

**MANNINGHAM**

## **Ordinary Meeting of the Council**

# **MINUTES**

<b>Date:</b>	<b>Tuesday, 29 January 2019</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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**MANNINGHAM CITY COUNCIL  
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL  
HELD ON 29 JANUARY 2019 AT 7:00PM  
IN COUNCIL CHAMBER, CIVIC CENTRE  
699 DONCASTER ROAD, DONCASTER**

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The meeting commenced at 7:00pm.

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

**OFFICERS PRESENT:** Chief Executive Officer, Mr Andrew Day  
Director City Services, Mr Leigh Harrison  
Director Shared Services, Mr Philip Lee  
Acting Director City Planning & Community, Ms Lee Robson  
Acting Group Manager Legal, Governance and Risk,  
Mr Andrew McMaster

**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 ANNA CHEN  
**SECONDED:** CR SOPHY GALBALLY

**That the Minutes of the Ordinary Meeting of Council held on 11 December 2018 be confirmed.**

**CARRIED**

#### 5 PRESENTATIONS

There were no Presentations.

#### 6 PETITIONS

There were no Petitions.

#### 7 PUBLIC QUESTION TIME

##### 7.1 Mr K Bresky

Q1 Dust next door building corner Doncaster and Elgar Road. When will all verandahs get cleaned?

*The Chief Executive Officer, Mr Andrew Day, sought clarification from Mr Bresky if his question related to construction and construction dust. Mr Bresky responded 'yes'. Mr Day then proceeded to advise Mr Bresky that his question would be taken on notice and that Council would be in contact to clarify the issues.*

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#### 8 ADMISSION OF URGENT BUSINESS



There were no items of Urgent Business

#### 9 PLANNING PERMIT APPLICATIONS

There were no Planning Permit Applications.

## 10 CITY PLANNING & COMMUNITY

### 10.1 Healthy City Advisory Committee - Appointment of New Member

File Number:	IN19/53
Responsible Director:	Acting Director City Planning & Community
Attachments:	1 Healthy City Advisory Committee Terms of Reference - Proposed Amendment January 2019 <a href="#">↓</a> 
	2 Healthy City Advisory Committee Membership - January 2019 <a href="#">↓</a> 

#### EXECUTIVE SUMMARY

*Manningham Council's Healthy City Strategy 2017 - 2021 was developed and is being implemented and monitored in partnership with the Healthy City Advisory Committee (HCAC). The Committee comprises representatives from State Government, peak bodies, local community organisations and Council Officers. Terms of Reference (Appendix 1) outline the membership and the roles and responsibilities of the HCAC.*

*Council has received a request from Belgravia Leisure to join the HCAC as a representative of Aquarena, Manningham's only aquatic and leisure facility. As part of their contract which commenced on 1 July 2018, Belgravia Leisure are required to deliver a range of programs and services that contribute to the health and wellbeing of Manningham residents that align to Manningham's Healthy City Strategy 2017 - 2021.*

*Prior to the new contract arrangement, Manningham YMCA determined and delivered initiatives at Aquarena outlined in the Healthy City Action Plan 2017-2019. There is now a gap in the existing membership. The YMCA are currently represented on the Committee for their other roles in the municipality.*

*There are no current vacancies on the HCAC, requiring a change to the existing Terms of Reference. The corporate Advisory Committee Policy requires amendments to be endorsed by Council.*

*This report advises of proposed amendments and seeks Council endorsement for the appointment of Belgravia Leisure as an additional member of the Healthy City Advisory Committee.*

#### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR MIKE ZAFIROPOULOS**

**That Council:**

- A. Endorse the amendment to the Healthy City Advisory Committee Terms of Reference from 15 to 16 Community Organisations Representatives.**
- B. Endorse the appointment of Belgravia Leisure as an additional member of the Healthy City Advisory Committee.**

**CARRIED**

## 2. BACKGROUND

### Healthy City Advisory Committee 2017 - 2021

- 2.1 Council endorsed the establishment of a Healthy City Advisory Committee and Terms of Reference on 21 February 2017. Following a public expression of interest process and a review of applications, Council on 26 April 2017 endorsed the membership of 2 community representatives and 15 community organisations or agencies.
- 2.2 On 25 July 2017 Council endorsed the Corporate Advisory Committee Policy, which was developed to provide a consistent approach to the establishment, ongoing management and review of council endorsed advisory committees on which there is Councillor Representation.
- 2.3 Clause 2.1.4 of the policy notes that any proposed changes to the Terms of Reference resulting from any review must be presented to Council for formal endorsement.
- 2.4 Belgravia Leisure was awarded the tender to manage Aquarena Aquatic and Leisure Centre (Aquarena) in April 2018, with the contract commencing on 1 July 2018. As part of the contract compliance, Belgravia Leisure services are required to align to Manningham's Council Plan and Healthy City Strategy 2017 – 2021.
- 2.5 Previous to the new contract, Manningham YMCA, as an existing member of the Healthy City Advisory Committee, would identify and deliver actions at Aquarena supporting community health and wellbeing. These actions are outlined in the Healthy City Action Plan 2017 – 2019. With the change to Belgravia Leisure, the lack of representation of the leisure providers is now a gap in the existing Committee.
- 2.6 Currently there are no vacancies on the Healthy City Advisory Committee. An amendment to the Terms of Reference will allow for the inclusion of new membership, in particular, Belgravia Leisure.

## 3. DISCUSSION

### Appointment of Belgravia Leisure to Healthy City Advisory Committee

- 3.1 Belgravia Leisure were appointed to manage and operate Aquarena commencing 1 July 2018. Aquarena is Manningham Council's only aquatic and leisure facility, offering year-round aquatic, leisure and wellness programs for people of all ages and abilities.
- 3.2 In addition to physical activity, Aquarena provides opportunities for Manningham residents to connect with others in a safe and supportive environment; promoting social inclusion and ensuring residents are well connected.
- 3.3 Consultation with Belgravia Leisure at their strategic planning session in August 2018 identified a number of opportunities for Aquarena to deliver on the health and wellbeing priorities identified within the Healthy City Strategy. It was identified that having representation by Belgravia Leisure on the HCAC would strengthen collaboration and partnership with Council and other key community stakeholders in addressing local need.

- 3.4 Partnership is also a requirement of Local Government under the Health and Wellbeing Act 2008. Fostering a stronger partnership with Belgravia will support Council's reporting to State Government along with improving opportunities of creating better health outcomes for our community.
- 3.5 As there are currently no vacant positions within the Committee, an amendment to the Terms of Reference is proposed. Under the Corporate Advisory Committee Policy, Council must endorse amendments to Advisory Committee's Terms of Reference. Current membership of the HCAC is noted at Appendix 2.
- 3.6 This report requests that Council endorse the amendment for membership from a "maximum of 15 Community Organisational / Agency representatives" to "maximum of 16 Community Organisational / Agency representatives"
- 3.7 This report also requests that Council endorse the appointment of Belgravia Leisure as a member of the Healthy City Advisory Committee to address existing gaps, strengthen opportunities for partnership and allow for broader representation from relevant sectors.

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

- 4.1 The Healthy City Strategy 2017 – 2021 is a statutory requirement under the *Public Health and Wellbeing Act 2008*. The Act requires Councils to prepare a Municipal Public Health and Wellbeing Plan every four years, which must specify how Council will work in partnership with the Department of Health and other agencies to accomplish the goals and strategies identified in the public health and wellbeing plan.
- 4.2 Council has met this requirement during the development, implementation and monitoring of the Healthy City Strategy 2017 – 2021 by establishing the Healthy City Advisory Committee.

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

- 5.1 The proposed appointment of Belgravia Leisure to the Healthy City Advisory Committee has been supported by the existing members and Council Officers.
- 5.2 YMCA Manningham will continue their current representation on the committee.
- 5.3 By having Belgravia Leisure involved in the committee, there will be improved transparency on programs and projects being delivered along with strengthened collaboration with other key stakeholders at a local and broader level.

#### **6. IMPLEMENTATION**

- 6.1 Finance / Resource Implications  
Health and wellbeing initiatives as outcomes of the Healthy City Advisory Committee will be delivered within the existing budget or through external funding as required. There are no additional financial or resource implications arising from this recommendation.

**6.2 Communication and Engagement**

Existing Committee members were consulted on the possible inclusion of Belgravia Leisure on the committee at the Healthy City Advisory Committee meeting held on 21 November 2018. No objections to this proposal were raised by the group.

**6.3 Timelines**

Following Council endorsement of their membership, Belgravia Leisure will be able to participate in the next HCAC meeting on 20 February 2019.

A review of the Healthy City Advisory Committee Terms of Reference, including the role, function, membership and productivity of the committee is conducted at least once every four years to ensure currency and effectiveness.

**7. 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.





## Terms of Reference

### Healthy City Advisory Committee (HCAC)

<p>Purpose</p>	<p>The Manningham Healthy City Advisory Committee will provide advice on the development, implementation and evaluation of the Manningham Healthy City Strategy and Action Plan.</p> <p>The Committee will advise on matters relating to compliance requirements under the Health and Wellbeing Act (Vic) s26.</p>
<p>Roles and tasks</p>	<p>The role of the Committee is to act as a forum for the exchange of ideas to assist in the development, implementation and evaluation of the Manningham Healthy City Strategy and Action Plan.</p> <p>In particular the group will:</p> <ul style="list-style-type: none"> <li>• contribute to the development, implementation and review of the Healthy City Strategy and Action Plan</li> <li>• discuss and share relevant information on the priorities of the Healthy City Strategy;</li> <li>• provide advice to Council on current and emerging strategic health and wellbeing needs and issues in Manningham;</li> <li>• identify opportunities for partnership and collaboration;</li> <li>• provide strategic input on relevant health and wellbeing policy, research and initiatives;</li> <li>• support the implementation of agreed actions within the Healthy City Strategy Action Plan</li> <li>• monitor the effectiveness of the Healthy City Strategy and Action Plan utilising an agreed evaluation framework</li> <li>• provide advice to Council in relation to the development and review of Council strategies that directly impact community health and wellbeing.</li> </ul> <p>The decision making role of the committee is limited to advising and making recommendations to Council regarding health and wellbeing issues.</p> <p>External organisations will be required to make decisions on their organisations participation in the action plan for the Healthy City Strategy and the delivery and reporting of these actions.</p>



Chairperson	Meetings will be chaired by the Mayor. In the event that the chairperson is absent, the meeting will be chaired by the Mayor's nominee or representative of Council.
Meetings	<p>Meetings will be held on a quarterly basis with four meetings being held each year.</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 relevant Council delegate.</p> <p>Meetings are closed to community outside of endorsed members / delegates. Guests or topic experts can be invited to attend on an as needs basis.</p>
Membership	<p>The Committee will comprise</p> <ul style="list-style-type: none"> <li>• Councillor (Mayor)</li> <li>• A representative from the Department of Health and Human Services.</li> <li>• <u>Two</u> community representatives appointed by Council. Community representative membership will be appointed to specific individuals.</li> <li>• A maximum of <u>sixteen</u> Community Organisational / Agency representatives in leadership roles with decision making capacity from local or peak organisations. Community organisations will need to nominate a primary attendee. In the event that this representative is not able to attend a meeting, a suitable substitute representative may be nominated by the organisation.</li> <li>• Relevant Council Officers including the Director Community Programs, representatives from Social and Community Services Unit and other Managers as required.</li> </ul>
Membership Criteria	<p>The following membership criteria will be used in making appointments to the committee:</p> <ul style="list-style-type: none"> <li>• Established networks/relationships/connections to health and wellbeing services or sector</li> <li>• Live, work or study within the municipality or have a demonstrated connection to the municipality through professional, technical or industry alliances</li> <li>• Understanding the role of local government in health and wellbeing</li> <li>• Demonstrated commitment to community health and wellbeing, health promotion and/or preventative health</li> <li>• Relevant experience in committees and/or demonstrated ability to participate in, and constructively contribute to a group committee or organisation</li> </ul>



	<ul style="list-style-type: none"> <li>• A mix of skills and attributes to complement other members of the committee</li> <li>• Ability to regularly attend and participate in meetings as scheduled.</li> </ul> <p>As far as practicable, the composition of the Committee will reflect the priorities of the Healthy City Strategy and/or relevant health determinants.</p>
Nomination Process	<p>Nominations for appointment to the Committee will be called by public notice in the local media and Council website or by letter to relevant local or peak agencies or community organisations.</p> <p>Nominees shall nominate on the appropriate Council Form within the advertised nomination period.</p> <p>Nominees may be interviewed by Council.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Membership will be for a four year term for Community / Individual Representatives.</p> <p>Members can re-nominate after their term ends in accordance with the nomination process.</p>
Resignation	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Chairperson.</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>Any member who resigns or whose membership is terminated may be replaced by the Council following a public nomination process as noted above.</p>
Conflict of interest	<p>In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter, must leave the room while the matter is being discussed.</p>
Support	<p>Council officers will resource the Committee and provide relevant secretariat support. Agendas and meeting papers will be distributed to Committee members one week prior to the meeting. Minutes of the Committee meetings will be circulated to Committee members two weeks after the meeting.</p>



	<p>Actions will be minuted and reported back to the Committee in a timely manner.</p> <p>Comments provided by the Committee on Council matters will be considered by the appropriate units of Council and outcomes will be reported back to the Committee in a timely manner.</p> <p>The Committee will have access to Council staff with expertise relevant to the item being advised on by the Committee.</p> <p>Council Officers prepare an assembly of Councillors record as required under the Local Government Act 1989.</p>
Media	<p>Committee members are not to represent the committee to the media without the prior approval of the Chairperson or a representative of Council.</p>
Code of conduct	<p>To ensure that all meetings of Council and its Committees are conducted in an orderly, consistent and efficient manner, it is required that</p> <ul style="list-style-type: none"> <li>• All community representatives and Councillors have an equal opportunity to participate in the meeting to the fullest extent possible, with respect being accorded to the expression of differing views</li> <li>• All meeting attendees are treated with respect.</li> </ul> <p>Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.</p> <p>All Committee discussions should comply with the requirements under the Privacy Act and its principles.</p>
Review	<p>At the commencement and the completion of each term of the Committee, there will be a process evaluation survey undertaken to determine the effectiveness of the partnership.</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 to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>

## Healthy City Advisory Committee Membership as at 1 January 2019

Organisation	Representative
1. YMCA Manningham	Michele Rowse
2. Whitehorse Manningham Libraries	Shauna McEwan
3. Eastern Domestic Violence Service (EDVOS)	Brianna Myers
4. Doncare	Helen Mackenzie
5. Onemda	Simon Lewis
6. Manningham Learns	Pauline Fyffe
7. Department of Health and Human Services	Kylie Hughes
8. Victoria Police	Senior Sergeant Andrew Marcus
9. Inner East Primary Care Partnership	Tracey Blythe
10. Women's Health East	Kristine Olaris
11. Access Health and Community	David Towl
12. Haven, Home Safe	Trudi Ray
13. Primary Health Network	David Johnstone
14. Department of Education	Theminy Carydias
15. Heide Museum of Modern Art	Delegate
16. Community Representative	Mhisti Rele
17. Community Representative	Shilpa Smith

**11 CITY SERVICES**





There were no City Services reports.

**12 SHARED SERVICES**

There were no Shared Services reports.

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Appointment of Authorised Officers - Planning and Environment Act 1987

File Number:	IN19/41
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 S11A Instrument of Appointment and Authorisation - Justin Richardson <a href="#">↓</a> </li><li>2 S11A Instrument of Appointment and Authorisation - Kylie Dawson <a href="#">↓</a> </li><li>3 S11A Instrument of Appointment and Authorisation - Adam Bettiol <a href="#">↓</a> </li><li>4 S11A Instrument of Appointment and Authorisation - Daniele Raneri <a href="#">↓</a> </li></ol>

#### EXECUTIVE SUMMARY

*In accordance with the Planning and Environment Act 1987 (the Act), Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officers detailed below as Authorised Officers pursuant to Section 147(4) of the Act.*

#### COUNCIL RESOLUTION

**MOVED: CR SOPHY GALBALLY**  
**SECONDED: CR GEOFF GOUGH**

**In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instruments of appointment and authorisation, Council resolves that:**

- A. the following Council Officers be appointed as authorised officers:**
- **Justin Richardson – Planning Compliance Officer**
  - **Kylie Dawson – Local Laws Officer**
  - **Daniele Raneri – Town Planner**
  - **Adam Bettiol – Student Planner**
- B. the instruments will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council; and**
- C. the Instruments be signed and sealed.**

**CARRIED**

**2. BACKGROUND**

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instruments of Appointment and Authorisation have been prepared based on advice from Maddocks Lawyers and empower the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officer, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment form will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

**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.



**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Justin Richardson**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until 31 March 2019.

This instrument is authorised by a resolution of the Manningham City Council on 29 January 2019.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Kylie Dawson**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until 31 March 2019.

This instrument is authorised by a resolution of the Manningham City Council on 29 January 2019.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Adam Bettiol**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until 28 June 2019.

This instrument is authorised by a resolution of the Manningham City Council on 29 January 2019.

The Common Seal of                    )  
Manningham City Council            )  
was hereunto affixed                )  
in the presence of:                    )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Daniele Raneri**

**By this instrument of appointment and authorisation Manningham City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 29 January 2019.

The Common Seal of )  
Manningham City Council )  
was hereunto affixed )  
in the presence of: )

Mayor .....







Chief Executive Officer .....

Date: .....

## 13.2 Record of Assembly of Councillors

File Number: IN19/42

Responsible Director: Chief Executive Officer

Attachments: 1 Strategic Briefing Session - 20 November 2018    
2 Strategic Briefing Session - 4 December 2019    
3 Senior Citizens Reference Group - 12 December 2018  

### 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 PAUL MCLEISH**

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

- **Strategic Briefing Session – 20 November 2018**
- **Strategic Briefing Session – 4 December 2018**
- **Senior Citizens Reference Group – 12 December 2018**

**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.

### **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 each of the following Assemblies are attached to this report.

- Strategic Briefing Session – 20 November 2018
- Strategic Briefing Session – 4 December 2018
- Senior Citizens Reference Group – 12 December 2018

### **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

## **Strategic Briefing Session**

**Meeting Date:** 20 November 2018  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.33pm

**1. Councillors Present:**

Councillor Paula Piccinini (Mayor)  
Councillor Anna Chen (Deputy Mayor)  
Councillor Andrew Conlon  
Councillor Geoff Gough  
Councillor Michelle Kleinert  
Councillor Zafiroopoulos

**Apologies from Councillors:**

Councillors Sophy Galbally, Dot Haynes and Paul McLeish

**Executive Officers Present:**

Andrew Day, Chief Executive Officer  
Leigh Harrison, Director City Services  
Philip Lee, Director Shared Services  
Angelo Kourambas, Director City Planning & Community  
Andrew McMaster, Acting Group Manager Legal, Governance and Risk  
Kerryn Paterson, Acting Group Manager People and Communications

**Other Officers in Attendance:**

Carrie Bruce, Senior Governance Advisor  
Georgina Snaddon, Senior Corporate Planning and Performance Advisor  
Sheraz Akram, Coordinator Management Accounting  
George Vass, Property Development Officer  
Lee Robson, Group Manager Community Programs  
Kevin Ayre, Chief Financial Officer

**2. Disclosure of Conflicts of Interest**

No disclosures of conflict of interest were made.

**3. Items Considered**

- 3.1 Local Government Performance Reporting Framework Results 2017/18
- 3.2 Property Portfolio Update – Confidential
- 3.3 Access and Pricing Policy Update – Confidential

The meeting ended at 9:10pm

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Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 4 December 2018  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.33pm

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

**Apologies from Councillors:**  
Nil

**Executive Officers Present:**  
Andrew Day, Chief Executive Officer  
Leigh Harrison, Director City Services  
Philip Lee, Director Shared Services  
Angelo Kourambas, Director City Planning & Community

**Other Officers in Attendance:**  
Andrew McMaster, Acting Group Manager Legal, Governance and Risk  
Carrie Bruce, Senior Governance Advisor  
Niall Sheehy, Group Manager Approvals and Compliance  
Paul Bonnici, Coordinator City Compliance  
Kevin Ayre, Chief Financial Officer  
Justin Hanrahan, Manager Economic and Community Wellbeing  
Keri Kennealy, Manager Aged and Disability Support Services  
Tina Beltramin, Coordinator Positive Ageing and Community Access  
Lee Robson, Group Manager Community Programs  
Liz Landray, Community Partnerships Facilitator  
Paul Waite, Coordinator Social Planning and Community Development

- 2. Disclosure of Conflicts of Interest**  
No disclosures of conflict of interest were made.

- 3. Items Considered**
- 3.1 2018/19 Mid-Year Budget Review
  - 3.2 Senior Citizens Reference Group Review
  - 3.3 Review of Community Grant Program Policy and Critical Services Provision (Confidential)
  - 3.4 Youth Services (Confidential)
  - 3.5 Parking Permit Policy
  - 3.6 Review of Instrument of Delegation from Council to Members of Staff
  - 3.7 Traffic Congestion in Templestowe
  - 3.8 Amendment C104 Westfield Doncaster
  - 3.9 Waldau Precinct Draft Masterplan
  - 3.10 Templestowe and Lower Templestowe Request for Infrastructure Improvements

The meeting ended at 10:31pm

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Record of an Assembly of Councillors

Manningham City Council

## **Senior Citizens Reference Group**

**Meeting Date:** Wednesday 12 December 2018  
**Venue:** Function Room 3, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 9.30am to 11.00am

1. **Councillors Present:**  
Councillor Dot Haynes – Koonung Ward

**Officers Present:**  
Keri Kennealy, Manager, Aged and Disability Support Services  
Catherine Walker, Coordinator Social Support, Aged and Disability Support Services

2. **Disclosure of Conflicts of Interest**  
There were no conflicts of interest noted.

3. **Items Considered**

1. **Council Update**
  - a. Australia Day Celebration
  - b. Menzies Awards
  - c. Feedback Review Terms of Reference Workshop – Review of current Terms of Reference
2. **Small Grants**
3. **Surviving in the heat brochures**
4. **Manningham Dementia Information Card**
5. **Review of the year**

**Finishing time**  
The meeting ended at 11.00am

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**13.3 Documents for Sealing**

File Number: IN19/43  
Responsible Director: Chief Executive Officer  
Attachments: Nil

**EXECUTIVE SUMMARY**

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

**COUNCIL RESOLUTION**

**MOVED: CR PAUL MCLEISH**  
**SECONDED: CR SOPHY GALBALLY**

**That the following documents be signed and sealed:**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and M Abraham  
25 Sandra Street, Bulleen**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Manas Australia Pty Ltd and S Bandla  
175-179 Blackburn Road, Doncaster East & 37 Churchill Road, Doncaster East**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and F A Di Giulio  
41 Warringal Street, Bulleen**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and J Zois and G Zois  
23 Henry Street, Doncaster**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Z Tang and H Zhu  
8 Snow Gum Road, Doncaster**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and E V Coghlan  
16 Langford Crescent, Donvale**

**Consent to Build over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and N Urban  
52 Thea Grove, Doncaster East**

**Consent to Build over an Easement  
Agreement to Build over an Easement  
Council and I G Hamilton and A M Hamilton  
5 Violet Court, Wonga Park**

**Deed of Renewal and Variation of Lease  
Council and The Scout Association of Australia, Victorian Branch Council  
Part 284-302 Thompsons Road, Templestowe Lower**

**Community Services Lease  
Council and The Lions Club of Warrandyte Inc.  
Part of Council's Work Depot, 620-628 Blackburn Road, Doncaster East**

**Lease  
Council and Warrandyte Historical Society Incorporated  
111-117 Yarra Street, Warrandyte**

**Consent to Build Over and Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and T M Neef  
46 Cantala Drive, Doncaster**

**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 Bulleen Business Park

Q1 Councillor Haynes asked the following question in relation to the Bulleen Business Park:

*'What businesses and what amounts of money will Council not be receiving from the rates of those businesses as we look forward to the budget?'*

The Chief Executive Officer, Mr Andrew Day, responded that the impact on rate revenue would not make a material difference to Council's overall budget. He further advised that information in regards to the type and number of businesses affected by the North East Link Project would be provided to all Councillors as this information was collected as part of the preparatory work for the North East Link.

## 16 CONFIDENTIAL REPORTS

### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT**  
**SECONDED: CR MIKE ZAFIROPOULOS**

**That Council close the meeting to the public pursuant to section 89(2)(d) of the *Local Government Act 1989*, to consider item 16.1 concerning contractual matters.**

**CARRIED**

The Meeting was closed to the public at 7:14pm to consider the following report and was reopened at 7:17pm.

### 16.1 Home and Community Care Program for Younger People

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 7:18pm.

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Chairperson  
CONFIRMED THIS 26 FEBRUARY 2019