



MANNINGHAM

## Ordinary Meeting of the Council

# MINUTES

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| <b>Date:</b>     | <b>Tuesday, 26 March 2019</b>  |
| <b>Time:</b>     | <b>7:00pm</b>  |
| <b>Location:</b> | <b>Council Chamber, Civic Centre<br/>699 Doncaster Road, Doncaster</b> |

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**MANNINGHAM CITY COUNCIL  
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL  
HELD ON 26 MARCH 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 Dot Haynes  
Councillor Michelle Kleinert  
Councillor Mike Zafiroopoulos

**OFFICERS PRESENT:** Chief Executive Officer, Mr Andrew Day  
Acting Director City Services, Mr Grant Jack  
Director Shared Services, Mr Philip Lee  
Director City Planning & Community, Mr Angelo Kourambas  
Group Manager 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**

Apologies were received from Cr Geoff Gough and Cr Paul McLeish.

**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 MICHELLE KLEINERT

**That the Minutes of the Ordinary Meeting of Council held on 26 February 2019 be confirmed.**

**CARRIED**

## 5 PRESENTATIONS

There were no Presentations.

## 6 PETITIONS

There were no Petitions.

## 7 PUBLIC QUESTION TIME

### 7.1 Master H Meddings

Q1 How do you become part of the Council?

The Mayor, Cr Paula Piccinini responded that elections are held every four years to elect nine Councillors to represent the City of Manningham. She advised that Manningham is made up of three wards with each ward represented by three Councillors. Cr Piccinini explained that postal voting is used for elections in Manningham and eligible voters receive a ballot pack with a ballot paper and information about each of the candidates. Voters complete and return their ballot papers which are then counted and the successful candidates are elected to Council.

Q2 Where does our recycling go?

The Acting Director of City Services, Mr Grant Jack, advised that Council's recycling is collected through kerbside collections at domestic properties throughout the municipality. The collections are then taken to a plant to be sorted and separated and then shipped off to different companies who use the products to recycle and redistribute them into new products for selling for other services.

Q3 What types of things do you discuss at your meetings?

The Mayor, Cr Paula Piccinini responded that Councillors follow an agenda and discuss matters such as planning permit applications, delivery of Council services and most importantly at the beginning of each Council term, set the strategic direction for their four year term by endorsing the Council Plan. Cr Piccinini also advised that each year Council considers and adopts an annual budget, which shows how Council is going to spend the money that has been received through rates and grants for the benefit of the community.

**7.2 Miss R Ross**

Q1 Who is the boss of everyone?

The Mayor, Cr Paula Piccinini responded that the nine elected councillors are a team and that they have an equal vote in decision making. She noted that the Mayor has additional responsibilities of chairing the Council meetings and is the principal spokesperson for the City. Cr Piccinini advised that Council employs one person, the Chief Executive Officer, who has responsibility for oversight of Council's day to day operations and staff.

Q2 How long do they serve?

The Mayor, Cr Paula Piccinini responded that Councillors serve a four year term. She also advised that Council elections are held every fourth year in November.

Cr Piccinini also explained that each year of the Council term in November the Mayor is elected. She advised that Cr Kleinert and Cr Conlon had also served as Mayor in this current Council term.

**8 ADMISSION OF URGENT BUSINESS**

There were no items of Urgent Business.

**9 PLANNING PERMIT APPLICATIONS**

There were no Planning Applications.

**10 CITY PLANNING & COMMUNITY**

There were no City Planning & Community reports.

## 11 CITY SERVICES

### 11.1 Update on the Implementation of Domeney Reserve Management Plan

File Number: IN19/166  
Responsible Director: Acting Director City Services  
Attachments: 1 Domeney Recreation Centre Concept Plan [↓](#)

#### EXECUTIVE SUMMARY

*Council endorsed the existing Domeney Reserve Management Plan in October 2017.*

*Since then, officers have worked with the sporting clubs and other users of Domeney Reserve to finalise the concept plan for the expansion of the Recreation Centre and Sports Pavilion. To enable the Sports Pavilion to meet the needs of the user groups, the draft concept plan for the Sports Pavilion has changed from the indicative plan shown in the Management Plan.*

*This report recommends Council adopt the changed footprint for the Sports Pavilion, which will have minimal impact on the Management Plan and reserve use.*

#### COUNCIL RESOLUTION

**MOVED: CR SOPHY GALBALLY**  
**SECONDED: CR ANDREW CONLON**

**That Council:**

- A. Endorse the proposed change to the Domeney Reserve Management Plan to enable the Sports Pavilion footprint to increase as per Attachment 1.**
- B. Approve that community consultation will not be required for the proposed minor change to the Domeney Reserve Management Plan.**

**CARRIED**

## 2. BACKGROUND

- 2.1 The Management Plan was endorsed on 31 October 2017, with the aim to finalise the concept plan and detailed design for the Recreation Centre and Sports Pavilion as a priority, in line with the capital budget allocation for the project.
- 2.2 Since this time, officers have continued to meet with the sporting clubs to finalise the scope of the Sports Pavilion design for progression to detailed design, in line with the capital allocation for the project. Final feedback has now been received from the sporting clubs, which confirms their support, in principle, of the draft plan.
- 2.3 This plan proposes an increase to the building footprint, as outlined in Attachment 1, from the concept plan adopted within the Management Plan.

- 2.4 This increase in footprint will impact on the undercover spectator area used by the sporting user groups. As per the Management Plan, it is proposed that additional spectator viewing areas would be provided on the eastern side of the multipurpose area, adjacent to the sports field (at the cost of user groups).

### 3. DISCUSSION / ISSUE

#### Management Plan Update

- 3.1 The proposed Sports Pavilion design alters the adopted building concept plan within the Management Plan. Extensive consultation was undertaken throughout the development of the Management Plan with user groups and the general community.
- 3.2 As this proposed change will only impact on the undercover spectator area of the Sporting Pavilion and the Management Plan already includes provision for additional undercover spectator areas, it is not proposed that any further public consultation be undertaken apart from discussions that have already taken place with the Sporting Pavilion user groups, who have been involved in the buildings draft concept design.

#### Management

- 3.3 The Management Plan outlines consideration of traffic movement and car parking in the area, with the senior football club accessing the primary school car park for match days and larger events.
- 3.4 An Operations Plan for the site will be developed to address large events and activities occurring in the reserve, Recreation Centre and Sporting Pavilion simultaneously to alleviate traffic congestion in the area and parking issues.

### 4. COUNCIL PLAN / STRATEGY

The Domeney Reserve Management Plan and the Sporting Pavilion re-development are aligned with the desired outcomes of Council's Active for Life Recreation Strategy.

### 5. IMPACTS AND IMPLICATIONS

The proposed Sporting Pavilion design will alter the current concept design adopted as part of the Domeney Reserve Management Plan. All costs associated with aspects of the pavilion that exceed Council's *Outdoor Infrastructure Guidelines* will be met by the user groups.

### 6. IMPLEMENTATION

- 6.1 Finance / Resource Implications  
There is a current budget of \$132,000 adopted in the 2018/19 and \$1 million adopted (carry forward) in the 2019/20 capital budget for this project.
- 6.2 Communication and Engagement  
Ongoing meetings and discussions have been occurring with the sporting clubs located at Domeney Reserve.
- 6.3 Timelines  
It is anticipated that the construction of the Sporting Pavilion will occur between October 2019 and April 2020.

### 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.





**12 SHARED SERVICES**

There were no Shared Services reports.

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 ALGA Advocacy Motions 2019

File Number: IN19/167  
Responsible Director: Chief Executive Officer  
Attachments: 1 ALGA Advocacy Motions 2019 [↓](#)

#### EXECUTIVE SUMMARY

*The Australian Local Government Association (ALGA) National General Assembly of Local Government provides the opportunity for Local Government to contribute to the development of National and State 'Local Government policy' through the submission of advocacy motions. Motions are considered at the 2019 National General Assembly of Local Government, held in Canberra from 16-19 June 2019.*

#### COUNCIL RESOLUTION

**MOVED: CR DOT HAYNES**  
**SECONDED: CR MIKE ZAFIROPOULOS**

**That Council endorse the advocacy motions for the 2019 ALGA National General Assembly of Local Government as shown in Attachment 1.**

**CARRIED**

## 2. BACKGROUND

2.1 Each year Local Government is given the opportunity to submit advocacy motions to the ALGA. Motions must be in relation to issues that have impact on the national population, relate to the National agenda, and propose a clear action and outcome. Motions are to be submitted by 29 March for consideration at the 2019 ALGA National General Assembly of Local Government (16-19 June). This year the Assembly theme is 'Future Focused'.

## 3. DISCUSSION / ISSUE

3.1 Following the callout to Councillors and Senior Management, six motion topics have been proposed by the Executive for consideration (at Attachment 1):

*That the National General Assembly call on the Australian Government to...*

- 3.1.1 provide seed and ongoing funding for local waste initiatives including composting.
- 3.1.2 provide greater leadership, funding and regulation on 'upstream' waste generation.
- 3.1.3 increase grant funding for local roads that feed into, or are impacted by roads of state or national significance.
- 3.1.4 support local government to collaborate, be entrepreneurial and embrace innovation through the provision of incubator grants.

3.1.5 provide grant funding for local governments who have adopted 'Smart City' parking sensor technology to implement infrastructure to enable the data to be made available in near real time.

3.1.6 provide grant funding to support development of Local Government data warehouses, master data management repositories, and associated canonical data models.

3.2 It is proposed that Council endorse the motions for submission to the 2019 ALGA National General Assembly of Local Government.

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

- All motions align to the Council Plan 2017-21 goals:
  - 3.2 Reduce our environmental impact and adapt to climate change (Motions 1 and 2).
  - 2.4 Well utilised and maintained community infrastructure (Motion 3).
  - 5.1 A financially sustainable Council that manages resources effectively and efficiently (Motion 4, 5 and 6).

#### **5. 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.

ALGA Advocacy Motions 2019

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### **Motion 1**

**That the National General Assembly call on the Australian Government to provide seed and ongoing funding for local waste initiatives including composting.**

*National Objective – Why is this a national issue and why should this be debated at NGA? 250 words*

- To reduce waste levels it is imperative that seed and ongoing funding is allocated to local compostable waste initiatives to incentivise, guide and embed solutions that turn the tide on waste.
- The Federal Government has the mandate and the resources to create a financial and regulatory framework that delivers a sustainable waste management solution for the nation. It is important that the Government guides every Australian, business and sector on their waste usage and provide funding streams for local research and development of future solutions including Alternative Waste Treatments (AWT), waste to energy and composting.
- For example, about half of what the average Australian household throws out is compostable organic material. In 2017-18, only 42% of Australian households had an organics bin service (garden organics only or includes food organics). Further challenges from increased density and apartment living affect adequate participation in the traditional solutions.
- Local government is well placed to trial innovative initiatives as part of the solution to address this crisis. To build ownership at the local level, it is imperative that seed and ongoing funding is allocated to these initiatives to guide, incentivise and embed local waste initiatives to turn the tide on waste. Solutions need to be affordable and sustainable.

*Summary of key argument - background information and supporting arguments*

- Global waste challenges include the rising volume and costs of collection, processing and disposal of waste are again reaching crisis levels. To best service community needs and expectations at a whole of government and coordinated response to waste management is well overdue.
- Innovation, leadership and funding is needed to support individual ownership and commitment to a national solution.
- However, processing and handling of organic waste material is resource intensive and funding is needed to resource, educate and embed good waste management practices.
- About 22% of Australian local governments offer a kerbside garden organics bin service and a further 16% provide some form of kerbside collection service for food organics as well. With the current participation rates in some areas less than 4% of the population, Federal Government is called up on to capitalise as it is cheaper to compost food waste than send it to landfill.

ALGA Advocacy Motions 2019

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## Motion 2

**That the National General Assembly call on the Australian Government to provide greater leadership, funding and regulation on 'upstream' waste generation.**

*Why is this a national issue and why should this be debated at NGA? 250 words*

- Greater leadership, funding and regulation on 'upstream' waste generation by the Australian Government is needed to minimise waste and maximise use of recycled material by product designers and producers.
- Although every individual, business and sector has a role to play in waste management, the Australian Government is best placed to provide the vision and framework for a long term sustainable outcome.
- Arguably one of the easiest variables to control is the amount of waste produced 'upstream'. The Australian Government need to introduce a suite of regulatory measures including national packaging covenants to limit excess packaging of products (reducing waste generation) and incentivise the creation of more local markets for recovered waste (including recycled paper and plastic) to induce a competitive market, for environmental benefits and economic returns.

*Summary of key argument - background information and supporting arguments*

- A year ago China introduced the 'National Sword' policy, significantly restricting the tolerance for importing contaminated recyclable materials to a 0.5% threshold.
- Although the National Waste Report 2018, and the Australian Packaging Covenant Organisation advocate for upstream improvements, there is too little regulation to systemically influence behaviour quickly enough. The popularity and reliance of convenience products (and packaging) have intensified the urgency of the situation.
- Local Governments across the country are faced with an impending waste crisis in the face of greatly changing demographics, technology and density. Embracing technology 'Smart City' to improve systems, education and technological advancements support waste efficient organisations and municipalities can only achieve so much. Greater leadership, funding and regulation is needed by the Australian Government on 'upstream' waste generation to slow the tide on waste.

ALGA Advocacy Motions 2019

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**Motion 3**

**That the National General Assembly call on the Australian Government to increase grant funding for local roads that feed into, or are impacted by roads of state or national significance**

*Why is this a national issue and why should this be debated at NGA? 250 words*

- As roads of state or national significance are increasingly utilised, local roads are relied on to feed and channel congestion, often in great numbers. As Local Government's ability to fund road infrastructure is constrained by its general revenue raising capacity, targeted grants are needed to ensure the access and safety of the road network from a national, state and local perspective.
- As major roads are funded as a state or national priority, the projects often impact local roads and targeted grants are needed to achieve the desired outcome for local and commuter traffic across the road network.
- An ALGA study released in 2010 into local road funding estimated that to simply maintain, rather than improve Australia's local roads up to 2025, an additional \$1.2 billion annually is required. Underinvestment in local roads causes safety risks, impedes development and productivity across the region.

*Summary of key argument - background information and supporting arguments. 500 words*

- Local government owns and maintains 650,000+ kilometres of local road, spending more than \$3.3 billion to maintain a well-managed road system accessible for all communities.
- In line with the ALGA Strategic Plan 2017-2020, funding is sought for local roads that feed into, or are impacted by roads of state or national significance.
- The National Transport Commission estimates 36% of all kilometres travelled in Australia are on local roads. The economic importance of local roads is proven by 30% of medium vehicle kilometres and 16% of heavy vehicle kilometres being driven on these roads.
- An ALGA study released in 2010 into local road funding estimated that to simply maintain, rather than improve Australia's local roads up to 2025, an additional \$1.2 billion annually is required.
- The importance of local roads is compounded when local roads that feed into, or are impacted by roads of state or national significance. Underinvestment in local roads causes safety risks, impedes development and productivity across the region.

ALGA Advocacy Motions 2019

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#### Motion 4

**That the National General Assembly call on the Australian Government to support local government to collaborate, be entrepreneurial and embrace innovation through the provision of incubator grants.**

*Why is this a national issue and why should this be debated at NGA? 250 words*

- In the pursuit of efficiency, local governments across the country are in pursuit of the 'Smart City'; improving systems, education and embracing technological advancements that benefit our local infrastructure and municipalities.
- Often this is not a 'set and forget' exercise. Technology needs resource intensive support to keep abreast of the changing environment and technology.
- The Australian Government are asked to support local government to collaborate, be entrepreneurial and embrace disruption and innovation through the provision of long term incubator and initiative grants to ensure sustainable and outcomes for the local community .

*Summary of key argument - background information and supporting arguments*

- Local Governments across the country are embracing the technology revolution 'Smart City' improving systems, education and technological advancements to support waste efficient organisations and municipalities.
- The local government sector is already looking at a local (municipal based) technology/ networks from private providers to sensors that can measure, for example:
  - i. how full a litter bin is, so that they can be emptied just-in-time, instead of wasting time regularly going around to all of them,
  - ii. how full a storm water pit is and when it needs cleaning out,
  - iii. real time data entry with field devices deployed to all field staff,
  - iv. parking sensors to enable more efficient parking management at activity centres,
  - v. pedestrian travel sensors at key locations to help determine where the demands are, and what would be the best facilities to provide them,
  - vi. monitoring stormwater pipe flows to indicate ahead of time when a pipe might be becoming blocked in known hot spots,
  - vii. heat mapping to know where to plant more trees,
  - viii. real time monitoring of traffic queuing, with flexible traffic management systems
  - ix. monitoring open space usage (active and passive rec) to determine levels of need, etc., etc.
- Then there is improved corporate system capability to:
  - i. enable more efficient customer interactions with online transactions,
  - ii. improved record keeping and single sources of truth for all data, including customer data,
  - iii. less paper work and double handling with internal processes,
  - iv. improved data capture and modelling of asset conditions for 'stitch-in-time' renewal,
  - v. GIS as a central tool to integrate all systems, including customer response systems (e.g. CRM),
  - vi. 3D city planning, to enable more intelligent, futuristic planning of precincts, incorporating vehicle and pedestrian interactions and lifestyle planning, etc.
- The Australian Government are asked to support local government through the provision of long term incubator and initiative grants to ensure sustainable and outcomes for the local community.



ALGA Advocacy Motions 2019

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**Motion 5****That the National General Assembly call on**

- **The Australian Government to provide grant funding for local governments who have adopted 'Smart City' parking sensor technology to implement infrastructure to enable the data to be made available in near real time to Open Data Platforms and technology providers to increase the benefit of this information to the community.**
- **All local governments with parking sensor technology, in the absence of any additional Commonwealth funding, to develop programs to provide information in near real time to Open Data Platforms and technology providers to increase the benefit of this information to the community.**

*Why is this a national issue and why should this be debated at NGA? 250 words*

- Several local governments across the country have embraced the technology revolution 'Smart City' by implementing Vehicle Detection Technology (VDT) sensors in parking bays to enable more efficient parking management at activity centres.
- The value of the parking data obtained from the fixed location sensors would be greatly enhanced by making it available in near real time via Open Data Platforms and commercial smartphone applications, products or services. As more data becomes available via smart phone applications, the value and usage of these data sources to Australians also increases.

*Summary of key argument - background information and supporting arguments*

- The VDT sensors are in-ground devices that detect vehicle movements in and out of individual parking bays, to indicate whether bays are available or unavailable, the allowed length of time for each bay, and whether a bay is restricted to those holding a disabled parking permit.
- A number of local government organisations have implemented VDT sensors in on-street and activity centre parking bays. Several thousand car parking places are now covered by this technology.
- Communications infrastructure, relays and services are required for the near real time data transmission of parking information to data platforms hosted in the Cloud. Generally these data sets update approximately every two minutes.
- Parking data can be made available in Open Data Platforms for developers, entrepreneurs and members of the public to access and use at no cost. These parties are encouraged to extract and use this data to create smart phone apps, products or services that detail parking information such as available and unavailable on-street parking, and areas and times of high and low parking demand.
- Making this information available in near real time will help people park more efficiently, reducing time spent looking for an available parking bay, resulting in improved traffic flow and lower vehicle emissions. Improved utilisation of parking bays in activity centres has a flow on economic benefit for traders.
- The Australian Government are asked to support the current local governments with parking sensor technology to grow this innovation through the increased provision of initiative grants to ensure improved outcomes for the local community.
- Local governments with parking sensor technology are encouraged to develop programs to implement wireless relay communications and data platforms to make parking data publicly available in near real time.

ALGA Advocacy Motions 2019

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#### Motion 6

**That the National General Assembly call on the Australian Government to provide grant funding to support development of Local Government data warehouses, master data management repositories, and associated canonical data models. This support would be on the basis that the developments would be used to contribute to a nationwide standard for Local Government data definitions and data warehousing, and could be leveraged by other Councils.**

*Why is this a national issue and why should this be debated at NGA? 250 words*

- Local government is struggling to provide efficient and cost-effective services given a constrained revenue base, increasing demand and expectations from citizens; and opportunities presented by new IT developments such as Artificial Intelligence (AI), Data Analytics and Mobile Devices (Apps).
- Each council is essentially investing substantial amounts of money in attempting to understand a large number of very similar data sets, extract and blend this disparate data; and then provide access to new upstream services and channels.
- An 'Australian Local Government Core Data' concept based on a common data model and common access services will allow councils to fast-track delivery of mobile and internet based solutions for their customers.
- Some Councils have embarked on a Data Management and BI (Business Intelligence) strategy developments and are at varying stages of development. Each Council is working in isolation where data types and sources are very similar across the sector.
- A centralised body could be established to oversee the development and maintenance of common data standards including master data for entities such as Person, Organisation, Asset, Service, Supplier, Sensor, Location etc.
- This canonical model will then form the basis of a national data warehouse that could be populated and accessed by each council or indeed government department as required.
- Furthermore State and Federal Government would have direct access to a source of truth that has not been manipulated by broker organisations.

*Summary of key argument - background information and supporting arguments*

- Local government has enormous and increasing amounts of data to administer when providing often over 100+ services to citizens.
- Council data is stored in numerous application silos with each council investing large amounts to understand and access this data.
- Data capture especially via IOT sensor data is growing exponentially as are the opportunities to process this data.
- A common model and central store would facilitate a huge amount of IP sharing across councils and expedite service delivery to citizens and organisations alike.

Local Governments across the country strive to provide services based on a series of complex underlying data sets. These data sets are identical in most cases so each council is investing valuable time and money attempting to understand and use this data. In fact only more advanced councils can even afford to do this.

A common national standard for data definitions and a store of such data would provide huge benefits to councils and citizens alike. Councils should be supported and encouraged in development of, and contribution to this common national standard.

**13.2 Appointment of Authorised Officer - Planning and Environment Act 1987**

|                       |  |
|-----------------------|--|
| File Number:          | IN19/177   |
| Responsible Director: | Senior Governance Advisor  |
| Attachments:          | 1 Instrument of Appointment and Authorisation - Robert Wallis <a href="#">↓</a>    |
|                       | 2 Instrument of Appointment and Authorisation - Gabriella Harman <a href="#">↓</a> |

**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 ANDREW CONLON**  
**SECONDED: CR MICHELLE KLEINERT**

**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:**
- Robert Wallis – Town Planner
  - Gabriella Harman – Infringement Review Officer
  - Paul Mitchell – Planning Compliance Officer
- 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 -

**Robert Wallis**

**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 26 March 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 -

**Gabriella Harman**

**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 26 March 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 -

**Paul Mitchell**

**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 3 May 2019.

This instrument is authorised by a resolution of the Manningham City Council on 26 March 2019.

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

Mayor .....

Chief Executive Officer .....

Date: .....

### 13.3 Record of Assembly of Councillors

|                       |  |
|-----------------------|--|
| File Number:          | IN19/171   |
| Responsible Director: | Senior Governance Advisor  |
| Attachments:          | 1 Heritage Advisory Committee - 14 November 2018 <a href="#">↓</a>                   |
|                       | 2 Access & Equity Committee - 4 February 2019 <a href="#">↓</a>                      |
|                       | 3 Strategic Briefing Session - 12 February 2019 <a href="#">↓</a>                    |
|                       | 4 Healthy City Advisory Committee - 20 February 2019 <a href="#">↓</a>               |
|                       | 5 Sustainable Design TaskForce - 21 February 2019 <a href="#">↓</a>                  |
|                       | 6 Open Space and Streetscape Advisory Committee - 25 February 2019 <a href="#">↓</a> |
|                       | 7 Strategic Briefing Session - 5 March 2019 <a href="#">↓</a>                        |
|                       | 8 Strategic Briefing Session - 12 March 2019 <a href="#">↓</a>                       |

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

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

- Heritage Advisory Committee – 14 November 2018
- Access & Equity Committee – 4 February 2019
- Strategic Briefing Session – 12 February 2019
- Healthy City Advisory Committee – 20 February 2019
- Sustainable Design TaskForce – 21 February 2013
- Open Space and Streetscape Advisory Committee – 25 February 2019
- Strategic Briefing Session – 5 March 2019
- Strategic Briefing Session – 12 March 2019

**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.

- Heritage Advisory Committee – 14 November 2018
- Access & Equity Committee – 4 February 2019
- Strategic Briefing Session – 12 February 2019
- Healthy City Advisory Committee – 20 February 2019
- Sustainable Design TaskForce – 21 February 2019
- Open Space and Streetscape Advisory Committee – 25 February 2019
- Strategic Briefing Session – 5 March 2019
- Strategic Briefing Session – 12 March 2019

## 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

## **Heritage Advisory Committee**

**Meeting Date:** HERITAGE ADVISORY COMMITTEE  
**Venue:** Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.00 p.m.

1. **Councillors Present:**  
Councillor Paula Piccinini – Heide Ward

**Officers Present:**  
Matthew Lynch – Strategic Planner

2. **Disclosure of Conflicts of Interest**  
NIL

3. **Items Considered**

1. Confirmation of previous minutes (Minutes to be circulated)
2. Declaration of conflicts of interest
3. Actions from previous meeting (12 September 2018)
  - Oral History
  - Warrandyte Dairy
  - Referrals ANZAC Project
  - Heritage Plaques
4. Updates
  - Heritage Restoration Fund Claims to date.
  - Amendments C122 – Miscellaneous Changes.
5. Other business
6. Next meeting

**Finishing time**  
The meeting ended at 8.09 pm

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Record of an Assembly of Councillors

Manningham City Council

## **Access and Equity Committee Meeting**

**Meeting Date:** Monday, 4 February 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 5.00 pm

1. **Councillors Present:**  
Councillor Mike Zafirooulos – Koonung Ward

**Officers Present:**  
Jon Adams, Community Development Officer – Metro Access; Justin Hanrahan, Manager Economic and Community Wellbeing; Matt Slavin, Manager Integrated Planning; Paul Waite, Co-ordinator Social Planning and Community Development.

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

3. **Items Considered**

1. **Acknowledgement of Country**
2. **Review of actions from previous meeting**
3. **Women with Disabilities Victoria: Prevention of Violence and Gender Equity initiatives – Bianca Evans – Training and Development Team Leader**
4. **Consultation – Youth Services, Volunteering and Grants - Justin Hanrahan  
Manager Economic and Community Wellbeing**
5. **Committee member – feature update – Dilnaz Billimoria**
6. **Other business**
7. **Reflection on Committee Effectiveness**

**Finishing time**  
The meeting ended at 7:00 pm

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Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 12 February 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 7:10pm

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

**Apologies from Councillors:**  
Councillor Andrew Conlon

**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  
Julie Wilson, Leisure Facilities Contracts Officer  
Kerryn Paterson, Acting Group Manager People and Communications  
Niall Sheehy, Group Manager Approvals and Compliance  
Lee Robson, Group Manager Community Programs  
Graham Brewer, Manager Property Services  
Helen Napier, Manager City Amenity

- 2. Disclosure of Conflicts of Interest**  
No disclosures of conflict of interest were made.
- 3. Items Considered**
- 3.1 Aquarena Update
  - 3.2 Youth Employment Opportunities
  - 3.3 Community Facilities Access and Concession Policy (Confidential)
  - 3.4 Proposed Changes to the Australian Citizenship Ceremonies Code
  - 3.5 Manningham Quarterley Report, Q2 (October – December) 2018
  - 3.6 2018-2019 Capital Works Program – End of December Status Report

The meeting ended at 10:03pm  
\*\*\*\*\*

Record of an Assembly of Councillors

Manningham City Council

## **Healthy City Advisory Committee**

**Meeting Date:** 20 February 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 3.00pm

1. **Councillors Present:**  
Councillor Paula Piccinini (Mayor) – Heide Ward

**Officers Present:**  
Matt Slavin, Manager Integrated Planning  
Vicki Martinez, Social Planning and Development Officer  
Janae Hendrey, Social Planning and Place Making Officer

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

3. **Items Considered**

1. **Welcome and Apologies**
2. **Actions arising from the previous meeting**
3. **Healthy City Action Plan – Review of last two years**
4. **Department of Health and Human Services Update (item deferred)**
5. **Development of Action Plan 2019-2021**
6. **Organisational updates**
7. **Other Business – grants and funding, collaborative working groups**

**Finishing time**  
The meeting ended at 5.00pm

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**Record of Assembly of Councillors**  
**Sustainable Design Taskforce**

**Meeting Date:** 21 February 2019  
**Venue:** Koonung Room Civic Office, 699 Doncaster Road Doncaster  
**Starting Time:** 7.30am

**Attendance & Apologies**

**Councillors in Attendance**

Cr Anna Chen (Deputy Mayor) – Koonung Ward  
Cr Dot Haynes – Koonung Ward  
Cr Paul McLeish – Mullum Mullum Ward

**Officers in Attendance**

Lydia Winstanley – Senior Strategic Planner  
Fiona Troise – Manager Statutory Planning  
Daniel Yu – Coordinator Statutory Planning  
Jonathan Caruso – Principal Planner  
Marc Milinkovic – 3D Spatial Data Officer

**Apologies Received From**

Cr Paula Piccinini (Mayor) – Heide Ward  
Angelo Kourambas – Director City Planning and Community  
Subash Nanoo – Coordinator Traffic and Development

**Disclosure of any Conflict of Interest**

No disclosures were made.

**Items Considered:**

1. 675-680 Doncaster Road, 2 Short Stret, 14, 14A, 16 and 18 Hepburn Road  
Doncaster

**Finishing Time:** 8.50am

Record of an Assembly of Councillors

Manningham City Council

## **Open Space and Streetscape Advisory Committee Meeting**

**Meeting Date:** 25 February 2019  
**Venue:** Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.00 pm

1. **Councillors Present:**  
Cr Mike Zafiroopoulos AM, Koonung Ward (Chair)  
Cr Geoff Gough – Heide Ward

**Officers Present:**  
Angelo Kourambas, Director City Planning & Community  
Matt Slavin, Manager Integrated Planning  
Andrew Graydon, Parks Coordinator  
Helen Napier, Manager City Amenity  
Carrie Lindsay, Coordinator Urban Design  
Tina Garg, Community representative  
Stephen Brennan, Community representative  
Matt Maguire, Community representative  
Edwin Yap, Community representative

### **Disclosure of Conflicts of Interest**

No conflicts of interest were declared

2. **Items Considered**
1. Welcome and introductions
  2. Apologies
  3. Conflicts of interest
  4. Confirmation of previous minutes
  5. Matters arising
  6. Criteria and methodology for evaluation of open space projects
  7. Update on North East Link impact on open space
  8. Jackson Court Smart Cities project
  9. Draft Yarra Strategic Plan
  10. Update on new park improvement projects for 2018/19
  11. Update on Draft Waldau Precinct Masterplan
  12. Other Projects
  13. Other Business
  14. Next meeting – 27 May 2019

Finishing time: 8.00 p.m.

Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 5 March 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6:35pm

- 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  
Matt Slavin, Manager Integrated Planning  
Frank Vassilacos, Coordinator Integrated Transport  
Liz Lambropoulos, Team Leader Integrated Transport  
Helen Napier, Manager City Amenity  
Heather Callahan, Coordinator Recreation  
Niall Sheehy, Group Manager Approvals and Compliance  
Paul Bonnici, Coordinator City Compliance  
Roger Woodlock, Project Engineering Specialist

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

- 3. Items Considered**
- 3.1 North East Link Update – Environmental Effects Statement Process
  - 3.2 Dorney Reserve Management Plan
  - 3.3 Municipal Reserves – Animal Management
  - 3.4 Drainage Project Update – Confidential

The meeting ended at 10:30pm

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Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 12 March 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6:30pm

- 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  
Grant Jack, Acting Director City Services  
Philip Lee, Director Shared Services  
Angelo Kourambas, Director City Planning & Community

**Other Officers in Attendance:**  
Andrew McMaster, Corporate Counsel and Group Manager Governance and Risk  
Kerryn Paterson, Group Manager People and Communications  
Kevin Ayre, Chief Financial Officer  
Georgina Snaddon, Senior Corporate Planning and Performance Officer

- 2. Disclosure of Conflicts of Interest**  
No disclosures of conflict of interest were made.
- 3. Items Considered**  
3.1 2019-20 Annual Budget Discussion  
3.2 ALGA Advocacy Motions 2019

The meeting ended at 8:20pm  
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### 13.4 Documents for Sealing

File Number: IN19/172  
Responsible Director: Chief Executive Officer  
Attachments: Nil

#### EXECUTIVE SUMMARY

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

#### COUNCIL RESOLUTION

**MOVED: CR DOT HAYNES**  
**SECONDED: CR MICHELLE KLEINERT**

**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 G Lin  
1 Correa Court, Doncaster East**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and G R Baker and R K Baker  
37-39 North Valley Road, Park Orchards**

**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 Cr Conlon - Intersection of Reynolds and Tindals Road

Cr Conlon spoke in relation to the intersection at Reynolds and Tindals Roads and noted there has been an increasing number of accidents at this intersection.

Cr Conlon asked if Council has any data on the number of accidents at this intersection and are Officers aware of the potential dangers? He also asked if the intersection complies with design guidelines for safe roads?

Cr Paula Piccinini advised Cr Conlon that these questions would be taken on notice.

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## 16 CONFIDENTIAL REPORTS

There were no Confidential Reports.

The meeting concluded at 7:24pm.

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Chairperson  
CONFIRMED THIS 23 April 2019