited (I was there for work).
Try building some “efficiency” into (not all – there will be some conscientious workers) council workers first – perhaps then a pay rise for you – or is that in the “too hard basket, I’ll leave it to someone else”?
Make people accountable – and start at the top!
My niece worked for the council and joked at the way things were run and the waste of ratepayers money.

I haven’t had a pay rise in the last 5 years! Yet I still have to fork out these increase in rates.
This situation is so typical of many people in our community – along with redundancies and other issues regarding unemployment.

Most of the councillors are involved/employed (or have been) from what I can see - and pretty successful with their own businesses and companies (with law degrees , business degrees, general managers, finance managers, counselling and psychological services) – so you really don’t need the

money – it's for the community that you do this work – and to be able to say "I'm a councillor" right?

As councillors' you should be working to keep rates down and services up, not pushing for equal pay because some other councillor gets paid more than you – plenty of people get paid more than me for a similar job, but if I use that argument my boss would tell me – "There's a big door – go for it".

Cr Haynes intentionally chose Manningham to live in more than 25 years ago. Over many years she has built several successful businesses from car wrecking yards, an overseas Aussie restaurant and aged and disability services to name a few. She's also a committed volunteer within Manningham to help people get things done. Politics is personal for Cr Haynes. She believes that identity is created by actions: "It is never the wrong time to do the right thing".

Cr Haynes holds steadfast to the principles of open transparent governance and believes that fiscal responsibility with other people's money, as if it is her own, is also very important.

So with this statement how can you in all conscience vote yourself a payrise – of nearly 20%

Cr Gough sees the improvement of our streetscapes and parks as a priority and is committed to ensuring Manningham assets are well maintained and that facilities meet the needs of our community groups, sporting clubs and residents.

Council needs to listen, **consult and act with integrity, provide responsible representation to the community and deal with each issue on its merits.**

Do councillors "merit" a pay rise - or just want to be paid the same as other councils that have overpaid their councillors.

So with this statement how can you in all conscience vote yourself a payrise – of nearly 25%

Cr McLeish (Mayor) is an advocate for improved public transport in Manningham, and has campaigned for the State government to complete the planning and the construction of Doncaster Rail – I know the wheels of government work slowly but the Eastern Freeway has been built for over 35 years and the rail has been "talked about" since before it was completed.

You haven't had it built, let alone a solid commitment for the Doncaster rail – surely with all the infrastructure going on this could have been achieved???

FAIL – but I want to get paid extra for this!

Has councillor Zafiroopoulos looked at other councils rates (not just remuneration for councillors) – Banyule \$200 less pa, City of Greater Dandenong about \$630 pa less, City of Knox about \$600 less, - It's easy to pick the numbers you want isn't it!

The institute of Public Affairs spokesman, Mr Mulholland is correct when he says the "the council should be reducing rates for rate payers, these entitled councillors are pocketing the extra rates for themselves"!

If this pay rise goes through, with the next general election due 24th October 2020, I will do my best to ensure you are ALL not re-elected!

Regards



From: [REDACTED]
Sent: Tuesday, 10 March 2020 8:22 PM
To: Manningham <Manningham@manningham.vic.gov.au>
Subject: Pay Increases for Councilors?!

To Whom It Concerns,

I cannot believe (but should not be surprised) that Councilors are going to grant themselves a pay increase. On what grounds? What additional benefit will ratepayers receive?

If Council spent less ratepayers money on frivolous non-core activities likes those shown in your recent local paper ad, then you could spend more money on core activities such as maintaining assets in a much better state. The parks and reserves in my area that I use regularly, namely Ruffey Lake Park; Westerfolds Park and Templestowe Reserve, are constantly in a disgraceful state. Long unkempt grass makes them look like neglected paddocks, and a very poor reflection on this area.

More money for Councilors? No way, pay them less (or better still do away with them) and allocate the money to proper upkeep of parks and gardens. And stick to your core business-not parenting seminars and electric bike and vehicle displays!!

Yours sincerely,

[REDACTED]
Templestowe

Dear Mr CEO

I am writing as a former Councillor regarding the pending Manningham Councillors allowance increase which I and many others in our community so strongly oppose. In this unexpected time of the Coronavirus pandemic, it would be quite extraordinary for Councillors to oppose the freeze, considering the whole economy is doing it tough. We need to tighten the belt and a pay freeze will help the community and businesses achieve that.

Local business owners who are laying off staff, have their own financial issues to deal with such as payment obligations of their commercial rents, house mortgages and amongst the many infrastructure bills (water, electricity, gas) are Council rates. Those that had a job a month ago are now navigating their way around the Centrelink website, treading water and in a fight of survival.

The proposed allowance payment should be directed to businesses in the Manningham Community who are assisting those most vulnerable such as meals on wheels, or offered as grants to individuals or businesses who can provide programs and support to our struggling community. This has the benefit (albeit a small one) of providing employment and keeping our local economy ticking.

Show some leadership Councillors, put aside yourself interests and vote down your allowance.

[Redacted signature block]

From: [REDACTED]
Sent: Wednesday, 4 March 2020 7:28 PM
To: Manningham <Manningham@manningham.vic.gov.au>
Subject: Mare pay increse

I object to the mayor getting a pay increase, I also object to the councilors getting an increase
Please direct me to the appropriate place for me to make my objection,
Cheers [REDACTED] resident of manningham

-----Original Message-----

From: [REDACTED]
Sent: Thursday, 5 March 2020 7:56 PM
To: Manningham <Manningham@manningham.vic.gov.au>
Subject: Wage increases

No way are they entitled to such a large wage increase. Mind you probably have a lot of money coming in due to all the apartments. How about putting the money back into the community.

Anonymous submission

Regarding payrise for local councillors is a disgrace. Councillors tell us they enter council for the love and commitment they have for the community. In this financial crisis, we need the council to look at ways of keeping costs down and reducing the rates for local residents.

13.2 Record of Assembly of Councillors

File Number:	IN20/181
Responsible Director:	Chief Executive Officer
Attachments:	1 Special Strategic Briefing Session - 17 March 2020 ↓
	2 Special Strategic Briefing Session - 31 March 2020 ↓
	3 Strategic Briefing Session - 7 April 2020 ↓
	4 Strategic Briefing Session - 14 April 2020 ↓
	5 Special Strategic Briefing Session - 21 April 2020 ↓

EXECUTIVE SUMMARY

Section 80A of the Local Government Act 1989 requires a record of each meeting that constitutes an Assembly of Councillors to be reported to an ordinary meeting of Council and those records are to be incorporated into the minutes of the Council Meeting.

COUNCIL RESOLUTION

MOVED: CR ANDREW CONLON
SECONDED: CR ANNA CHEN

That Council note the Records of Assemblies for the following meetings and that the record be incorporated into the minutes of this Council Meeting:

- **Special Strategic Briefing Session – 17 March 2020**
- **Special Strategic Briefing Session – 31 March 2020**
- **Strategic Briefing Session – 7 April 2020**
- **Strategic Briefing Session – 14 April 2020**
- **Special Strategic Briefing Session – 21 April 2020**

CARRIED

2. BACKGROUND

2.1 An Assembly of Councillors is defined in the *Local Government Act 1989* as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of the Council staff which considers matters that are intended or likely to be:-

2.1.1 The subject of a decision of the Council; or

2.1.2 Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

- 2.2 An advisory committee can be any committee or group appointed by council and does not necessarily have to have the term 'advisory committee' in its title.
- 2.3 Written records of Assemblies are to include the names of all Councillors and members of Council staff attending, a list of matters considered, any conflict of interest disclosures made by a Councillor and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

3. DISCUSSION / ISSUE

3.1 The Assembly records are submitted to Council, in accordance with the requirements of Section 80A of the Local Government Act 1989. The details of the following Assemblies are attached to this report.

- Special Strategic Briefing Session – 17 March 2020
- Special Strategic Briefing Session – 31 March 2020
- Strategic Briefing Session – 7 April 2020
- Strategic Briefing Session – 14 April 2020
- Special Strategic Briefing Session – 21 April 2020

4. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Record of an Assembly of Councillors

Manningham City Council

Special Strategic Briefing Session

Meeting Date: 17 March 2020
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini

Apologies from Councillors:

Nil.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Grant Jack, Acting Director City Services

Other Officers in Attendance:

Sheraz Akram, Acting Chief Financial Officer

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

3.1 2020-21 Annual Budget (Operating & Capital) Presentation and Discussion

The meeting ended at 10:00 pm

Record of an Assembly of Councillors

Manningham City Council

Special Strategic Briefing Session

Meeting Date: 31 March 2020
Venue: Via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes and Cr Michelle Kleinert.

Apologies from Councillors:

Cr Paula Piccinini.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Philip Lee, Director Shared Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk

Other Officers in Attendance:

Sheraz Akram, Acting Chief Financial Officer

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 Response to COVID-19 (confidential)
- 3.2 Feedback on MAV proposal to defer elections

The meeting ended at 9:37pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 7 April 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini.

Apologies from Councillors:

Nil.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Angelo Kourambas, Director City Planning & Community
Philip Lee, Director Shared Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk
Rachelle Quattrocchi, Director City Services

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Kim Tran, Governance Officer
Jon Gorst, Chief Financial Officer
Sheraz Akram, Coordinator Management Accounting
Jude Whelan, Manager Communications

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 Finalisation of COVID-19 Budget Response (confidential)
- 3.2 The Local Government Act 2020 – Update
- 3.3 New Drainage Strategy – Future Integrated Water Management Approach
- 3.4 Mayoral and Councillor Allowances

The meeting ended at 9:20pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 14 April 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini.

Apologies from Councillors:

Nil.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Angelo Kourambas, Director City Planning & Community
Philip Lee, Director Shared Services
Rachelle Quattrocchi, Director City Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk
Kerryn Paterson, Group Manager People and Communications

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Clayton Simpson, Coordinator Environment
Helen Napier, Manager City Amenity
Keri Kennealy, Manager Aged and Disability Services
Jude Whelan, Manager Communications

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 Annual Environment Report 2018/19
- 3.2 Proposed transfer of ownership of Regional Kitchen Pty Ltd (confidential)
- 3.3 Melbourne Hill Road Catchment Easement Acquisition (confidential)
- 3.4 Child Safe Standards and Policy
- 3.5 Manningham Youth Services - Service Update
- 3.6 Heritage Advisory Committee - Review of Terms of Reference
- 3.7 Land Acquisitions for Open Space (confidential)
- 3.8 Payment Card Industry Data Security Standard
- 3.9 Social Procurement Strategy Briefing Note with RAP reference
- 3.10 Mayoral and Councillor Allowances

The meeting ended at 8:49pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 21 April 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini.

Apologies from Councillors:

Nil.

Executive Officers Present:

Andrew Day, Chief Executive Officer
Angelo Kourambas, Director City Planning & Community
Philip Lee, Director Shared Services
Rachelle Quattrocchi, Director City Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk
Kerryn Paterson, Group Manager People and Communications

Other Officers in Attendance:

Kim Tran, Governance Officer
Jon Gorst, Chief Financial Officer
Liz Lambropoulos, Team Leader Integrated Transport
Matt Slavin, Manager Integrated Planning
Carrie Bruce, Senior Governance Advisor

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 COVID-19 Community financial relief measures (confidential)
- 3.2 North East Link Update
- 3.3 Mayoral and Councillor Allowances

The meeting ended at 9.11pm

13.3 Documents for Sealing

File Number: IN20/182
Responsible Director: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

The following documents are submitted for signing and sealing by Council.

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR ANDREW CONLON

That the following documents be signed and sealed:

**Deed of Renewal and Variation of Lease
Council and Manningham Juventus Old Boys Social Club Inc.
Part 17 Park Avenue, Doncaster**

**Deed of Renewal and Variation of Lease
Council and Manningham Toy Library Inc.
Part 96-106 Swanston Street, Lower Templestowe**

CARRIED

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 documents 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 direct or indirect conflict of interest in this matter.

14 URGENT BUSINESS

There were no items of Urgent Business.

15 COUNCILLORS' QUESTION TIME

15.1 Energy Assistances to Vulnerable Group in our Current Climate

Councillor Chen asked whether Council is able to write to the relevant government agencies and energy providers, to seek more assistance such as subsidy increases or service charge discounts to help vulnerable groups in the community?

The Mayor responded that the question would be taken on notice however assured Councillor Chen that Council will write to those particular organisations to seek further relief for vulnerable sections of the community. The Mayor further advised that Council will also promote, through Council media channels, some of the opportunities that exist for the community to apply for discounts from government departments and the utility relief grant schemes more widely in the community.

16 CONFIDENTIAL REPORTS

COUNCIL RESOLUTION

MOVED: CR SOPHY GALBALLY
SECONDED: CR MICHELLE KLEINERT

That the Council close the meeting to the public pursuant to *section 89(2)(d), (e) and (h) of the Local Government Act 1989*, to consider Item 16.2 Melbourne Hill Road Catchment Easement Acquisition, Item 16.3 Land Acquisitions for Open Space and Item 16.4 Land Acquisitions for Open Space concerning contractual matters, proposed developments and matters which the Council considers would prejudice the Council or any person.

CARRIED

The Meeting was closed to the public at 7:59pm to consider the following reports and was re-opened at 8:03pm.

16.2 Melbourne Hill Road Catchment Easement Acquisition

This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S89(2)(h) of the Act concerning Any other matter which the Council or special committee considers would prejudice the Council or any person.

16.3 Land Acquisitions for Open Space

This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S89(2)(e) of the Act concerning proposed developments.

16.4 Proposed transfer of ownership of Regional Kitchen Pty Ltd

This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S89(2)(d) of the Act concerning contractual matters.

The meeting concluded at 8:03pm.

Chairperson
CONFIRMED THIS 26 MAY 2020