



Merri-bek
City Council

COUNCIL MEETING AGENDA

Wednesday 12 July 2023

Commencing 7 pm

Council Chamber, Merri-bek Civic Centre,
90 Bell Street, Coburg

Language Link

This is the Agenda for the Council meeting.
For assistance with any of the agenda items,
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ਇਹ ਕੌਂਸਲ ਦੀ ਮੀਟਿੰਗ ਦਾ ਏਜੰਡਾ ਹੈ। ਏਜੰਡੇ ਦੀ ਕਿਸੇ ਆਈਟਮ ਬਾਰੇ ਮਦਦ ਲਈ, ਕ੍ਰਿਪਾ ਕਰਕੇ 9280 0751 ਤੇ ਟੇਲੀਫੋਨ ਕਰੋ।

Acknowledgement of the traditional custodians of the City of Merri-bek

Merri-bek City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the lands and waterways in the area now known as Merri-bek, and pays respect to their elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area.

Information about Council Meetings

These notes have been developed to help people better understand Council meetings. All meetings are conducted in accordance with Council's Governance Rules.

WELCOME The Mayor, who chairs the meeting, formally opens the meeting.

APOLOGIES Where a Councillor is not present, their absence is noted in the minutes of the meeting. Council may also approve leaves of absence in this part of the meeting.

DISCLOSURES OF CONFLICTS INTERESTS A Councillor has a duty to disclose any direct or indirect financial or other interests, they may have in any matter to be considered by Council that evening.

CONFIRMATION OF MINUTES The minutes of the previous meeting are put before Council to confirm the accuracy and completeness of the record.

ACKNOWLEDGEMENTS AND OTHER MATTERS At each Council Meeting provision of 10 minutes will be made in the Agenda for the Mayor and Councillors to acknowledge and recognise achievements of local individuals and organisations; and raise matters considered important to Council.

PETITIONS Council receives petitions from citizens on various issues. Council formally accepts petitions at Council meetings.

PUBLIC QUESTION TIME This is an opportunity (30 minutes), for citizens of Merri-bek to raise questions with Councillors.

COUNCIL REPORTS Council officers prepare detailed reports, which are considered by Councillors and a Council position is adopted on the matters considered. The Mayor can invite firstly Councillors, secondly Officers, and then citizens in attendance to identify Council reports which should be given priority by the meeting and considered in the early part of the meeting.

NOTICES OF MOTION A motion which has been submitted to the Chief Executive Officer no later than 12 pm (noon) 10 business days prior to the meeting which is intended to be included in the agenda. The motion should outline the policy, financial and resourcing implications.

NOTICE OF RESCISSION A Councillor may propose a motion to rescind a resolution of the Council, provided the previous resolution has not been acted on, and a notice is delivered to the CEO or delegate setting out the resolution to be rescinded and the meeting and date when the resolution was carried. If a motion for rescission is lost, a similar motion may not be put before the Council for at least one month from the date it was last lost, unless the Council resolves that the notice of motion be re-listed at a future meeting.

FORESHADOWED ITEMS This is an opportunity for Councillors to raise items proposed to be submitted as Notices of Motion at future meetings.

URGENT BUSINESS The Chief Executive Officer or Councillors, with the approval of the meeting, may submit items of Urgent Business (being a matter not listed on the agenda) but requiring a prompt decision by Council.

CONFIDENTIAL BUSINESS Whilst all Council meetings of Council are open to the public, Council has the power under the *Local Government Act 2020* to close its meeting to the public in certain circumstances which are noted where appropriate on the Council Agenda. Where this occurs, members of the public leave the Council Chamber or Meeting room while the matter is being discussed.

CLOSE OF MEETING The Mayor will formally close the meeting and thank all present.

NEXT MEETING DATE The next Council meeting will be held on Wednesday 9 August 2023 commencing at 7 pm, in the Council Chamber, Merri-bek Civic Centre, 90 Bell Street, Coburg. The next Planning and Related Matters meeting will be held on Wednesday 26 July 2023 commencing at 6.30 pm.

WELCOME

1. APOLOGIES/LEAVE OF ABSENCE

2. DISCLOSURES OF CONFLICTS OF INTEREST

3. MINUTE CONFIRMATION

The minutes of the Council Meeting held on 20 June 2023 be confirmed.

4. ACKNOWLEDGEMENTS AND OTHER MATTERS

5. PETITIONS

Nil

6. PUBLIC QUESTION TIME

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7. COUNCIL REPORTS

7.1 DRAFT ARTS AND CULTURE STRATEGY

Director Community, Eamonn Fennessy

Cultural Development

Officer Recommendation

That Council:

1. Endorses the draft Arts and Culture Strategy 2023-2030 for public exhibition in July and August 2023.
2. Notes that the 2023/24 Action Plan is funded within existing operational budgets.
3. Refers additional funding recommendations contained in the draft strategy for consideration as part of the 2024/25 budgeting process.

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| REPORT |
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Executive Summary

The draft Arts and Culture Strategy 2023-2030 has been developed in 2023, following extensive community engagement, and is an aspirational, yet deliverable, reflection of the needs of the Merri-bek community.

The new Strategy focuses on making Merri-bek a place where creativity and culture thrive, through three key priority areas of creation, connection and investment. Over the life of the Strategy, five key commitments will be delivered upon, focusing on: increased opportunities for First Nations artists; increased programming in the north of the municipality, a refreshed and flexible festival program; increased access to affordable spaces for artists; and increased public art commissions.

The 2023/24 action plan will be delivered within current budget resources, with some new recommendations referred to the 2024/25 Council budget process for future consideration.

Previous Council Decisions

N/A

1. Policy Context

- Community Vision: Merri-bek is enhanced by all of us supporting our local businesses, arts communities and social organisations.
- Council Plan 2021-2024, Theme 4: Vibrant spaces and places in Merri-bek, Strategy 4.11 "Make Merri-bek a creative and cultural destination within Melbourne, significantly contributing to local vibrancy, cohesion and inclusion.
- Council Action Plan 2022-2023:
 - Develop and commence implementation of a new integrated arts and culture strategy.
 - Continue to deliver festivals program and undertake a festivals review.
 - Continue Renuwall Graffiti Intervention Program.
 - Continue to build on the Brunswick Design District Strategic Plan that prioritises infrastructure projects, programs and activation activities and the recovery of the creative sector in Brunswick.

- Develop and adopt a set of social, economic, cultural and environmental objectives to drive future revitalisation of the Coburg Activity Centre, incorporating community aspirations.
- In collaboration with local traders, residents, agencies and creatives, develop and implement activation programs for Brunswick/Coburg/Glenroy.

The draft Arts and Culture Strategy is aligned with the Human Rights Policy with links to the LGBTIQ+ Action Plan, the Gender Equality Action Plan, the Disability Access and Inclusion Plan, and the Children, Young People and Families Plan, the Climate Emergency Action Plan.

2. Background

Merri-bek is renowned for its thriving arts sector and creative industries and its Council-produced arts and culture program, which includes festivals, public art, the Counihan gallery, professional development and arts grants.

Arts and culture programs create opportunities for self-expression and civic participation and build a sense of belonging within a community. Arts and culture beautifies the city and creates opportunities for connection and celebration, from murals to building design to festivals. It has a significant economic impact, bringing customers to local businesses and providing local employment opportunities.

Council's previous Arts and Culture Strategy expired in 2022. Since January 2023 we have been undertaking community and industry consultation and engagement since to inform the draft of a new Arts and Culture Strategy.

The new draft Arts and Culture Strategy aims to:

- Ensure Merri-bek is a welcoming and supportive place to create and work in the arts.
- Make Merri-bek a top destination for music, culture, events and visual arts.
- Be responsive to current and emerging challenges faced by artists and the cultural and creative industries.

The draft Arts and Culture Strategy articulates a seven-year vision, which is supported by annual actions plans to ensure that we can remain responsive to community needs and resource requirements.

The draft Strategy speaks to the identity, ambitions and passions of the Merri-bek community, a place where arts, culture and creative expression are valued. It has been created with diversity, equity and inclusion at its centre, and prioritises First Nations artists and audiences, opportunities for Aboriginal and Torres Strait Islander communities, migrant and refugee communities, people with disability, women, LGBTIQ+ people, young people and older people.

3. Issues

Strategy Structure

The needs and ideas that we heard through this extensive consultation have directly informed the development of this strategy, its vision, and its key priority areas – *investment, creation and connection*.

The vision for the 2023-2030 Arts and Culture Strategy is: Merri-bek – where creativity and culture thrive.

The Strategy will be delivered through three priority areas to achieve strong social, environmental and economic outcomes for the Merri-bek community.

The Strategy will be supported by annual action plans, with the aim to deliver on five key commitments over the life of the strategy; additional resourcing will be sourced as required.

Key Priority Areas

Creation – a city that champions arts and cultural activity that is self-determined, intersectional, intergenerational, accessible and available across the municipality.

Connection – a city that foster connections between artists, audiences and community.

Investment – a city that invests in the creative community and generates opportunities for artists and the creative sector.

Commitments

The draft Strategy recommends the following actions across its duration:

- Increased employment for First Nations artists.
- Increased arts and cultural programming and creative spaces in the North of the municipality.
- A refreshed festival program that is flexible, innovative, and more accessible across the municipality.
- Increased access to spaces and funding for artists and creatives to make, collaborate and present work.
- Consideration for additional public art to be built into Council capital works, urban design and open space projects.

Community impact

Merri-bek is renowned for its thriving arts sector and creative industries, with 9.3 per cent of residents employed by the creative industries, well above the greater Melbourne average of 7.9 per cent. With such a significant creative population, it is vital that the draft Strategy considers and supports this community.

The municipality is home to a significant number of artist studios, artist-run galleries and artist-led initiatives and has a thriving design industry. Brunswick also has the largest population of songwriters in the country, and Coburg has the sixth largest. Live music venues are prevalent in the south and centre of the municipality. Coburg North industrial areas are thriving with pockets of artists' studios and event spaces and there is an increasing demand for opportunities for creation and presentation in the North of the municipality.

This Strategy also impacts the broader community and audiences, enabling exciting opportunities for participation and connection and beautifying the city.

Climate emergency and environmental sustainability implications

The draft Strategy considers and responds to relevant climate emergencies and environmental sustainability policies and issues, specifically the possibility for arts programs to elevate issues of climate change.

Economic sustainability implications

The creative industries attract residents and visitors are significant to Merri-bek, contributing \$935 million to local output, generating \$423 million in the region and supporting 4,340 jobs.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities. Key sections in the Charter that are relevant to this report are the right to freedom of expression and the right to peaceful assembly and freedom of association.

The Arts and Culture Strategy enables freedom of expression for artists and community participants and creates opportunities for community assembly and association.

4. Community consultation and engagement

Community engagement to inform the draft strategy

- Between January – May 2023, the arts and culture consultation engaged over 250 people across all platforms.
- Engagement was undertaken via 12 focus groups including artists, arts and community organisations, the live music industry, people with a disability and Glenroy service providers.
- Consultation was undertaken with Council reference groups including the Arts Advisory Committee, Age Friendly Reference Group, Disability, LGBTQI+, Children’s Advisory Groups and at the combined advisory committees/reference groups event in February 2023.
- Consultation also occurred with Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (Traditional Owners) and the First Nations Creative Consultation group across a number of sessions (see below).
- 140 responses to an online survey were received hosted on Conversations Merri-bek.
- Consultation was also undertaken at Glenroy Festival.

First Nations Creative Consultation

A group of local First Nations artists were brought together in 2022 as a pilot program to enable self-determination for Council’s First Nations programming budget (\$10,000). The group decided that a First Nations’ artists salon event for networking was needed; this event is currently being produced for Merri-bek Council by a First Nations producer.

Strong relationships with Council, and between members, developed out of this group. Supported by – but not led or facilitated by – Council’s Arts and Culture team, the group has continued to meet to consult on the new arts and culture strategy, and to inform Council programming. Individuals in the group have also been invited as expert panellists to aid Council in assessing grants, public art and exhibition programming.

The First Nations Creative Consultation made several suggestions that they have identified as key for Council’s new Arts and Culture strategy. These include increasing employment of First Nations artists, through increased presentation opportunities, and through the introduction of a First Nations fellowship. The group also strongly highlighted the need for self-determination in both these outcomes, and in First Nations programming more generally.

Future Community Engagement

Following Council’s consideration of the draft Strategy, it will be exhibited on Conversations Merri-bek and circulated for public comment from July for 3 weeks.

The final Arts and Culture Strategy and supporting action plans will be presented to Council for consideration in September 2023.

Affected persons rights and interests

Before making a decision that affects a person’s rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views. Affected person include local artists and arts organisations, audiences and general community members, who were consulted extensively on the creation of this strategy.

Communications

Information on how to provide feedback on the draft strategy and the final strategy, will be shared with the community through the Merri-bek City Council corporate channels, and through the Arts Merri-bek and Counihan Gallery e-news and social media.

Easy English and video versions of the strategy will be created for accessibility.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

In developing this strategy serious consideration has been given to leveraging opportunities for collaboration and the action plan largely represents a shift in focus and existing resources to areas of identified need.

The 23/24 and 24/25 Action Plan will largely be funded by shifting focus and resources to areas of identified need, and through a minor redistribution of current budgets.

In 2023/2024 the financial impact of the Strategy is \$2,404,580 (current Arts and Culture operating budget).

The 2024/2025 action plan includes \$221,000 of new budget recommendations which will be referred to for consideration as part of Council's 2024/2025 annual budgeting processes. The new recommendations include:

| Item | Resources recommended |
|---|---|
| First Nations designated role to participate in festival and gallery programming and grant and professional development program design and execution. | \$95,000 ongoing |
| Annual Merri-bek Art Collection exhibition in the north of the municipality. | \$20,000 ongoing |
| Redesign and staged roll out of more impactful and accessible arts grant program with increased budget to respond to community-identified needs and to attract organisations to the municipality. | \$80,000 Ongoing, with additional annual requests to bring grant pool to benchmarked levels across local government sector |
| Increase Public Art maintenance budget to support recent acquisitions. | \$26,000 ongoing |

7. Implementation

- 12 July 2023 – Draft Strategy presented for endorsement by Council
- 17 July to 11 August 2023 – Community consultation on Draft Strategy
- 13 September 2023 – Final Strategy presented to Council for endorsement
- September 2023 – Delivery of 2023/2024 Action Plan commences
- Annual reporting and presentation of action plans to Council

Attachment/s

- 1 [Arts and Culture - Arts Strategy 2023-2030 Final Draft for consultation](#) D23/289049



Merri-bek
City Council

Arts Merri-bek Strategy

2023-2030



VISION

Merri-bek – where creativity and culture thrive.

The Arts and Culture Strategy speaks to the identity, ambitions and passions of the Merri-bek community¹, a place where arts, culture and creative expression are valued.

Diversity, equity and inclusion drives everything we do; arts and culture is our platform to create social change, beautify our area, delight and connect our community. We prioritise:

- First Nations artists and audiences, in line with our Statement of Commitment;²
- Opportunities for Aboriginal and Torres Strait Islander communities, migrant and refugee communities, people with disability, women, LGBTIQ+ people, young people and older people.
- Collaboration with the community and across Council; and
- Advocacy for artists as workers

'Big, bright and bold! I'd love to have Merri-Bek renowned for its support of the arts and culture. More funding, more events, more public spaces accessible for events.'

Community engagement participant

'Cross-cultural and cross-generational inclusiveness. Use arts to make Merri-bek the foremost arts precinct in Melbourne.'

Community engagement participant

CONTEXT

Arts and cultural programming plays an important role in communities by:

- creating opportunities for self-expression and participation;
- building a sense of belonging and connection;
- increasing participation in civic life and combatting loneliness; and
- making the city more liveable.³

Arts and culture beautifies the city and creates opportunities for celebration, from murals to building design to festivals. It has a significant economic impact, bringing customers to local businesses and providing employment.

¹ 2021-2031 Merri-bek Community Vision:

Merri-bek is our home. We respect and look after our land, air, waterways and animals. We care for our people and celebrate our diverse stories, cultures and identities. Merri-bek is enhanced by all of us supporting our local businesses, arts communities and social organisations. We work together proactively and transparently to continue to create a vibrant, safe, healthy, resilient, innovative and regenerative community.

² [Reconciliation \(merri-bek.vic.gov.au\)](https://www.merri-bek.vic.gov.au)

³ A New Approach, 2020, 'Society and place: Transformative impacts of arts, culture and creativity' [Factsheet 1]. Produced by A New Approach think tank with lead delivery partner the Australian Academy of the Humanities, Canberra

What we mean by arts and culture: Visual arts, Cultural sites, Traditional cultural expression, performing arts, audio visual, new media, creative services, design, publishing, print media⁴

What we mean by engaging with arts and culture: Attending events and venues, creating something, performing something, engaging with arts, culture and creative content in your home.⁵

98% of Australians engage with arts and culture every day⁶

82.4% of Australians attend cultural venues and events, and around a third create or produce art themselves⁷

Merri-bek is renowned for its thriving arts sector and creative industries. They attract residents and visitors and play a significant part in Merri-bek's economy, contributing \$935 million to local output, generating \$423 million in the region and supporting 4,340 jobs. Over 9,300 residents or 9.3% of our resident base worked in the sector, well above the Melbourne average of 7.9%⁸.

Brunswick is home to a significant number of artist studios, artist-run galleries and artist-led initiatives and has a thriving design industry. Brunswick also has the largest population of songwriters in the country, and Coburg has the sixth largest.³ Live music venues are prevalent in the south and centre of the municipality. Coburg North industrial areas are thriving with pockets of artists' studios and event spaces and there is an increasing demand for opportunities for creation and presentation in the North of the municipality.

The Merri-bek community is socio-economically diverse, so while our creative community is thriving in the south, we must also recognise that access to arts and culture is often connected to location and socioeconomic background⁴. Those with lower incomes and reduced access to information are less likely to participate in arts activity. The Arts and Culture Strategy addresses equity at its core to ensure that everyone in Merri-bek can participate in arts and cultural activities.

The Merri-bek community is young and diverse: 37.1% were born overseas, 29.1% of households use a language other than English, the median age is 35 and close to a third of the population is aged between 25 and 39.⁹

Hadfield/Glenroy/Fawkner 73-84% of suburbs across the nation have more socio-economic advantage. East Brunswick, 87% of suburbs have less socio-economic advantage.¹⁰

Arts and Culture at Merri-bek Council

Merri-bek City Council arts and culture program:

- Festivals – community-engaged events Fawkner Festa, Glenroy Festival and Carols by the Lake, events that encourage economic stimulation and visitation like Sydney Road Street Party and Coburg Night Market and major events like Brunswick Music Festival;

⁴ Fielding, K., Trembath, J.L., February 2022. "The Big Picture 2: Public Expenditure on Artistic, Cultural and Creative activity in Australia in 2007-08 to 2019-20". Insight report no. 2022-01. Produced by A New Approach (ANA). Canberra, Australia. Page 49

⁵ Fielding, K., Trembath, J.L., February 2022. "The Big Picture 2: Public Expenditure on Artistic, Cultural and Creative activity in Australia in 2007-08 to 2019-20". Insight report no. 2022-01. Produced by A New Approach (ANA). Canberra, Australia. Page 48

⁶ Creating our Future, Results of the National Arts Participation Survey August 2020, Australia Council. Page 10

⁷ A New Approach, 2020, 'A rich cultural life: Transformative impacts of arts, culture and creativity' [Factsheet 7]. Produced by A New Approach think tank with lead delivery partner the Australian Academy of the Humanities, Canberra.

⁸ 2016 Australian Bureau of Statistics Census data and NIEIR data.

⁹ 2021 Moreland, Census All persons QuickStats | Australian Bureau of Statistics (abs.gov.au)

¹⁰ [SEIFA by profile area | City of Merri-bek | Community profile \(id.com.au\)](#)

- Counihan Gallery in Brunswick – a year-round exhibition program curated from an expression of interest process, which champions political and social justice issues;
- Public Art – commissioning new public artwork for Council's building, open space and streetscape developments and temporary public art programming;
- Professional Development for artists;
- Grants – small grant program for the creation of new artwork and sector support for organisations and individuals;
- Counihan Gallery Strategic Plan and the Arts Merri-bek Disability Access and Inclusion Plans form an integral part of the Arts Merri-bek Arts and Culture Strategy.

Government investment (non-COVID related) in the arts in 2020/2021 in Australia: federal government contributed 38%, state and territory governments on average 37% and local governments 25%.¹¹
 Government investment in the arts 2019/2020 in Victoria: In Victoria in 2019/2020, local governments contributed just under 50% of the total government cultural expenditure¹²

Designing the strategy

Over 200 people participated in the design of the strategy through an online survey and face-to-face consultations. We also engaged directly with Merri-bek's Arts Advisory Committee, First Nations Creative Consultation group and Children's Reference Group.

Responses were positive, aspirational and hopeful. We heard that our community:

- is passionate about Merri-bek and want to see more artists and more activity everywhere;
- is proud of the arts community and want to see Merri-bek identified as the leader of arts and culture across Melbourne and Victoria; and
- see the arts as a vibrant force for community cohesion and core to the celebration of diversity.

KEY PRIORITIES AND COMMITMENTS

The needs and ideas that we heard through this extensive consultation have directly informed the development of this strategy, and its key priority areas – investment, creation and connection.

The 2023-2030 Arts Merri-bek Strategy will be supported by annual action plans, and with the aim to deliver on five key commitments and source additional resourcing as required.

Holding our vision and values at the centre, we will deliver through three priority areas to achieve strong social, environmental and economic outcomes for the Merri-bek community.

Priorities

Creation – a city that champions arts and cultural activity that is self-determined, intersectional, intergenerational, accessible and available across the municipality.

Connection – a city that foster connections between artists, audiences and community.

¹¹ Vivian, A., Fielding, K., Acker, T., March 2023. "The Big Picture 3: Expenditure on Artistic, Cultural and Creative activity by governments in Australia in 2007–08 to 2020–21". Insight report no. 2023-01. Produced by A New Approach (ANA). Canberra, Australia. Page 35

¹² Fielding, K., Trembath, J.L., February 2022. "The Big Picture 2: Public Expenditure on Artistic, Cultural and Creative activity in Australia in 2007-08 to 2019-20". Insight report no. 2022-01. Produced by A New Approach (ANA). Canberra, Australia. Page 31

Investment – a city that invests in the creative community and generates opportunities for artists and the creative sector.

Commitments

- Increased employment for First Nations artists;
- Increased arts and cultural programming and creative spaces in the North of the municipality;
- A refreshed festival program that is flexible, innovative, and more accessible across the municipality;
- Increased access to spaces and funding for artists and creatives to make, collaborate and present work; and
- Public art to be built into Council capital works, urban design and open space projects.

CREATION

We will champion arts and cultural activity that is self-determined, intersectional, intergenerational, accessible and available across the municipality.

Arts Merri-bek is renowned for presenting a diverse and dynamic festival program, the Counihan Gallery in Brunswick and its public art and street art offerings. These programs have increasingly focused on supporting artists from the Merri-bek Human Rights Policy priority groups to create and present work across the municipality.

Our next step is to work with artists and community to ensure self-determination and intersectionality across our program. Recently we have worked with a pilot First Nations Creative Consultation group to create self-determined programming opportunities and will expand on this work with Merri-bek's First Nations creative community into the future.

With artistic excellence at their core, we will ensure our programs offer intergenerational opportunities for both artists and audiences and supports diverse artists at all stages of their careers.

Through our Arts Merri-bek Disability Access and Inclusion Plan we will increase the accessibility of our programs through working with disabled artists, consultants and staff on programming, event design, access needs and marketing.

Our festival program will be refreshed to remain responsive to community need and to ensure that opportunities to engage with events and the arts are offered equitably across the municipality.

We will ensure that arts, culture and creativity is integrated into the way we work across all areas at Council. This will improve public amenity and civic pride, create employment opportunities for our artists and firmly establish Merri-bek as a leading municipality for the arts.

CONNECTION

We will foster connections between artists, audiences and community.

We are committed to connecting audiences with the work of the Merri-bek creative community, and to increasing access to arts programs and events locally. We aim for audiences to reflect the diversity of municipality.

In recent years we have grown the Arts Merri-bek brand and social media presence significantly, however through the community engagement process we regularly heard that people didn't know what was on in the municipality or how to engage with our programs.

We will investigate platforms and pathways to better promote local events and activities to our diverse audiences and seek opportunities to connect artists with audiences directly.

We also heard frequently from artists and organisations wanting to connect with each other. We will take a lead role in enabling industry networking and community-building to contribute to a thriving sector. We also want to create long-term opportunities for artists within the Merri-bek community through supported residencies and fellowships.

INVESTMENT

We will invest in the creative community and generate opportunities for artists and the creative sector.

Strong investment in arts, culture and the creative sector is vital to ensure Merri-bek maintains and grows its creative neighbourhoods for future generations. We have a large creative population and want to support them to remain living and working in Merri-bek despite the challenges of city growth and gentrification. Keeping our artists here not only keeps them connected to community, but also creates a flourishing and vibrant city for both residents and visitors alike. It drives economic development and tourism, building on Merri-bek's already excellent reputation for live music and the arts.

There is a significant unmet demand for affordable, flexible creative spaces across the municipality. The strategy aims to support the sector's need and will activate more spaces to create and present work, including studio and rehearsal spaces, performance spaces and galleries. Council's redevelopment of 33 Saxon Street into a cultural and community hub will offer significant opportunities for artists and the creative industries to work and play close to home.

Through grants and professional development programs, Council invests in artists to develop new works locally for presentation within Merri-bek, Melbourne, Australia and around the world. This investment provides sustainable funding for artists and organisations, promotes community connection and is responsive to the long- and short-term needs of the sector. Improving the accessibility of EOI and application processes, and cutting red tape, will open up our investment opportunities more broadly, particularly to those from marginalised communities.

We also seek to grow investment in artists by commissioning public art and through the Merri-bek Art Collection, ensuring that artists contribute to the vibrancy of new and refreshed community buildings and spaces.

ARTS AND CULTURE STRATEGY ACTION PLAN YEAR 1 & 2 – 2023/2024 and 2024/2025

| CREATION | | | | |
|--|---|--|-------------------------------|---|
| A city that champions arts and cultural activity that is self-determined, intersectional, intergenerational, accessible and available across the municipality. | | | | |
| Ref. | Key Actions | Delivery | Resources | Partners |
| 1.1 | Increased opportunities for First Nations programming. | 2023/2024 | Within current resources | First Nations Creative Consultation Group, First Nations Reference Group, Wurundjeri Council, Community Development |
| 1.2 | Review of accessibility of event permit processes and fees. | 2023/2024 | Within current resources | First Nations creative consultation group, community organisations, Community Development, Open Space |
| 1.3 | First Nations designated role in Arts and Culture to participate in festival and gallery programming and grant and professional development program design and execution. | 2024/2025 | Additional resources required | First Nations Creative Consultation Group, First Nations Employment Officer |
| 1.4 | Design and delivery of updated festival program that is flexible, innovative and more accessible across the municipality. | 2023/2024 (Design) 2024/2025-ongoing (Delivery) | Within current resources | Arts Advisory Committee |
| 1.5 | Initiate annual Merri-bek Art Collection exhibition in the North of the municipality. | 2024/2025 | Additional resources required | Community organisations and/or Council venues |
| 1.6 | Increased involvement from children and young people in festival and gallery programs. | 2024/2025 | Within current resources | Schools, Children's Services and Youth Services |

| | | | | |
|-----|---|---------|--------------------------|--|
| 1.7 | Increased participation opportunities for LGBTIQ+ communities in Council arts and cultural programs. | Ongoing | Within current resources | Community Development and Social Policy |
| 1.8 | Collaborate across Council and build internal networks for increased community impact from arts-based projects and to ensure arts and cultural programming is used to support Council policies and to champion social issues. | Ongoing | Within current resources | Places, Libraries, Youth Services, Community Development, Sustainable Environments |
| 1.9 | Arts Merri-bek Disability Access and Inclusion Plan actions | Ongoing | Within current resources | Disability Reference Group |

CONNECTION

A city that connects artists, audiences and participants.

| Ref. | Key Actions | Delivery | Resources | Partners |
|------|---|-----------|--------------------------|--|
| 2.1 | Work with Community Development team to create a relationship development plan for the North of the municipality, with the aim of building sustained and long-lasting relationships with organisations and communities. | 2023/2024 | Within current resources | Community Development, Glenroy Community Hub, Neighbourhood Houses |
| 2.2 | Investigate ways to better promote non-Council arts activity across Merri-bek and create guide for artists. | 2023/2024 | Within current resources | Communications |
| 2.3 | Increase the profile of public art across the municipality through mapping and online access to the public art and Merri-bek Art collections. | 2023/2024 | Within current resources | Communications |
| 2.4 | Deliver visitor engagement plan for Counihan Gallery. | 2023/2024 | Within current resources | |
| 2.5 | Continuation of First Nations Creative Consultation group. | Ongoing | Within current resources | |
| 2.6 | Research and creation of an internal Merri-bek artists directory and create pathways for artists to better connect with Council | Ongoing | Within current resources | Local artists and creatives |
| 2.7 | Design and deliver networking/connection program for local arts community. | Ongoing | Within current resources | Local artists and creatives |
| 2.8 | Develop and deliver external communications plan for Arts Merri-bek programs. | Ongoing | Within current resources | Communications |

| | | | | |
|------|---|---------|--------------------------|----------------------------|
| 2.9 | Continue to support and promote live music venues through programming and networking opportunities. | Ongoing | Within current resources | Live music venues |
| 2.10 | Arts Merri-bek Disability Access and Inclusion Plan actions | Ongoing | Within current resources | Disability Reference Group |

INVESTMENT

A city that invests in the creative community and creates opportunities for artists and the creative sector.

| Ref. | Key Actions | Delivery | Resources | Partners |
|------|---|-----------|--|--|
| 3.1 | Develop business case for First Nations Artists Fellowship. | 2023/2024 | Within current resources, additional resources required to proceed in the future | First Nations Creative Consultation group |
| 3.2 | Develop new Public Art Policy including percentage for public art in Council capital budgets and process for increasing maintenance budget. | 2023/2024 | Within current resources, additional resources required to proceed in the future | Capital Works, Open Space, Urban Design, Place Revitalisation, Project Management Office |
| 3.3 | Offer not-for-profit rates to artists for Council venues | 2023/2024 | Within current resources | Community Venues, Facilities |
| 3.4 | Support the development of the creative and community hub at 33 Saxon Street | 2023/2024 | Within current resources | Place Revitalisation |
| 3.5 | Coburg Courthouse to become a venue for creative development. | 2023/2024 | Within current resources | Community Venues |
| 3.6 | Honorarium allocated to all Counihan Gallery in Brunswick exhibiting artists. | 2023/2024 | Within current resources | |
| 3.7 | Develop new Merri-bek Art Collection Policy | 2023/2024 | Within current resources | |
| 3.8 | Establish Public Art maintenance budget to support recent acquisitions. | 2024/2025 | Additional resources required | Capital Works |

| | | | | |
|------|---|-----------|--|--|
| 3.9 | Redesign and staged roll out of more impactful and accessible arts grant program with increased budget to respond to community-identified needs and to attract organisations to the municipality. | 2024/2025 | Additional resources required over multiple years | |
| 3.10 | Broker opportunities for creative uses of under-utilised Council-owned buildings and other developments. | 2024/2025 | Within current resources | Property, Places, Community Venues, Facilities |
| 3.11 | Commencement of planning for arts centre in the North of the municipality. | 2024/2025 | Within current resources | Libraries, Capital works |
| 3.12 | Scope artist in residence program. | 2024/2025 | Within current resources, additional resources required to proceed in the future | Schools, aged-care, other partners |
| 3.13 | Continue creative places activation through contract management of Brunswick Mechanics Institute, Schoolhouse Studios, Coburg Courtyard and 33 Saxon Street | Ongoing | Within current resources | Place |
| 3.14 | Ensure artist professional development program responds to needs of the creative community, is accessible online and includes the North of the municipality. | Ongoing | Within current resources | |
| 3.15 | Arts Merri-bek Disability Access and Inclusion Plan actions | Ongoing | Within current resources | Disability Reference Group |
| 3.16 | Support creative neighbourhoods' initiatives including Brunswick Design District, Vibrant Brunswick, Coburg North industrial precinct, live music precinct. | Ongoing | Within current resources | Economic development, Strategic planning, Planning, Places |

7.2 HERITAGE SHOPFRONTS IN COBURG

Director Place and Environment, Joseph Tabacco

City Strategy and Economy

Officer Recommendation

That Council:

1. Includes an action in the Heritage Implementation Plan 2022-2025 to undertake a preliminary heritage assessment of properties along Sydney Road within the Coburg Activity Centre (from Bell Street to Moreland Road), subject to funding allocation of \$20,000.
2. Considers funding allocation of \$20,000 in 2023/24 as part of the quarter 1 budget review.
3. Makes the following additional changes to the Heritage Implementation Plan 2022-2025:
 - a) Item P5: Prepare a Conservation Management Plan for CERES Community Environment Park and Joe's Market Garden to support implementation of the findings of the Merri-bek Heritage Nominations Study - move to 2025/2026
 - b) Item P6: Undertake a preliminary assessment to understand extent of Victorian cottages in Brunswick that are within a Heritage Overlay, and those that are not - move to 2025/2026

| |
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| REPORT |
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Executive Summary

Merri-bek City Council has a strong commitment to conserving the rich cultural heritage, which forms an important part of the city's identity and character. It also plays a critical role in the identification, protection, management and promotion to our legacy of valued heritage places.

While there have been many heritage studies prepared for Coburg over the years, a specific analysis of buildings with original shopfronts along Sydney Road is warranted. It should be recognised that perceptions about what is valued and should be protected change over time.

At its May 2023 meeting, Council requested a report on options to undertake a heritage study for shopfronts on Sydney Road in the Coburg Activity Centre.

After investigating past heritage work in this location, a specific review of properties along the Sydney Road corridor between Bell Street and Moreland Road is merited.

Council's Heritage Action Plan 2017-2032 and Implementation Plan 2022 – 2025 provides a framework for the identification, conservation, and management of the City's heritage.

This report recommends including an action in the Implementation Plan 2022 - 2025 to undertake a preliminary analysis of heritage properties with specific focus on shopfronts along Sydney Road, Coburg. Consequently, heritage assessments planned for the 2024-2026 financial years will need to be reprioritised.

Previous Council Decisions

Heritage Shopfronts in Coburg – 10 May 2023

That Council receives a report at the July 2023 Council meeting on options to undertake a heritage study for shopfronts on Sydney Road in the Coburg Activity Centre, with such a study to investigate individual buildings as well as the shopping strip as an entire precinct and including architectural, social and aesthetic considerations.

Community Heritage Action Plan 2022 - 2025 – 7 December 2022

That Council:

- 1. Note the Heritage Action Plan 2017 – 2032 Implementation Plan for the 2022-2025 period as shown at Attachment 1.*
- 2. Include an additional action in the Implementation Plan 2022-2025, to research and document the history of the Upfield Rail Line, with an anticipated budget requirement of \$20,000.*
- 3. Develop a Terms of Reference for and establish a Heritage and Local History Reference Group chaired by Cr Tapinos, which meets quarterly and includes representatives from local historical societies.*
- 4. Refer unfunded items in the Heritage Action Plan 2017 – 2032 Implementation Plan 2022-2025 to the 2023/2024 budget process for consideration.*

Planning Scheme Review Report October 2022 – 12 October 2022

That Council:

- 1. Endorses the Planning Scheme Review 2022 report, at Attachment 1 to this report.*
- 2. Submits the Planning Scheme Review 2022 report to the Minister for Planning in accordance with section 12B (1) of the Planning and Environment Act 1987.*

1. Policy Context

Planning and Environment Act 1987

The Planning and Environment Act 1987 (the Act) states the objectives of planning in Victoria. It directs Councils under section 12(1)(a) to implement the following objective:

Provide for the fair, orderly, economic and sustainable use, and development of land. Conserve and enhance those buildings, areas and other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.

Council Plan and Action Plan

The Council Plan 2021-2025 includes the following actions relating to heritage places under Theme 4: Vibrant spaces and places in Merri-bek:

Action 72 - Investigate financial incentives to encourage maintenance of heritage buildings

Action 153 - In consultation with the Coburg Historical Society, commence development plans for the construction of a new storage annex, refurbishment of the bluestone cottage and creation of a heritage garden.

Action 154 - Local History Maintenance & Conservation: To commence planning for the collection, conservation and presentation of Merri-bek's local history.

2. Background

Heritage Action Plan

The Heritage Action Plan 2017 – 2032 was adopted by Council in June 2016 and assists Council to meet its heritage obligations outlined in various pieces of legislation. The Heritage Action Plan is supported by shorter-term implementation plans to guide the work of identifying, conserving, managing and celebrating history and heritage in Merri-bek in line with the Council Plan, Council Action Plans and other strategies.

Each action has been prioritised in terms of high, medium, low, or ongoing, in terms of implementation timeframes. Budget implications, delivery timeframes and measures have also been identified for each action.

At its meeting 7 December 2022 Council noted the 2022-2025 implementation plan and resolved to refer unfunded items to the 2023/2024 budget process for consideration.

At its meeting on 20 June 2023, Council adopted the 2023/2024 budget. A total of \$200,000.00 has been allocated to items in the Heritage Implementation Plan. These funds have been allocated to heritage projects other than heritage assessments. The details of how future budget requests are to be allocated to various heritage assessments is included at section 6 of this report.

Heritage Sydney Road Coburg

In the Late 1850s, Merri-bek's main north-south artery, Sydney Road was Melbourne's principal road to Sydney. Acknowledging this rich history, the area has been subject to various heritage studies.

Coburg heritage conservation and streetscape study by Timothy Hubbard (1991)

This study identified, evaluated and documented heritage in the whole of the Coburg City Council municipality, and included a windscreen survey to identify significant buildings and areas to the municipality. This study identified a number individual places and areas of significance:

- Conservation Areas (Built form) – areas with historical and/or architectural
- Urban Design Areas – areas for their landmark and social value (not historical or aesthetic)
- Conservation Areas (Natural form) – areas with historical or landscape value

Of relevance to the shopfronts of Sydney Road is Urban Design Area O – Sydney Road that extends from O'Hea Street to Munro Street along Sydney Road. Urban Design Area O was classified in this study as having level 2 value for its landmark status.

Amendment L15 implemented the findings of this study, including applying a Heritage Overlay to a number of individually significant places along Sydney Road and the following Conservation Areas that include parts of Sydney Road:

B - Church and Municipal Reserves

K - Pentridge

M - The Grove / Sydney Road Precinct, Pentridge

The information in Urban Design Area O did not form part of this Amendment.

The City of Moreland Heritage Review by Allom and Lovell (1999)

This study reviewed the findings of previous studies undertaken in the former areas of Brunswick and Coburg following the Council amalgamation and new format planning scheme. Within it the study makes reference to the 1991 City of Coburg heritage study's inclusion of Urban Design Area O, outlining that it was not part of the Planning Scheme. No further reference or investigation of this area was documented however eight properties along Sydney Road, Coburg were recommended for protection.

Moreland Heritage Gap Study by Context Pty Ltd (2020)

This study sought to resolve recommendations from previous studies that had never been completed. This study found two properties along Sydney Road Coburg as being locally significant to Merri-bek. Amendment C174more introduced a Heritage Overlay to those places in October 2020.

As part of this study, the consultants identified a number of places and a small precinct along the core Sydney Road commercial strip of Coburg for further investigation, including:

- 492 Sydney Road Coburg (shop)
- 470-474 Sydney Road Coburg (shops)
- 489-509 Sydney Road and 94-112 & 81-91 Bell Street (precinct)

These places and precinct underwent a detailed assessment as part of the Nominations Study conducted by Extent Heritage (2019-2020), with them all being recommended for inclusion in the Heritage Overlay.

Moreland Heritage Nominations Study by Extent Heritage (2022)

This study sought to investigate the heritage significance of places and precincts nominated by the public and Council Officers and recommendations from the Gap Study. This study recommended a precinct at the corner of Sydney Road and Bell Street as being locally significant to Merri-bek, along with 3 other individually significant places. Amendment C208more introduced a permanent Heritage Overlay to those 3 places and the precinct and was enacted on 4 May 2023.

3. Issues

Further Work

Irrespective of the previous heritage work undertaken, a specific analysis of buildings with original shopfronts along Sydney Road is warranted. It should be recognised that perceptions about what is valued and should be protected change over time. Doing a heritage study involves gathering information about the heritage values and determining the heritage significance of a place. The process for doing a heritage study includes two stages and must be undertaken by a qualified heritage expert:

Stage 1 – Preliminary Assessment

This stage includes a preliminary assessment of a geographic area or group of places linked by a common theme. Places and precincts are identified and reviewed for potential heritage significance.

Stage 2 – Detailed Assessment

This stage confirms the significance of places identified in Stage 1 and includes a detailed study, documentation and recommendations for protection of heritage places and precincts. The *Planning and Environment Act 1987* and the *Heritage Act 1995* require criteria to be used when assessing the cultural heritage significance of places and objects. Criteria have been developed that assist in determining whether a place is likely to satisfy the local or state level threshold. Criteria refer to historic, aesthetic, technical or social value.

Heritage Implementation Plan

In December 2022, Council endorsed an implementation Plan for heritage actions to be delivered in the 2022 – 2025 period. The implementation plan assists Council to meet its heritage obligations outlined in various legislations. The following projects are unfunded and specifically relate to the preparation and protection of heritage places in the planning scheme.

Current Heritage Implementation Plan

| Year | Action | Amount |
|------------------|---|----------|
| 2024/2025 | | |
| | Undertake an audit of heritage places and precincts within the Moreland Industrial Land Strategy Areas. | \$20,000 |
| | Consultant to prepare background documentation to support a Planning Scheme Amendment to change the schedule to the Heritage Overlay to allow prohibited uses based on findings of the Moreland Industrial Land Strategy Heritage Analysis Report | \$50,000 |
| | Undertake a preliminary assessment to understand extent of Victorian cottages in Brunswick that are within a Heritage Overlay, and those that are not. | \$20,000 |
| | Prepare a Conservation Management Plan for CERES Community Environment Park and Joe's Market Garden to support implementation of the findings of the Moreland Heritage Nominations Study. | \$20,000 |

Approximately \$20,000 is needed to undertake a preliminary assessment of the heritage shopfronts along Sydney Road, Coburg. It is recommended that the review of heritage buildings with original shopfronts on Sydney Road be allocated for investigation in the 2023/2024 financial year in anticipation of increased development pressure in the Activity Centre.

At its October 2022 meeting, Council endorsed the 2022 Planning Scheme Review report. This report outlines a number of actions, including that a review of the Coburg Structure Plan and Coburg Activity Centre Zone Schedule be undertaken, commencing in 2027.

A Community engagement program is proposed to take place in the 2023/2024 financial year in relation to the revitalisation of Central Coburg. The review of the Coburg Structure Plan and Activity Centre Zone Schedule would follow. Undertaking a preliminary assessment in the 2023/2024 financial year would support this review timeframe.

A recent Council resolution for the preparation of a Brunswick Activity Centre built form review which will include a heritage study is due to commence 2023/2024. This study is proposed to review the heritage significance of all land within the Brunswick Activity Centre which will include residential and commercial buildings and industrial sites.

To balance out the work program and ensure that all heritage-related actions can be achieved within existing resources, changes are proposed to the Heritage Implementation Plan. It is proposed that the preliminary assessment of Victorian cottages in Brunswick and CERES Community Environment Park and Joe's Market Garden would commence in 2025/2026. With less development pressure in these locations, moving these projects out by a year is considered acceptable. The suggested updated actions, as per the recommendation of this report (in addition to undertaking the Brunswick Heritage study as recently resolved by Council) is as follows:

Proposed Heritage Implementation Plan

| Action | Amount |
|---|---------------|
| 2023/2024 | |
| Undertake a preliminary heritage assessment of properties along Sydney Road within the Coburg Activity Centre (from Bell Street to Moreland Road) | \$20,000 |
| 2024/2025 | |
| Undertake an audit of heritage places and precincts within the Moreland Industrial Land Strategy Areas. | \$20,000 |
| Consultant to prepare background documentation to support a Planning Scheme Amendment to change the schedule to the Heritage Overlay to allow prohibited uses based on findings of the Moreland Industrial Land Strategy Heritage Analysis Report | \$50,000 |
| 2025/2026 | |
| Undertake a preliminary assessment to understand extent of Victorian cottages in Brunswick that are within a Heritage Overlay, and those that are not. | \$20,000 |
| Prepare a Conservation Management Plan for CERES Community Environment Park and Joe's Market Garden to support implementation of the findings of the Moreland Heritage Nominations Study. | \$20,000 |

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities. The process to undertake a preliminary heritage assessment of shopfronts on Sydney Road in the Coburg Activity Centre will be in accordance with the Charter as any future changes to planning controls will need to be exhibited and seek submissions in accordance with the Victoria Planning Provisions.

4. Community consultation and engagement

Internal consultation was undertaken with relevant Units across Council to scope the heritage project and timeframes.

Community engagement and feedback will form an element of the project when properties have been identified as potentially significant and the heritage research to confirm the heritage significance has been prepared.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

This report recommends that the \$20,000 required to undertake the Coburg Shopfronts assessment be considered as part of the 2023/2024 quarter 1 budget review process.

The 2024/25 and 2025/26 heritage assessments outlined in the Heritage Implementation Plan will require consideration as part of the respective budget processes.

7. Implementation

A new implementation plan will be developed 2025 / 2026 to further support the delivery of the Heritage Action Plan 2017–2032.

Upon successful funding and completion of the preliminary assessment of heritage shopfronts, a further report to Council will provide recommendations and outline costs for any second stage assessment.

Attachment/s

There are no attachments for this report.

7.3 LANEWAY ADJACENT TO KASTORIAN ASSOCIATION, NORTH COBURG

Director City Infrastructure, Anita Curnow

Capital Works Planning and Delivery

Officer Recommendation

That Council:

1. Includes the laneway from Elizabeth Street to the Kastorian Association entry in Council's footpath network and undertakes appropriate maintenance.
2. Submits the name "Kastoria Lane" to the Registrar – Geographic Names for an exemption to be made to Principle J - Using Commercial and Business Names of the Naming Rules for Places in Victoria, Statutory Requirements.
3. Not pursues the upgrading of the remainder of the unmade laneway at this stage.

REPORT

Executive Summary

The Kastorian Association of Victoria is a cultural organisation based in North Coburg, established in 1968 by Kastorian immigrants from Greece.

This report responds to an April 2023 resolution calling for information about the potential renaming the unnamed laneway adjacent to the club's premises in honour of the Kastorian Association.

The report recommends proceeding with the naming of the laneway.

The report also sets out how the replacement of about 6 square metres of concrete surface should occur as part of the maintenance of the Elizabeth Street end, and funded from existing Council footpath renewal budget. The report recommends that the remainder of the laneway is not upgraded, and remain unmade.

Previous Council Decisions

Notice of Motion 8.3 - Kastorian Association – North Coburg – 12 April 2023

That Council calls for a report on the following matters:

1. *Reconstruct the unmade laneway to provide safe passage to the community facility.*
2. *Rename the laneway to Kastoria Lane to acknowledge the contribution of the club to the community and make the entranceway easier to find.*
3. *The report includes the engagement and consultation process for affected stakeholders.*

1. Policy Context

Council has adopted a Right of Way Strategy with an objective to manage and protect Rights of Way (ROW) or laneways. The vision of the strategy is:

To provide a well-managed, accessible, safe and versatile Rights of Way network that enhances community life and provides opportunity for revitalisation.

The laneway between 217 and 219 Elizabeth Street, is classified as an unmade laneway. Section 3.2.2 of the strategy prescribes process of construction of unconstructed ROW. The approach is for the cost of the construction of ROW to be borne by the adjacent property owners and recovered through a special charges scheme as allowed in the *Local Government Act*. Depending on the class of the ROW, Council has adopted a contribution proportion that Council will make towards the construction. The laneway between 217 and 219 Elizabeth Street is classed as a Class 2 laneway and Council contributes 25 per cent of the cost and the adjacent properties contribute 75 per cent.

It should be noted that Council's footpath network has been established to provide an accessible all-weather path to the front of every residence and commercial venue. Laneways are generally not part of the footpath network.

2. Background

The Kastorian Association of Victoria is a cultural organisation based in North Coburg. The association was established in 1968 by Kastorian immigrants from Greece who settled in the area.

The Kastorian Association aims to promote and preserve the cultural heritage of the Kastorian people and to provide a social and support network for its members. The association runs various cultural events and activities throughout the year, including traditional dance performances, music concerts, and celebrations of important festivals such as Easter and Christmas.

The Kastorian Association is an important part of the Greek-Australian community in Melbourne and has played a significant role in preserving and promoting the cultural identity of the Kastorian people and fostering a sense of community among its members. It is an important cultural organisation that plays a vital role in promoting and preserving the cultural heritage of the Kastorian people in Melbourne.

The Kastorian Association is located at 219 Elizabeth Street, North Coburg. The entranceway is via an unmade laneway. Recently, the Association received capital grants from Council and State Government for building accessible toilets and kitchen, which have been completed, and have expanded the use of the hall. However, the unmade laneway still provides challenges and safety concerns for members of the club.

3. Issues

Local Infrastructure Assessment

Footpath Access

The property (219) is owned by the Kastorian Society who operate their rooms in the rear half of the premises and sublet the front of the premises. Access to the Society rooms is via a side door opening onto the laneway.

Although the laneway is classified as unmade and the designated footpath network does not extend up the laneway, a concrete surface from Elizabeth Street to the Society's door has been in place since well before 2007. This surface needs only a little maintenance work, replacement of approx. 6m² at the Elizabeth Street end, to provide a suitable all-weather path for pedestrians to access the Society's entrance. This can be funded through Council's existing footpath renewal budget.

Vehicle Access

The existing unmade laneway provides access (dependent on weather conditions) to the rear of several properties. This access would not be utilised by the general public. Due to the standard width of 3.0 metres, parking is prohibited in laneways.

Roads (including laneways) are initially constructed at the cost of the landowners. Today, the *Subdivision Act 1988* ensures that the roads are constructed by the developer before the abutting house lots can be sold. However, historically the subdivision often came first, resulting in landowners constructing homes next to unconstructed roads, then the *Local Government Act* allowed Councils to charge the full cost of constructing the roads and drains to the abutting landowners. Once the road was constructed, Council had to maintain it forever. However, the 1989 version of the *Local Government Act* removed Council's power to compel owners into a construction scheme. Today, a majority of abutting owners must agree to pay, before a construction scheme can proceed. Since 1989 this occurred only once.

Historically, the cost of construction was allocated using the length of property frontage and one-third the length of any property side-age (ie for corner blocks facing a different street). There are no recent examples to identify the current charging methodology.

Naming of Laneway

Under the Rights of Way Strategy, laneways are named if there are properties with their only access via the laneway. Under the *Geographic Place Names Act 2010*, Council is a body which can submit a place name to the Registrar, Geographic Names for adoption after suitable public consultation. The naming of a laneway is covered under the Act.

Under the Naming Rules for Places in Victoria, Statutory Requirements, places should generally not be named after:

- commercial businesses
- trade names
- estate names (which are solely commercial in nature)
- not-for-profit organisations.

Exceptions may apply if the business, organisation or name had an association with the area over a substantial period of time and is held in high regard by the community, for example, Lions Park Mallacoota, Vegemite Way.

In these circumstances, the naming authority must apply in writing to the Registrar to seek exemption from this principle, including but not limited to evidence of the business or organisation's association with the area and any known community views. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

4 Community consultation and engagement

The Naming Rules requirements state -

Communities that will be affected by the proposed naming or boundary adjustment of a road, feature or locality should be consulted. The naming authority must decide whether the immediate community or the extended community should be consulted or notified of a change.

Roads: consult the owners of properties accessed from the road.

Affected persons rights and interests

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

Setting of a precedent

The provision of a footway along part or the whole of a laneway has been undertaken previously where there is a significant community benefit.

The naming of this laneway is being undertaken to provide a precisely named path to a community service organisation. It does not provide a broad precedent for naming laneways. Where properties all have an alternative access, laneways remain unnamed. This ensures a consistent approach to the naming of Rights of Way (laneways) and numbering of properties in laneways including aiding emergency services to locate properties more efficiently.

5. Human Rights Consideration

This report reinforces Human Rights; apart from the intersection between disability access and gender, does not raise additional Gender Equality issues requiring a Gender Equality Impact Assessment.

6. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

7. Financial and Resources Implications

The ROW in question has not been designed for upgrade, as such, only a high-level estimate can be undertaken. Based on Council's current unit rates, it is estimated that the cost of constructing the entire length of the ROW with possible drainage requirements will be approximately \$100,000. Based on Council's current approach of a shared cost with the adjacent properties, Council's contribution will be approximately \$25,000 and the collective contribution of adjacent properties will be \$75,000. Altogether, there are 9 properties which could potentially access the ROW. Not all of these currently utilise the laneway for rear access.

Proposals to include a footway to the door or the Kastorian Club and name the laneway can be carried out within Council's current operating budget.

Should Council decide to progress with upgrading the section of ROW, there will be additional resource required, both in the form of external consultants (Survey and Design) and internal existing resources (Project Manager, Construction Engineer, Communications and Engagement Officer/Advisor). There could also be resource implication due to administrative task of special charges.

8. Implementation

Following adoption of the recommendations of this report, the following will be undertaken:

1. The laneway from Elizabeth Street to the Kastorian entrance will be included in Council's footpath register.
2. An exemption will be sought to use the name "Kastoria Lane" from the Registrar – Geographic Names (exemption to Principle J - Using Commercial and Business Names of the Naming Rules for Places in Victoria, Statutory Requirements).
3. The distressed concrete area at the start of the laneway will be scheduled for renewal.
4. The process to name the laneway will be undertaken following advice from the Registrar – Geographic Names.

Attachment/s

There are no attachments for this report.

7.4 IMPLEMENTATION OF COUNCIL'S NEW NAME - PROGRESS UPDATE

Director Community, Eamonn Fennessy

Community Engagement

Officer Recommendation

That Council notes the update on actions to implement Council's name change to Merri-bek City Council and the associated costs for the 2022/23 financial year.

| |
|---------------|
| REPORT |
|---------------|

Executive Summary

On Monday 26 September 2022, Council's municipal name was officially changed to Merri-bek City Council. The process to rename Council involved an extensive community engagement program that resulted in one of the highest participation rates experienced to date, with majority support expressed for the Wurundjeri Woi-wurrung word for 'rocky country', Merri-bek.

As part of the change to Council's name, Council resolved to allocate \$250,000 per year across two financial years to enable implementation of the name change. An implementation plan was developed with an allocated budget of \$250,000 for the year 2022/23. This plan included updates to Council's logo and visual identity, key signage, digital platforms, uniforms and other actions.

Council changed its corporate name only and has not required or requested local organisations, clubs, businesses, and groups to change their name unless they choose to do so. In December 2022, Council resolved to allocate \$25,000 from the implementation budget towards support grants that were offered to local organisations and businesses who indicated they would like to align their name to the new municipal name.

This report responds to an October 2022 resolution requesting an implementation update to be reported to Council in July 2023. A list of implementation actions and costs for the first year of Council's new name are included within this report.

Previous Council Decisions

Merri-bek Naming Support Grant – 7 December 2022

That Council:

- 1. Approves the reallocation of \$25,000 from the \$250,000 allocated this financial year through for implementation of Council's name change to a Merri-bek Naming Support Grant program in 2022/23 to assist community organisations and businesses who wish to update from 'Moreland' to 'Merri-bek' and require financial support to do so.*
- 2. Refers an additional \$25,000 to the 2023/24 Council budget process for consideration to continue the once-off Merri-bek Naming Support Grant program next financial year.*

What's In a Name? Moreland to Merri-bek – 12 October 2022

That Council:

...

- 3. In July 2023 and July 2024 present a report to Council detailing the implementation actions of the name change and associated costs in the previous financial years.*

Proposed Renaming of Moreland City Council – 13 December 2021

That Council:

...

6. *Notes and refers to the budget process an additional \$250,000 per year for two financial years (\$500,000 total) to update Council's digital platforms, signs at significant Council buildings and facilities and municipal entry signs and notes updating Council assets such as street and park signs, smaller facilities signage, staff uniforms and vehicles will be addressed incrementally within existing budget allocations and asset renewal programs over a 10-year timeframe.*

1. Policy Context

Implementing a new name for Council is aligned with the following key Council plans and policies:

- **Council Plan 2021-2025:** Theme 3: A healthy and caring Merri-bek
- **Statement of Commitment** to Wurundjeri Woi-wurrung People and Aboriginal and Torres Strait Islander Communities of the City of Merri-bek
- **Human Rights Policy 2016-2026**
- **Social Cohesion Plan:** Theme 4: Diversity and Discrimination

2. Background

Council's new name of Merri-bek City Council officially came into effect on Monday 26 September 2022, following notification from the Governor in Council and Minister for Local Government and an extensive community and stakeholder engagement over many months.

Council endorsed a budget allocation of \$250,000 per year for two financial years to update Council digital platforms, signs at significant Council buildings and facilities and municipal entry signs and other actions.

In preparation for Council's new name, an implementation plan was developed that mapped out a schedule of actions and estimated costs. The approach to updating Council's new name was to apply simple and complementary updates, retaining the existing logo that has strong recognition and familiarity across the community.

As well as changing the corporate name within the Council logo, a new colour palette was introduced and the incorporation of Wurundjeri artist Mandy Nicholson's 'manna gum' leaf as a supporting brand element.

Works to implement Council's new name, including graphic design works, were resourced internally, assisting in keeping associated costs low.

Implementation to date

A number of key actions have been delivered in the first year of implementation, all within the allocated budget.

Other key actions include:

- **Council websites:** updates to the name, colour and logo on Council's corporate website, Conversation's Merri-bek engagement platform and other related websites. The URL and domain name for Council's digital platforms has also been updated to reflect the new name Merri-bek.

- **Key communication channels:** Council's key communication channels have been updated to reflect the new name including social media (Facebook, Instagram, LinkedIn, Twitter, YouTube), the Merri-bek Community Newsletter, My Merri-bek eNewsletter. All Council sub-brands have also been updated, for example Business Merri-bek channels, Zero Carbon Merri-bek, Arts Merri-bek etc. Since the official date of our new name, any new printed collateral was updated and any existing 'Moreland' material was distributed and replaced as needed.
- **Council fleet:** removal of old logo and artwork and replacement with new name of Council's vehicle fleet – this includes waste trucks, street sweepers, community buses and other vehicles.
- **Signage at key locations:** While key signage has now been updated to reflect Council's new name, remaining signage will be updated on an 'as needs' basis as assets age and are required to be replaced as part of Council's renewal program. New signage artwork has been installed at key Council locations and facilities. This includes municipal entry signs, Maternal and Child Health Centres, Oxygen Youth Centre, and customer service centres. Signage at parks will be progressively updated on an ongoing basis.
- **Staff uniforms:** uniforms for front facing staff have been updated included Customer Service Officers, Local Laws Officers and Home Support team members. Other remaining uniforms such as Open Space Maintenance Crew Members will be updated progressively in year two of implementation and on an ongoing basis post 2023/24.

In December 2022 Council requested that support a grants program for local organisations and businesses who wished to change their name and brand to Merri-bek be included within the implementation budget. The first year of support grants have now been allocated to 6 organisations at a total of \$25,000. Successful recipients include:

- Moreland City Band
- Moreland West Medical Centre
- Community Information and Support Moreland
- Moreland Darebin District Scouts
- St Alban's and St Augustine's Merri-bek
- Moreland Toy Library

3. Issues

Community impact

Consideration was given to the existing awareness and recognition of the Council logo, particularly within CALD communities. To accommodate this, the decision was made to retain the existing logo and change only the corporate name within the logo. Minor updates were then applied to the colour palette used for Council branded material. Community concern around the costs of implementation were also considered and much of Council's name change was developed and delivered within existing resources to maintain low costs.

Climate emergency and environmental sustainability implications

Environmental sustainability was front of mind to avoid or reduce waste as much as possible, and in some instances assets or materials with 'Moreland' remain and will be replaced as they age as part of Council's renewal program. A large portion of the renaming to Merri-bek involved digital assets which had minimal impact to the environment.

Economic sustainability implications

Local suppliers based in Merri-bek were predominantly engaged to supply services and materials as part of the implementation actions.

Legal and risk considerations

Only the Victorian Government can change Council's corporate name. This was completed on 26 September 2022 as an Order in Council under section 235(g) of the *Local Government Act 2020* with reference to section 237(2)(f) altering the name of Moreland City Council to Merri-bek City Council.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities. The report supports Charter Section 19 (2) Aboriginal Cultural Rights and Responsibilities which say that Aboriginal people hold distinct cultural rights and must not be denied the right to:

- Enjoy their identity and culture
- Maintain distinctive spiritual and economic relationship with the land and waters and other resource they have a connection under traditional laws and customs.

4. Community consultation and engagement

All residents, ratepayers, business owners and other community members were invited to vote on their preferred new municipal name from three Woi-wurrung name options over May and June 2022. Participation in the community engagement process was provided via digital platforms, hardcopy surveys and face-to-face activities.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

As previously advised to Council, \$250,000 per year for two financial years starting 2022/23 was required and approved. This has been included in the Council budget 2022/23 and 2023/24. Updating Council assets such as street and park signs, and smaller facilities signage will be addressed incrementally within existing budget allocations and asset renewal programs over a 10-year timeframe.

Completed implementation 2022/23

| | |
|---|----------|
| Update digital platforms: corporate website, Conversations Merri-bek engagement platform, maintaining search engine results (e.g. Google) | \$32,668 |
| IT Infrastructure: domain name change/URL, email addresses, SSL Certificate, Office 365 | \$33,700 |
| Community awareness information of new name | \$7,479 |
| Development of templates and materials: posters, flyers, email banners, social media tiles, update to brand guidelines | \$10,454 |
| Stationery: lanyards, authorised officer ID, infringement notices, business cards etc. | \$9,732 |
| Uniforms for front facing staff: customer service, local laws officers, Home Support Team etc. | \$12,196 |
| Banners, portable signage, Council Chambers signs/logo | \$11,339 |

| | |
|---|-----------|
| Municipal signage and key facilities: entry signage, MCH Centres, Oxygen Youth Centre, customer service centres, leisure and recreation centres a number of park signs across municipality. | \$92,432 |
| Operational fleet and vehicles: updating name and branding of Council vehicles including waste trucks, fleet vehicles, street sweepers, immunisation vehicle etc. | \$14,364 |
| Support grants to assist local organisations and businesses to change their name and brand to Merri-bek if they wish. | \$25,000 |
| Total | \$249,364 |

Proposed second year implementation 2023/24

The following list of actions and estimated costs will be delivered as part of the second year of implementation, and within the allocated budget of \$250,000:

| | |
|---|-----------|
| Uniforms for outdoor staff (e.g. Open Space maintenance, Waste Services etc) | \$26,000 |
| Signage for key facilities: parks, community halls, senior citizen centres | \$88,000 |
| Remaining stationery and collateral: staff ID, pull up banners, translated material for CALD communities, accessible signage etc. | \$19,000 |
| Remaining fleet and vehicles: updating name and branding of Council vehicles including waste trucks, fleet vehicles, street sweepers, immunisation vehicle etc. | \$55,000 |
| Support grants to assist local organisations and businesses to change their name and brand to Merri-bek if they wish. | \$25,000 |
| Contingency on escalations (additional infrastructure and supply chain costs) | \$37,000 |
| Total | \$250,000 |

7. Implementation

The above list of implementation actions and costs have been delivered within the first year of the change to Council's new name in 2022/23. The second year of implementation actions will commence from 1 July 2023.

Attachment/s

There are no attachments for this report.

7.5 FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2023

Director Business Transformation, Sue Vujcevic

Finance and Procurement

Officer Recommendation

That Council notes the Financial Management Report for the period ended 31 May 2023, at Attachment 1 to this report.

REPORT

Executive Summary

This report presents the Financial Management Report for the financial year to date period ending 31 May 2023.

The May Income Statement shows the Council surplus is \$2.2 million better than the year-to-date revised forecast as a result of lower overall revenue and lower overall expenditure. These differences are considered largely timing in nature.

Council has spent \$60.1 million on capital expenditure, which is tracking below the year-to-date (YTD) forecast of \$70.4 million, with \$18.8 million remaining to be spent.

Previous Council Decisions

2022-23 Third Quarter Financial Report – 12 April 2023

That Council:

1. *Notes the 2022/23 Third Quarter Financial Report for the period ending 28 February 2023, including operating performance and capital performance.*
2. *Notes the status of the capital works program for 2022/23;*
3. *Notes the increase to the full-year forecast for operating income of \$0.2 million and decrease to expenditure of \$2.9 million arising from the 2022/23 Third Quarter Financial Review;*
4. *Notes the unrestricted surplus of \$2.5 million to be transferred to the Waste Reserve, leaving an unrestricted forecasted surplus of \$0.3 million.*
5. *Endorses the full-year capital expenditure forecast of \$78.9 million, arising from the 2022/23 Third Quarter Financial Review.*
6. *Carries forward the following capital project funding to the 2023/24 Capital Works Program.*
 - *Park Close to Home – Frith Street - \$3,763,292*
 - *Saxon St Community Hub - \$2,800,000*
 - *Replace Council Fleet – Walter St Depot - \$1,024,655*
 - *Kerbside Waste Reform - \$914,899*
 - *Turner Street Kindergarten Expansion - \$635,114*
 - *Lorne Street – From Hume to Wembley, Fawkner - \$434,585*
 - *Transport Trial Sites – Kent/Northumberland/Dawson Bike Lanes & Albert/Victoria Shared Zones - \$340,362*
 - *Richards Reserve Natural Turf Renewal - \$337,850*
 - *Doris Blackburn Kindergarten - \$301,577*
 - *CB Smith Reserve Precinct Safety Improvements - \$300,000*
 - *Pascoe Vale Community Centre – Children’s Area Refurb - \$299,215*
 - *Sportsfield Stormwater Reuse – Municipal Wide - \$270,000*

- *Commercial Tenancy Maintenance Obligations - \$250,000*
- *Accommodation Master Plan Implementation - \$240,000*
- *Furniture & Fittings Replacement Program - \$179,800*
- *Installation of Pedestrian Operated Signals (Biennial) - \$165,000*
- *Kendall/Harding Footbridge over Merri Creek - \$150,580*
- *40km/h Community & Engagement Strategy - \$145,000*
- *Project Management – Hosken Reserve - \$135,000*
- *Blackspot Project – Barkly St & Lygon St - \$124,000*
- *Dog Parks in the North – Fawkner - \$103,446*
- *Dog Parks in the North – Glenroy - \$103,216*
- *Kingsford Smith Ulm Reserve - \$100,000*
- *Park Close to Home – Service Street, Coburg - \$100,000*
- *Moonee Ponds Creek Naturalisation Project - \$97,500*
- *Upfield Path Upgrade at Railway Place and Refuge Island on Union Street – Brunswick - \$91,922*
- *Upgrade Roundabouts to Improve Access - \$84,600*
- *Fawkner Transport Study – Various - \$80,000*
- *Craigieburn Shared Path Stage 4 Glenroy Road to Barina (Design) - \$50,000*
- *Rostering System – Various - \$46,000*
- *Corporate Carbon Reduction Plan (CCRP) - \$30,000*
- *Traffic Management Devices – Various Locations Identified by Studies 22/23 - \$30,000*
- *O’Hea Street Bike Path Extension – Sussex to Deby Street, Pascoe Vale - \$27,120; and*
- *Core Systems Upgrade - \$26,486.*

1. Policy Context

This report supports Council’s continuing commitment to open and accountable management of the financial resources of Merri-bek on behalf of its ratepayers.

2. Background

The Financial Management Report at **Attachment 1** provides Council’s financial statements for the year to date (YTD) period ending 31 May 2023. The actual results are compared to the revised forecast which includes changes made in the Third Quarter Financial Review.

3. Issues

Council ended May 2023 with a surplus operating result of \$42.8 million which is \$2.2 million (6%) better than the YTD revised forecast of \$40.5 million. These differences are considered largely timely in nature.

Significant variance explanations are provided below to clarify where the current YTD variances are expected to be a timing or permanent difference by 30 June 2023. A timing variance is a current difference between actual result and budget which is expected to be resolved before the end of the financial year. A permanent variance is a current difference between actual result and budget which will continue to the end of the financial year.

The main items contributing to the overall variance are:

Revenue

- **Contributions Monetary** ended \$1.1 million unfavourable due to the unpredictability in timing of Open Space contributions.
- **Grants Capital** ended \$0.9 million (18%) unfavourable primarily due to the timing of grant funding for Saxon Street Community Hub (\$0.5 million) and Park Close to Home – Frith Street (\$0.3 million) (timing).

These unfavourable variances partially offset the favourable variances in expenditure.

Expenditure

- **Contacts, Materials & Services** ended \$3.6 million (6%) favourable primarily due to the following:
 - \$3.3 million (27%) underspends in General Works & Services in the following areas:
 - \$2.0 million underspend in operating projects throughout the organisation (timing); and
 - \$0.4 million underspend in parking sensors (timing).
 - \$0.2 million underspend in the pool & recreation management fee (permanent)
 - \$0.4 million (3%) underspend in Cleaning and Waste Removal due to lower than expected volumes in tipping fees and green waste removal (permanent).

Key Definitions

Comprehensive operating surplus – the comprehensive operating surplus reflects the anticipated annual performance of the organisation's day to day operations based on recurrent income and expenditures.

Underlying operating result – the underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital from being allocated to cover operating expenses.

Environmental Upgrade Agreements

No new Environmental Upgrade Agreements were approved in the quarter from 1 April 2023 to 30 June 2023. There are currently six agreements in operation, with a total value of \$484,854 Environmental Upgrade Agreement payments that have not yet fallen due.

Capital Projects – Capital Expenditure

The Capital Expenditure program year to date has an actual spend of \$60.1 million which is tracking below the YTD forecast of \$70.4 million (15%), with \$18.8 million (24%) revised forecast remaining.

Cash

At the end of May, Council had cash and short-term investments of \$123.0 million. This is \$8.9 million higher than the cash position at the beginning of the financial year. Cash fluctuates frequently over the year due to a number of factors including the timing of payments and receipts.

Solvency Assessment

Council's liquidity ratio (current assets divided by current liabilities) is 3.49 as at 31 May 2023. The Victorian Auditor-General's Office recommends that this ratio be 1.5 or higher. The current ratio is similar to this time last year.

Community Impact

There are no community impacts identified in this report.

Climate Emergency and Environmental Sustainability Implications

There are no climate emergency and environmental sustainability implications identified in this report.

Economic Sustainability Implications

There are no economic sustainability implications identified in this report.

Legal and Risk Considerations

There are no legal and risk considerations identified in this report.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Community Consultation and Engagement

This report has been prepared based on information provided by managers and reviewed by directors.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

The overall corporate objective is to deliver the 2022/23 budget with the best possible outcome for Council and the community and in line with the adopted budget targets.

7. Implementation

The financial position of Council will continue to be monitored and managed.

Attachment/s

- 1 [↓](#) Council Financial Report ending 31 May 2023 D23/292607



Council Financial Management Report

Eleven Months Ended May 2023

Executive Summary

For the eleven months ended 31 May 2023, Council had an operating surplus of \$42.8 million which is \$2.2 million (6%) higher than the year to date (YTD) revised forecast of \$40.5 million. This comprises total revenue of \$222.4 million which is \$1.0 million (0%) lower than the YTD revised forecast of \$223.4 million and total expenditure of \$179.6 million which is \$3.3 million (2%) favourable compared to the YTD revised forecast budget of \$182.9 million.

The main reasons for the favourable variance to YTD budget are:

Revenue

Contributions Monetary ended \$1.1 million (11%) unfavourable due to the unpredictability in timing of open space contributions.

Grants Capital ended \$0.9 million (18%) unfavourable primarily due to the timing of grant funding for Saxon Street Community Hub (\$0.5 million) and Park Close to Home - Frith Street (\$0.3 million).

This unfavourable variance partially offset the favourable variances in expenditure.

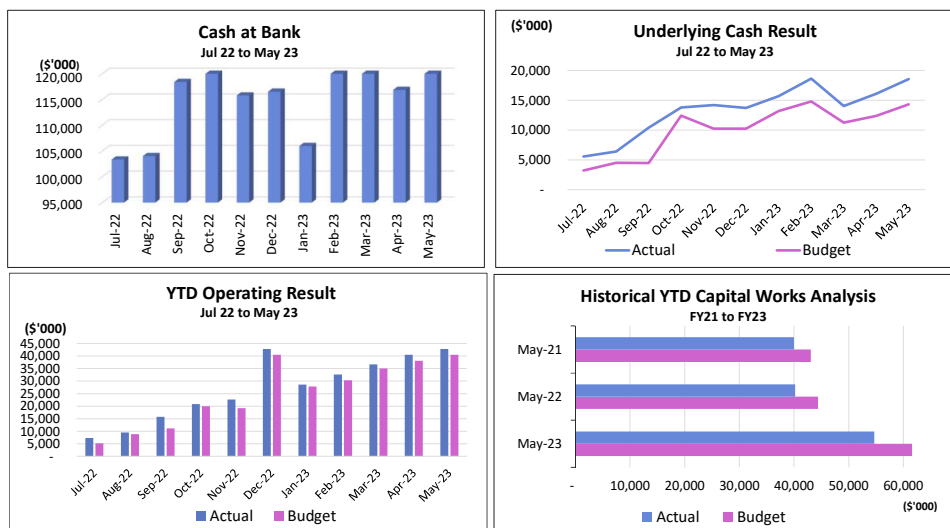
Expenditure

Contracts, Materials & Services ended \$3.6 million (6%) favourable primarily due to the following:

- \$3.3 million (27%) underspends in General Works & Services in the following areas:
 - \$2.0 million underspend in Operating projects throughout the organisation;
 - \$0.4 million underspend in Parking Sensors due to delays in signing the new contract;
 - \$0.2 million underspend in the Pool and Recreation Management Fee.
- \$0.4 million (3%) underspend in Cleaning and Waste Removal due to lower than expected volumes in tipping fees and green waste removal.

Council has spent \$60.1 million on capital expenditure to 31 May 2023 which is \$10.3 million (15%) lower than the YTD revised forecast, with \$18.8 million (24%) of the full year revised budget remaining. The underspend comprises a number of minor variances, the most material being Fleming Park Masterplan Implementation (\$1.7 million) and the Fawkner Centre Redevelopment (\$1.3 million).

Cash assets are \$123 million at 31 May 2023. This is an increase of \$8.9 million on 30 June 2022 cash levels. Cash fluctuates frequently over the year due to a number of factors including the timing of payments and receipts.



Merri-bek City Council
Consolidated Income Statement
Eleven Months Ended May 2023

| YTD Variance (\$) | YTD Variance (%) |
|-------------------|------------------|
| ● when >\$100k | ● when > 10% |
| ● when <\$100k | ● when < 10% |
| ● when > -\$100k | ● when > -10% |
| ● when < -\$100k | ● when < -10% |

| Full Year Original Budget (\$'000) | Revenue & Expenditure | NOTES | YTD Actual (\$'000) | YTD Revised Forecast (\$'000) | YTD Variance (\$'000) | YTD Variance (%) | Full Year Revised Forecast (\$'000) |
|------------------------------------|---------------------------------|-------|---------------------|-------------------------------|-----------------------|------------------|-------------------------------------|
| Revenue | | | | | | | |
| 178,070 | Rates and Charges | | 164,363 | 163,833 | 530 | 0% | 179,357 |
| 16,772 | Statutory Fees and Fines | | 15,094 | 16,011 | (918) | (6%) | 17,410 |
| 6,873 | User Fees | | 6,631 | 6,371 | 260 | 4% | 6,790 |
| 11,700 | Contributions - Monetary | 1 | 8,538 | 9,637 | (1,100) | (11%) | 10,907 |
| 0 | Contributions - Non-monetary | | 1,534 | 1,424 | 110 | 8% | 1,424 |
| 20,872 | Grants Operating | | 15,151 | 14,953 | 198 | 1% | 21,405 |
| 6,821 | Grants Capital | 2 | 3,945 | 4,806 | (861) | (18%) | 6,712 |
| 3,576 | Other Revenue | | 6,767 | 6,316 | 451 | 7% | 7,236 |
| 85 | Asset Sales | | 368 | 49 | 318 | 645% | 85 |
| 244,769 | Total income | | 222,390 | 223,401 | (1,011) | 0% | 251,325 |
| Expenditure | | | | | | | |
| 101,828 | Employee Benefits | | 87,941 | 88,159 | 218 | 0% | 101,871 |
| 67,733 | Contracts, Materials & Services | | 56,328 | 59,904 | 3,576 | 6% | 68,970 |
| 28,393 | Depreciation | | 29,561 | 29,185 | (376) | (1%) | 31,793 |
| 236 | Amortisation Expense | | 217 | 217 | 0 | 0% | 236 |
| 2,931 | Bad & Doubtful Debts | | 2,754 | 2,794 | 40 | 1% | 3,048 |
| 2,119 | Net loss on disposal of assets | 3 | 1,603 | 1,452 | (150) | (10%) | 2,020 |
| 670 | Finance Costs | | 618 | 622 | 4 | 1% | 682 |
| 713 | Other Expenses | | 613 | 557 | (55) | (10%) | 720 |
| 204,623 | Total expenses | | 179,632 | 182,889 | 3,257 | 2% | 209,341 |
| 40,146 | Surplus | | 42,758 | 40,512 | 2,246 | 6% | 41,984 |

- 1) Contributions - Monetary** ended \$1.1 million (11%) unfavourable due to the unpredictability in timing of Open Space contributions.
- 2) Grants Capital** ended \$0.9 million (18%) unfavourable due to the timing of grant funding for Saxon Street Community Hub (\$0.5 million) and Park Close to Home - Frith Street (\$0.3 million);
- 3) Net loss on disposal of assets** ended \$0.2 million (10%) unfavourable primarily due to the disposal of assets being renewed which were capitalised in March, April and May.

Merri-bek City Council
Underlying Result Analysis
Eleven Months Ended May 2023

| Adopted Budget (\$'000) | YTD Actuals (\$'000) | YTD Revised Forecast (\$'000) | YTD Variance (\$'000) | YTD Variance (%) | Full Year Revised Forecast (\$'000) |
|---|-------------------------|----------------------------------|--------------------------|---------------------|--|
| 38,028 Surplus for the Year | 42,758 | 40,512 | 2,246 | 6% | 41,984 |
| 38,028 Surplus/Deficit | 42,758 | 40,512 | 2,246 | 6% | 41,984 |
| <i>Non Operating Income and Expenditure</i> | | | | | |
| 2,119 Net loss on disposal of property, infrastructure, plant & | 1,235 | 1,403 | (168) | 100% | 2,020 |
| (55) Contributions Capital (cash & non monetary) | (1,593) | (1,499) | (94) | 6% | (1,499) |
| (6,821) Grants - Capital | (3,945) | (4,806) | 861 | -18% | (6,712) |
| (10,000) PRRLF Reserve | (6,951) | (8,163) | 1,212 | -15% | (9,288) |
| (1,645) DCP Reserve | (1,528) | (1,399) | (129) | 9% | (1,543) |
| (16,402) Total Capital Income | (12,783) | (14,465) | 1,682 | -12% | (17,023) |
| 21,626 Underlying Result | 29,975 | 26,047 | 3,928 | 15% | 24,961 |
| <i>Less</i> | | | | | |
| 2,092 Loan Principal Repayments | 1,215 | 1,215 | 0 | 0% | 2,092 |
| 6,710 Additional Rates Funded CAPEX | (10,648) | (10,648) | 0 | 0% | (11,616) |
| 0 Operating Grants brought forward from FY24 | 0 | 0 | 0 | 0% | 0 |
| 12,905 Transfers to Reserves - Operating | 7,726 | 8,004 | (278) | 0% | 23,762 |
| (533) Transfers from Reserves - Operating | 0 | 0 | 0 | 0% | (2,671) |
| 0 Carry Forwards processed into FY24 | 13,140 | 13,140 | 0 | 0% | 13,140 |
| 21,174 Total Transfers & Other | 11,433 | 11,711 | (278) | 2% | 24,708 |
| 451 Unrestricted surplus / (deficit) | 18,542 | 14,335 | 4,206 | 29% | 253 |

Merri-bek City Council
Balance Sheet
As at 31 May 2023

| | NOTES | May 2023 | May Revised Forecast | Variance to Forecast | Prior Year June 2022 | Movement Since 30 June 2022 |
|--|-------|------------------|----------------------|----------------------|----------------------|-----------------------------|
| | | (\$'000) | (\$'000) | (\$'000) | (\$'000) | (\$'000) |
| ASSETS | | | | | | |
| Current assets | | | | | | |
| Cash Assets | | 84,974 | 86,243 | (1,269) | 17,052 | 67,922 |
| Receivables | | 49,462 | 58,093 | (8,631) | 47,445 | 2,020 |
| Other Financial Assets | | 38,000 | 38,000 | 0 | 97,000 | (59,000) |
| Inventories | | 294 | 299 | (6) | 294 | (0) |
| Non Current Assets Classified As Held For Sale | | 2,119 | 0 | 2,119 | 2,119 | 0 |
| Other Assets | | 1,720 | 2,316 | (596) | 2,416 | (696) |
| Total current assets | | 176,569 | 184,952 | (8,383) | 166,326 | 10,246 |
| Non current assets | | | | | | |
| Unlisted Shares | | 2 | 2 | 0 | 2 | (0) |
| Property, Plant & Equipment | | 2,685,892 | 2,682,420 | 3,472 | 2,646,815 | 39,077 |
| Right of use assets | | 945 | 945 | 0 | 945 | (0) |
| Investments | | 28,870 | 28,870 | - | 28,870 | (0) |
| Total non-current assets | | 2,715,709 | 2,712,237 | 3,472 | 2,676,631 | 39,076 |
| Total Assets | | 2,892,278 | 2,897,189 | (4,911) | 2,842,957 | 49,322 |
| LIABILITIES | | | | | | |
| Current liabilities | | | | | | |
| Payables | | | | | | |
| Payables | | 11,384 | 17,612 | 6,228 | 12,337 | (953) |
| Revenue Received in Advance | | 16,661 | 16,661 | - | 3,272 | 13,390 |
| Provisions | | 19,982 | 21,951 | 1,970 | 21,072 | (1,090) |
| Interest Bearing Loans and Borrowings | | 1,326 | 1,326 | - | 1,326 | 0 |
| Trust Funds & Deposits | | 1,221 | 1,071 | (151) | 5,465 | (4,244) |
| Total current liabilities | | 50,573 | 58,621 | 8,048 | 43,472 | 7,102 |
| Non current liabilities | | | | | | |
| Provisions | | 2,251 | 1,930 | (321) | 2,253 | (2) |
| Interest Bearing Loans and Borrowings | | 22,622 | 22,053 | (570) | 23,157 | (534) |
| Total non current liabilities | | 24,873 | 23,982 | (891) | 25,410 | (537) |
| Total Liabilities | | 75,446 | 82,603 | 7,157 | 68,882 | 6,566 |
| Net Assets | | 2,816,832 | 2,814,586 | 2,246 | 2,774,074 | 42,757 |
| EQUITY | | | | | | |
| Reserves | | | | | | |
| Asset Revaluation Reserves | | 1,978,489 | 1,685,076 | 293,413 | 1,978,471 | 18 |
| General Reserves | | 72,777 | 86,002 | (13,224) | 85,120 | (12,343) |
| Total Reserves | | 2,051,267 | 1,771,078 | 280,188 | 2,063,591 | (12,325) |
| Surplus | | | | | | |
| Accumulated Surplus | | 765,566 | 1,043,508 | (277,942) | 710,483 | 55,083 |
| Total Accumulated Surplus | | 765,566 | 1,043,508 | (277,942) | 710,483 | 55,083 |
| Total Equity | | 2,816,832 | 2,814,586 | 2,246 | 2,774,074 | 42,757 |

Merri-bek City Council
Cashflow Statement
Eleven Months Ended May 2023

| | NOTES | YTD May 2023 | YTD May Revised Forecast | Variance to Forecast |
|--|-------|------------------|--------------------------|----------------------|
| | | (\$'000) | (\$'000) | (\$'000) |
| Cash flows from operating activities | | | | |
| Receipts | | | | |
| Rates and charges | | 164,934 | 162,702 | 2,232 |
| User fees | | 12,516 | 6,390 | 6,125 |
| Statutory fees and fines | | 8,145 | 13,819 | (5,674) |
| Grants - operating | | 16,666 | 15,207 | 1,458 |
| Grants - capital | | 4,340 | 4,020 | 320 |
| Contributions - Cash (operating & capital) | | 10,035 | 9,352 | 683 |
| Interest | | 3,140 | 3,411 | (271) |
| Other receipts (includes rents & reimbursements) | | 5,353 | 3,119 | 2,234 |
| Tax / Trust funds | | 7,991 | 8,709 | (718) |
| | | 233,119 | 226,729 | 6,390 |
| Payments | | | | |
| Employee costs | | (91,925) | (87,057) | (4,868) |
| Materials and consumables | | (61,850) | (62,625) | 775 |
| Other payments | | (1,423) | (623) | (800) |
| | | (155,198) | (150,305) | (4,893) |
| Net cash provided by (used in) operating activities | | 77,922 | 76,424 | 1,498 |
| Cash flows from investing activities | | | | |
| Proceeds from sale of property, infrastructure, plant and equipment | | (1,395) | (1,587) | 191 |
| Payments for property, infrastructure, plant and equipment | | (65,839) | (62,879) | (2,959) |
| Deposits movement (includes trust monies and deposits held) | | 67 | 67 | 0 |
| Net cash provided by (used in) investing activities | | (67,166) | (64,398) | (2,768) |
| Cash flows from financing activities | | | | |
| Finance costs | | (618) | (619) | 1 |
| Proceeds from borrowings | | 0 | 0 | 0 |
| Repayment of borrowings | | (1,215) | (1,215) | (0) |
| Net cash provided by (used in) financing activities | | (1,833) | (1,833) | 1 |
| Net increase / (decrease) in cash & cash equivalents | | 8,923 | 10,192 | (1,270) |
| Cash Position ** | | | | |
| Non-restricted Cash at 1 July 2022 | | 17,051 | 17,051 | 0 |
| Other Financial Assets at 1 July 2022 | | 97,000 | 97,000 | 0 |
| Cash & cash equivalents at beginning of financial year | | 114,051 | 114,051 | 0 |
| Non-restricted Cash at close of period | | 29,974 | 86,243 | (56,269) |
| Other Financial Assets at close of period | 1 | 93,000 | 38,000 | 55,000 |
| Cash & cash equivalents at end of reporting period | | 122,974 | 124,243 | (1,269) |
| Net increase / (decrease) year to date | | 8,923 | 10,192 | (1,269) |
| NOTES: | | | | |
| 1. The restricted cash is made up of term deposits with a maturity date over 3 months. | | | | |

Merri-bek City Council
Top Ten Capital Projects by Annual Budget Value
Eleven Months Ended May 2023

| YTD Variance (\$) | | YTD Variance (%) | |
|-------------------|-------------|------------------|---------------|
| ● when > 50 | ● when < 50 | ● when > 0.15 | ● when < 0.15 |
| ● when > 25 | ● when < 25 | ● when > 0.1 | ● when < 0.1 |

| Revised Forecast (\$'000) | Capital Project | NOTES | YTD Actuals (\$'000) | YTD Revised Forecast (\$'000) | YTD Variance (\$'000) | YTD Percentage Variance (\$'000) | Commitments (\$'000) |
|---------------------------|---|-------|----------------------|-------------------------------|-----------------------|----------------------------------|----------------------|
| 78,937 | Grand Total (All Projects) | | 60,106 | 70,368 | 10,262 | 15% | 90,789 |
| 5,960 | 5269459 - Fleming Park Masterplan Implementation | | 4,198 | 5,885 | 1,687 | 29% | 344 |
| 4,550 | 53590321 - Kerbside Waste Reform | | 3,888 | 3,736 | (152) | -4% | 2,394 |
| 3,547 | 52690127 - Fawkner Leisure Centre Redevelopment | | 1,957 | 3,253 | 1,296 | 40% | 31,745 |
| 2,355 | 52190023 - Park Close to Home Frith Street | | 2,785 | 2,018 | (767) | -38% | 3,328 |
| 2,200 | 52690254 - Saxon St Community Hub : Brunswick | | 1,050 | 1,548 | 498 | 32% | 27,877 |
| 2,006 | 5567929 - Resurfacing Program - Various | | 1,858 | 1,805 | (53) | -3% | 604 |
| 2,000 | 5568556 - Footpath & Bikepath Renewals : Various | | 1,886 | 1,797 | (89) | -5% | 1,271 |
| 1,130 | 52690169 - Sumner Park : 3 Alister Street, North Fitzroy | | 553 | 1,095 | 542 | 49% | 214 |
| 1,040 | 4327145 - Library Books Replacement Program : Library Books | | 948 | 970 | 22 | 2% | 716 |
| 1,035 | 3459274 - Equipment Refresh & Services : Various | | 753 | 952 | 198 | 21% | 200 |

Merri-bek City Council
Top Ten Capital Projects by YTD Overspend
(Excluding property purchases and fully funded capital projects)
Eleven Months Ended May 2023

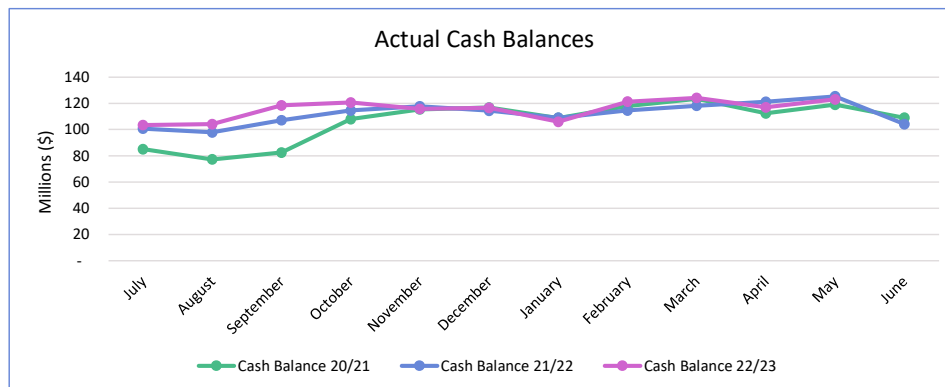
| Revised Forecast (\$'000) | Capital Project | NOTES | YTD Actuals (\$'000) | YTD Revised Forecast (\$'000) | YTD Variance (\$'000) | YTD Percentage Variance (\$'000) | Commitments (\$'000) |
|---------------------------|---|-------|----------------------|-------------------------------|-----------------------|----------------------------------|----------------------|
| 78,937 | Grand Total (All Projects) | | 60,106 | 70,368 | 10,262 | 15% | 90,789 |
| 2,355 | 52190023 - Park Close to Home Frith Street | | 2,785 | 2,018 | (767) | -38% | 3,328 |
| 514 | 6439204 - Sportsfield Stormwater Reuse : Municipal Wide | | 791 | 493 | (298) | -61% | 177 |
| 13 | 52490138 - Craigieburn Shared Path - Stage 3 Bothwell-Gaffney | | 209 | 13 | (196) | -1507% | 92 |
| 4,550 | 53590321 - Kerbside Waste Reform | | 3,888 | 3,736 | (152) | -4% | 2,394 |
| 0 | 52490139 - Threshold Pedestrian Treatments - LRCI | | 90 | 0 | (90) | -100% | 59 |
| 2,000 | 5568556 - Footpath & Bikepath Renewals : Various | | 1,886 | 1,797 | (89) | -5% | 1,271 |
| 504 | 52190252 - Richards Reserve Development Plan | | 502 | 437 | (65) | -15% | 7 |
| 0 | 52490356 - Raised Threshold - Albert St / Sedgman St - LRCI | | 64 | 0 | (64) | -100% | 13 |
| 150 | 52490369 - North St at Oxford St, Hadfield - Zebra Crossing | | 203 | 142 | (61) | -43% | 0 |
| 329 | 52190179 - CB Smith Reserve Precinct Safety Improvements | | 389 | 329 | (60) | -18% | 99 |

Merri-bek City Council
Top Ten Capital Projects by YTD Underspend
Eleven Months Ended May 2023

| Revised Forecast (\$'000) | Capital Project | NOTES | YTD Actuals (\$'000) | YTD Revised Forecast (\$'000) | YTD Variance (\$'000) | YTD Percentage Variance (\$'000) | Commitments (\$'000) |
|---------------------------|---|-------|----------------------|-------------------------------|-----------------------|----------------------------------|----------------------|
| 78,937 | Grand Total (All Projects) | | 60,106 | 70,368 | 10,262 | 15% | 90,789 |
| 5,960 | 5269459 - Fleming Park Masterplan Implementation | | 4,198 | 5,885 | 1,687 | 29% | 344 |
| 3,547 | 52690127 - Fawkner Leisure Centre Redevelopment | | 1,957 | 3,253 | 1,296 | 40% | 31,745 |
| 650 | 52190315 - Moonee Ponds Creek Naturalisation Project | | 0 | 650 | 650 | 100% | 650 |
| 610 | 52690351 - Pascoe Vale Community Centre-Childrens area refurb | | 19 | 610 | 591 | 97% | 174 |
| 1,130 | 52690169 - Sumner Park : 3 Alister Street, North Fitzroy | | 553 | 1,095 | 542 | 49% | 214 |
| 2,200 | 52690254 - Saxon St Community Hub : Brunswick | | 1,050 | 1,548 | 498 | 32% | 27,877 |
| 418 | 52390298 - Foden St - Fitzgibbon Ave, Brunswick West | | 1 | 301 | 300 | 100% | 414 |
| 438 | 52690222 - Hosken Reserve Stage 1 Football Pavilion | | 12 | 294 | 282 | 96% | 363 |
| 561 | 52390338 - Suvla Grove - Sydney - Dead End, Coburg | | 162 | 428 | 266 | 62% | 382 |
| 295 | 52690260 - Wallace Reserve - North | | 34 | 295 | 261 | 89% | 97 |

Merri-bek City Council - Cash & Investments

Eleven Months Ended May 2023



| Bank | Type of account | Interest Rate | S & P short term rating | Amount (\$'000) |
|---------|-----------------|---------------|-------------------------|------------------|
| Westpac | Transaction | 4.20% | A-1+ | \$ 13,789 |
| Westpac | Investment | 4.05% | A-1+ | \$ 16,107 |
| | | | | \$ 29,897 |

| | Maturity date | Interest Rate | S & P short term rating | Amount (\$'000) | Ratio |
|------------------|---------------|---------------|-------------------------|------------------|-------------|
| CBA - 4 | 07-Jul-23 | 3.97% | A-1+ | \$ 6,000 | 10.75% |
| CBA - 4 | 26-Jun-23 | 3.84% | A-1+ | \$ 4,000 | |
| Bendigo Bank - 5 | 18-Sep-23 | 4.35% | A-2 | \$ 4,000 | 17.20% |
| Bendigo Bank - 4 | 07-Jul-23 | 4.20% | A-2 | \$ 7,000 | |
| Bendigo Bank - 4 | 06-Jul-23 | 4.20% | A-2 | \$ 5,000 | |
| IMB - 4 | 01-Aug-23 | 4.30% | A-2 | \$ 5,000 | |
| IMB - 4 | 18-Aug-23 | 4.25% | A-2 | \$ 4,000 | 18.28% |
| IMB - 4 | 14-Aug-23 | 4.20% | A-2 | \$ 3,000 | |
| IMB - 4 | 03-Jul-23 | 4.15% | A-2 | \$ 5,000 | |
| ME Bank - 4 | 26-Sep-23 | 4.55% | A-2 | \$ 4,000 | 15.05% |
| ME Bank - 4 | 01-Jun-23 | 4.15% | A-2 | \$ 10,000 | |
| NAB - 4 | 21-Jun-23 | 4.24% | A-1+ | \$ 7,000 | 7.53% |
| Suncorp - 4 | 08-Sep-23 | 4.62% | A-1 | \$ 11,000 | 20.43% |
| Suncorp - 4 | 09-Aug-23 | 4.50% | A-1 | \$ 8,000 | |
| Westpac - 4 | 03-Aug-23 | 4.29% | A-1+ | \$ 6,000 | 10.75% |
| Westpac - 4 | 13-Jun-23 | 4.22% | A-1+ | \$ 4,000 | |
| Total | | | | \$ 93,000 | 100% |
| Green | | | | \$ 76,000 | 82% |

Minor Cash Accounts (e.g., NAB holding account & Petty Cash) \$ 77

Cash at Bank & Investment Total **\$ 122,974**

*Credit rating: [D15/200676](#) - S & P Ratings tab

Procurement Delegations Report
Contracts Executed in May

| Contract Description | Contract Number | Start date | Delegation Exercised | TOTAL Contract Value (Ex GST) |
|---|-----------------|------------|----------------------|-------------------------------|
| <i>There are no delegations for May</i> | | | | |

7.6 CONTRACT 551T - PROVISION OF MANAGEMENT OF THE BRUNSWICK MECHANICS INSTITUTE - FINAL EXTENSION

Director Community, Eamonn Fennessy

Cultural Development

Officer Recommendation

That Council approves the final extension to Contract 551T, Provision of Management of the Brunswick Mechanics Institute (value \$120,000), to incumbent service provider, Next Wave.

| |
|---------------|
| REPORT |
|---------------|

Executive Summary

Merri-bek City Council's current contract with Next Wave for the management of the Brunswick Mechanics Institute is due to expire on 30 June 2023. It is recommended that the final extension on this contract be executed, with the new contract expiry date of 30 June 2025.

When Council approved this contract, delegation was given to Director Social Development. As this role no longer exists the contract extension is returning to Council for approval.

Previous Council Decisions

Contract 551 - Management of Mechanics Institute – 12 April 2017

Council resolve:

1. *To accept Lump Sum Tender/Schedule of Rates Tender from Next Wave (ABN 50 679 318 829) for the amount of \$60,000 annually for the provision of Contract 551 - Management of Mechanics Institute*
2. *To award a preferred supplier contract, for a period of 2 years, with a further three x 2 year options for extension*
3. *That the Director Social Development be authorised to do all things necessary to execute the contracts.*
4. *That the tenderer be advised of Council's decision in this matter and all other tenderers be notified of the outcome.*

1. Policy Context

- Community Vision: Merri-bek is enhanced by all of us supporting our local businesses, arts communities and social organisations.
- Council Plan item –Council Plan 2021-2024, Theme 4: Vibrant spaces and places in Merri-bek, Strategy 4.11 "Make Merri-bek a creative and cultural destination within Melbourne, significantly contributing to local vibrancy, cohesion and inclusion."
- Arts and Culture Strategy

2. Background

Next Wave manages the Brunswick Mechanics Institute on Council's behalf, as a performing arts venue for the development and presentation of new work.

A public tender process was held in 2017 and the Contract 551T was executed for a two year term with 3 x 2 year extension options. The contract with Next Wave began on 1 July 2017 and following the completion of this contract extension, a new tender process will be held for the contract from 1 July 2025.

In line with Contract Management Framework, the Contract Manager has reviewed the contract KPIs. The focus of the review is to assesses that the contractor is meeting performance obligations under the contract. The Contract Manager is satisfied with the performance of the contractor(s).

3. Issues

Community impact

A new public tender process will be held prior to the expiration of the proposed extension.

Legal and risk considerations

A contract extension risk assessment has been completed.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities. Key sections in the Charter that are relevant to this report are the right to freedom of expression and the right to peaceful assembly and freedom of association.

Brunswick Mechanics Institute provides a safe space for artists to create and present new artwork and opportunities for audiences and communities to connect with cultural expression.

4. Community consultation and engagement

N/A

Affected persons rights and interests

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

Affected person include local artists and arts organisations, audiences and general community members.

Communications

The contract extension will be shared through Arts Merri-bek, Merri-bek City Council and Next Wave communications.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

The Arts and Culture Unit is responsible for the budget and contract management. The approved budget for this project/service is \$120,000 for the two-year extension. The total cost is within budget.

7. Implementation

Following Council's decision, the contract will be extended with Next Wave.

Attachment/s

There are no attachments for this report.

7.7 CONTRACT AWARD: RFT-2023-378 HOSKEN RESERVE - SOCCER PITCH AND RESERVE REVITALISATION

Director City Infrastructure, Anita Curnow

Capital Works Planning and Delivery

Officer Recommendation

That Council:

1. Authorises the Chief Executive Officer to:
 - a) Make a formal offer to Joslyn Group Pty Ltd (A.C.N.167 480 748) (Contractor) to award to the Contractor contract RFT-2023-378 Hosken Reserve - Soccer Pitches and Reserve Revitalisation (Contract) on the following terms and otherwise subject to and in accordance with paragraph 1(b) of this Resolution for the sum of \$3,997,287.11 (excluding GST) or \$4,397,015.82 (including GST).
 - b) Negotiate and finalise the terms of the Contract between Council and the Contractor provided that:
 - i. the terms specified in paragraph 1(a) of this Resolution shall not be altered without a further Resolution of Council; and
 - ii. other than terms referred to in paragraph 1(a) of this Resolution, the terms of the Contract are acceptable to the Chief Executive Officer
2. Conditional on acceptance of the Contract by the Contractor in accordance with the terms of this Resolution:
 - a) Authorises the Chief Executive Officer to do all things necessary to execute the Contract and any required documentation for the Contract; RFT-2023-378 Hosken Reserve - Soccer Pitches and Reserve Revitalisation including authorising any contract cost variation as delegated to the Chief Executive Officer in the Instrument of Delegation;
 - b) Advises all tenderers of Council's decision in relation to the Contract.

| |
|---------------|
| REPORT |
|---------------|

Executive Summary

Hosken Reserve - Soccer Pitches and Reserve Revitalisation project is part of the Hosken Reserve Master Plan adopted by Council in October 2021. The scope of this project includes the refurbishment and lighting of north and south pitches, an active recreation zone, nature play area, BBQs and shelter, accessible shared paths and overall reserve revitalisation.

After being advertised on 8 April 2023 and closing on 23 May 2023, four tenders were received.

After extensive tender evaluation, options analysis, risk assessments, reference checks, and financial checks Joslyn Group has been recommended as the most suitable contractor for the award of RFT-2023-378 Hosken Reserve - Soccer Pitches and Reserve Revitalisation. The scope of the contract has been limited, incorporating upgrade of the north and south pitches, north field lighting, south field lighting, and 12 months maintenance of both pitches.

The overall timeline proposed by the Contractor for the completion of the works meets Council requirements. Joslyn Group has demonstrated extensive experience and available resources in delivering the sports field redevelopment works and has the capacity and capability to deliver these works.

The tender complies with section 109(1) of the *Local Government Act 2020*.

Previous Council Decisions

There has been no prior Council decision in relation to this specific contract.

1. Policy Context

This report is in keeping with Council's commitment to accountability and sound financial management. It also addresses the requirement under Section 109(1) of the *Local Government Act 2020* which requires Council to conduct a public tender for goods, services and works where once-off or ongoing cumulative spend over the life of the contract is expected to exceed \$300,000 (incl GST) as well as the policy commitments contained in the Procurement Policy.

2. Background

The Hosken Reserve - Soccer Pitches and Reserve Revitalisation tender is part of delivering the Hosken Reserve Master Plan adopted by Council in October 2021.

The scope of the tender included the refurbishment of north and south pitches, sports lighting, active recreation zone, nature play area, BBQs and shelter, accessible shared paths and overall reserve revitalisation.

The detailed designs were finalised and approved by key stakeholders in the first quarter of 2023.

In order to engage a suitable contractor to deliver on the scope of works, an advertisement was placed in The Age newspaper on Saturday, 08 April 2023 inviting tenders via the e-tender portal. The public tender was closed on 23 May 2023.

A total of 4 tenders were received from the following contractors:

- Evergreen Civil Pty Ltd
- Joslyn Group Pty Ltd
- McMahons Pty Ltd
- Turf One Pty Ltd

3. Issues

Tender Evaluation

All tenders were evaluated in accordance with Council's Procurement Policy and in accordance with the approved Procurement and Probity Plan for this project. An external probity advisor, ArcBlue, was also appointed for this tender. The membership of the tender evaluation panel was as follows:

| Title | Full Voting / Advisory Member |
|--|-------------------------------|
| Director City Infrastructure | Full |
| Senior Project Manger | Full |
| Manager Community Well-being | Full |
| Unit Manager Open Space Design and Development | Full |
| Senior Procurement Partner | Advisory member |
| Head of Building Projects | Technical |
| External Consultants | Advisory |

In assessing the tenders, consideration was given to the following predefined evaluation criteria:

| Evaluation Criteria | Weighting % |
|--|--------------------|
| Pricing Response | |
| Price | 40% |
| Qualitative Criteria Response | |
| Relevant expertise and past performance (including OH&S), cohesive and suitable team | 20% |
| Methodology and task appreciation | 10% |
| Tender Program/ Works Program | 20% |
| Social Sustainability | 3% |
| Economic Sustainability | 3% |
| Environmental Sustainability | 4% |
| Total Qualitative Criteria Response | 60% |
| Total Scores | 100% |

During the evaluation process, it was evident that the size and complexity of the tender was greater than the capacity of the construction industry at present. During evaluation of tenders the panel determined that one or more of the following factors applied to each tenderer:

- Tenderer had extensive experience in sports field reconstruction, but not in civil works and this led to additional margins for civil works to account for this risk
- Tenderer had extensive experience in civil works, but not sports field reconstruction and this led to additional margins for sports field reconstruction to account for this risk
- In total, the magnitude of the job was greater than recent comparable engagements of the tenderer and the panel had low confidence regarding capacity to deliver the whole project
- General uncertainty affecting the construction industry caused the tenderer to add high margins to the whole tender

After extensive options analysis and negotiations, the panel, in consultation with the Probity Advisor, recommended that the overall scope of works to be delivered in two separate parts – the sports field reconstruction and associated works, and the civil works including landscaping, car park and shared path works and active recreation zone. The works associated with the sports fields was judged to be more time critical and so this report recommends awarding the works for sports infrastructure only with the intention of separately publicly tendering the civil and landscaping works.

Awarding sports fields works under this tender and subsequently tendering for remaining works is expected to not impact on overall delivery of Hosken Reserve Master Plan. It will ensure a smoother and more risk averse approach in current market environment.

The evaluation process identified Joslyn Group Pty Ltd as the preferred tenderer based on the reduced scope of works and results of the evaluation matrix, included as **Confidential Attachment 1**.

Tender Probity

An external probity advisor was engaged for this tender. The Probity Advisor has provided the following summary finding:

Based on oversight of this procurement project, the Probity Advisor observed no probity issues of concern and a robust evaluation process that was undertaken with appropriate due diligence. The following is a summary of overall probity performance for the addressed tender process:

- The procurement project was conducted in accordance with the provisions outlined in the tender documentation
- All relevant parties were made aware of their probity obligations
- Confirmation was provided that all relevant documents were kept in a secure manner and confidentiality was upheld at all times in line with Merri-bek City Council's document security provisions and methodology
- All key meetings attended by ArcBlue were conducted in compliance with probity principles
- ArcBlue have identified no probity issues through our probity advisory activities which would create an impediment to the delegate considering the award recommendations outlined in the Tender Evaluation Report.

The full report of the Probity Advisor is referenced in Confidential Attachment 1 as Appendix B, and also separately provided as **Confidential Attachment 2**.

Collaboration

Note that section 109(2) of the *Local Government Act 2020* requires that any report to the Council that recommends entering into a procurement agreement must include information in relation to any opportunities for collaboration with other councils or public bodies which may be available.

Under this contract there are no opportunities to collaborate with other Councils or public bodies, because it is a local, stand-alone refurbishment project with specific timing requirements. This tender also has complex interactions with other improvement projects that will also contribute to the implementation of the Hosken Reserve Master Plan and needs to be managed programmatically, further contributing to the unsuitability of this tender for collaborative procurement.

Social

Joslyn Group Pty Ltd has a Social Procurement Policy in place. The policy is designed to address disadvantage and principles of diversity, acceptance, fairness, compassion, inclusiveness and access for all people and abilities.

Economic Implications

Joslyn Group Pty Ltd has indicated that most of its material suppliers for this project will be located within Merri-bek and surrounding municipalities.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Consultation / Recommendation from Management

Consultation with stakeholders was undertaken via public consultation and Conversations Merri-bek page from January 2021 to Aug 2021, followed by adoption of the Hosken Reserve Master Plan by Council in October 2021. Additional consultation with community and wider stakeholder was held in February 2023 primarily focused on design of Active Recreation Zone. During this engagement, several residents provided more general support for the proposed works to implement the Hosken Reserve Master Plan.

Nearby property owners and residents will be informed prior to the works commencing on site via a letter drop from Council and the contractor. While they have previously been engaged on scope and timing of works, the sporting clubs at Hosken Reserve will receive updated advice regarding the impending works to ensure impacts on their activities are understood and planned for.

The Conversations Merri-bek page on the Hosken Reserve Master Plan Implementation will also be updated including the timing of the works package that will deliver the remaining scope items from the Master Plan.

5. Declaration of Conflict of Interest

Council Officers, external consultants and all other parties involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

An amount of \$ 4,130,000 has been allocated in Council's Capital Works Program for Hosken Reserve – soccer pitches and sports lighting. This relates to the reduced scope of the tender as described above.

The table below shows the anticipated expenditure for the contract.

| Item | Amount (excluding GST) |
|--|------------------------|
| Joslyn Group Pty Ltd – tendered lump sum amount including 12 months maintenance period | \$3,997,287.11 |

Should any variations be contemplated within the CEO's delegation and beyond the available budget, additional funding would be sourced from any available savings within the Hosken Reserve program of projects or the broader Capital Works Program and reported to Council in a quarterly finance update.

7. Implementation and Timeline

This report is seeking a Council resolution that the Chief Executive Officer be authorised to do all things necessary to execute the contract and any other required documentation.

Works are planned to commence in August 2023 and be completed in March 2024.

Attachment/s

- 1 RFT-2023-378 - Tender Recommendation Report D23/311945

Pursuant to section 3(1)(g(ii)) of the Local Government Act 2020 this attachment has been designated as confidential because it relates to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

2 Probity Advisory Report Merri-bek Hosken Soccer

D23/311946

Pursuant to section 3(1)(g(ii)) of the Local Government Act 2020 this attachment has been designated as confidential because it relates to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

7.8 CONTRACT AWARD: RFT-2023-409: OAK PARK AND DERBY STREET KINDERGARTEN EXPANSION AND IMPROVEMENTS PROJECT

Director City Infrastructure, Anita Curnow

Capital Works Planning and Delivery

Officer Recommendation

That Council:

1. Authorises the Chief Executive Officer to:
 - a) Make a formal offer to Notion Partners ANC 328 629 266 (Contractor) to award to the Contractor contract RFT-2023-409 for the Delivery of Oak Park and Derby Street Kindergarten Expansions (Contract) on the following terms and otherwise subject to and in accordance with paragraph 1(b) of this Resolution:
 - for a fixed lump sum construction contract, for the lump sum of \$4,019,100.00 (excluding GST)
 - b) Negotiates and finalise the terms of the Contract between Council and the Contractor provided that:
 - i. the terms specified in paragraph 1(a) of this Resolution shall not be altered without a further Resolution of Council; and
 - ii. other than terms referred to in paragraph 1(a) of this Resolution, the terms of the Contract are acceptable to the Chief Executive Officer;
2. Conditional on acceptance of the Contract by the Contractor in accordance with the terms of this Resolution:
 - a) Authorises the Chief Executive Officer to do all things necessary to execute the Contract and any required documentation for the Contract, RFT-2023-409 Oak Park and Derby Street Kindergarten Expansion and Improvements Project including authorising any contract cost variation as delegated to the Chief Executive Officer in the Instrument of Delegation.
 - b) Advises all tenderers of Council's decision in relation to the Contract.

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Executive Summary

Oak Park and Derby Street Kindergartens have been popular kindergartens operating in the Merri-bek community for over 30 years. With the increasing population and higher demand, both centres require expansion to improve the internal and external facilities and provide more space for children and staff.

An advertisement was placed in *The Age* newspaper on Saturday, 25 March 2023 inviting tenders via the e-tender portal from suitably experienced contractors to undertake Oak Park and Derby Street Kindergarten Expansions and Improvement Project - Tenders closed on Friday 4 April 2023 and 5 tenders were received.

Notion Partners achieved the highest score through the evaluation process.

The tender complies with section 109(1) of the *Local Government Act 2020*.

Previous Council Decisions

There has been no prior Council decision in relation to this specific contract.

1. Policy Context

This report is in keeping with Council's commitment to accountability and sound financial management. It also addresses the requirement under Section 109(1) of the *Local Government Act 2020* which requires Council to conduct a public tender for goods, services and works where once-off or ongoing cumulative spend over the life of the contract is expected to exceed \$300,000 (incl GST) as well as the policy commitments contained in the Procurement Policy.

2. Background

Oak Park and Derby Street Kindergartens have been popular kindergartens operating in the Merri-bek community for over 30 years. With the increasing population and higher demand, both centres require expansion to improve the internal and external facilities and provide more space for children and staff.

Some of the additions to Oak Park Kindergarten will include a new kindergarten room that will accommodate an extra 33 children, a children's bathroom to accommodate the new kindergarten room, alterations to the existing buildings providing more storage space, office space, staff breakout areas and overall improvements to the spatial environment of the centre, a new DDA compliant toilet, improvements to the existing car park and improvements in the playground areas.

Works to Derby Street kindergarten will include the demolition of the existing 4-year-old kindergarten room to develop two new rooms in the same location, the creation of a new entry to connect the existing building with the new building, a new kitchen, new office and staff areas, the creation of accessible hallways, doorways, and toilet facilities. There will also be improvements to landscaping associated with a new kindergarten rooms and entry, new fencing, and modifications to the existing carpark at the front of the building.

An advertisement was placed in *The Age* newspaper on Saturday, 25 March 2023 inviting tenders via the e-tender portal from suitably experienced contractors to undertake Oak Park and Derby Street Kindergarten Expansions and Improvement Project - Tenders closed on Friday 4 April 2023 and 5 tenders were received.

Council officers also emailed all providers that have existing relationships with Merri-bek City Council to advise them of this tender opportunity via the Procurement Portal.

Conforming tenders are listed in table below – there was one no non-Conforming tenders.

| Tenderer Name | Conforming | Non-Conforming | Comments (If Non-Conforming) |
|------------------------------|-------------------------------------|-------------------------------------|--|
| Ascon Homes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A |
| Constructive Group Pty Ltd | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Exemplo Construction Pty Ltd | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A |
| Kinetic Construction Pty Ltd | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Did not complete Tender response document. |
| Notion Partners | <input checked="" type="checkbox"/> | <input type="checkbox"/> | N/A |

Tender Evaluation

Tenders were evaluated in accordance with Council's Procurement Policy and in accordance with the approved Procurement and Probity Plan for this project.

The membership of the tender evaluation panel was as follows:

| Title | Full Voting / Advisory Member |
|----------------------------|--------------------------------------|
| Senior Project Manger | Full |
| Senior Project Manger | Full |
| Senior Project Manager | Full |
| Senior Procurement Partner | Advisory member |

In assessing the tenders, consideration was given to the following predefined evaluation criteria:

| Evaluation Criteria | Weighting % |
|--|--------------------|
| Pricing Response | |
| Price | 40% |
| Qualitative Criteria Response | |
| Relevant expertise and past performance (including OH&S), cohesive and suitable team | 25% |
| Methodology and task appreciation | 10% |
| Tender Program/ Works Program | 15% |
| Social Sustainability | 3% |
| Economic Sustainability | 3% |
| Environmental Sustainability | 4% |
| Total Qualitative Criteria Response | 60% |
| Total Scores | 100% |

Summary of the initial scoring for shortlisting.

| Initial scoring for Shortlisting | | | |
|---|------------------------|----------------------------|--------------------|
| Company | Financial score | Non-financial score | Total score |
| Notion Partners | 19% | 46% | 65% |
| Constructive Group Pty Ltd | 16% | 40% | 56% |
| Exemplo Construction Pty Ltd | 14% | 35% | 48% |
| Ascon Homes | 40% | 12% | 52% |

3. Issues and challenges

Initially the centres were to be vacant during the construction stage. Due to the unavailability of space to decant the children from both centres into another space during construction, the proposed works will need to be staged to accommodate the children while the centres are being expanded and improved. This was a scenario that was mentioned in the tender documentation. The shortlisted contractors invited for interviews and were asked to prepare a methodology, price, and program for staging the works at both centres while occupied taking into consideration any unforeseen factors emerging that may impose any risks to the project and any OH&S risk to the staff and children.

Collaboration

Note that section 109(2) of the *Local Government Act 2020* requires that any report to the Council that recommends entering into a procurement agreement must include information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.

In this instance there are no opportunities for collaboration with other Councils or public bodies.

Interviews

Two contractors were short listed for interviews – Notion Partners and Constructive Group Pty Ltd

Options

The two contractors interviewed were asked to provide a revised price and program based on staging the proposed works.

It was decided Notion Partners performed better in the quantitative and qualitative criteria and that they would be awarded this project.

Social / Environmental / Local Implications

Social

Notion Partners have a Social Procurement Policy in place. The policy is designed to address disadvantage and principles of diversity, acceptance, fairness, compassion, inclusiveness and access for all people and abilities.

Economic Implications

Notion Partners has indicated that most of its material suppliers for this project will be located within Merri-bek and surrounding municipalities.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Consultation / Recommendation from Management

The social distancing restrictions have impacted Council's ability to undertake engagement through usual approaches. As a consequence, Council officers have adjusted their approach to community consultation on this matter by using the Conversations Merri-bek website, digital solutions and by post.

As part of the planning process, the Merri-bek Urban Planning Department will be sending sent letters to the residents who live near the centres advising them of the proposed projects.

5. Declaration of Conflict of Interest

Council Officers, external consultants and all other parties involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

In 2023-2024 Capital Works Program, Council has adopted a total budget of \$5,515,000.00 for Oak Park and Derby Street Kindergarten Expansions and Improvement Project. Below are details of individual budgets

| Budget line item | Adopted Budget 2023 - 2024 |
|---|----------------------------|
| Derby St Kindergarten Children's Centre-122 Derby Street, Pascoe Vale | \$3,075,000.00 |
| Oak Park Kindergarten-Oak Park | \$2,440,000.00 |

The table below shows the anticipated expenditure for the contract.

| Item | Amount (excluding GST) |
|--|------------------------|
| Notion Partners – tendered lump sum amount | \$4,019,100.00 |

Should any variations be contemplated within the Chief Executive Officer's delegation, additional funding would be sourced from any available savings within the Oak Park and Derby Street Kindergarten Expansion program or the broader Capital Works Program and reported to Council in a quarterly finance update.

7. Implementation and Timeline

This report is seeking a Council resolution that the Chief Executive Officer be authorised to do all things necessary to execute the contract and any other required documentation. Works are planned to commence in August 2023 and be completed in April 2024.

Attachment/s

- 1 RFT-2023-409 - Tender Recommendation Report for Oak Park and Derby Street Kindergarten Expansions and Improvements Project D23/287495

Pursuant to section 3(1)(g(ii)) of the Local Government Act 2020 this attachment has been designated as confidential because it relates to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

7.9 CONTRACT AWARD: C2602/0336 NORTHERN COUNCIL ALLIANCE ROAD MAINTENANCE AND ASSOCIATED SERVICES

Director City Infrastructure, Anita Curnow

City Services

Officer Recommendation

That Council:

1. Awards Contract RFT-2022-07 PA No. 2602/0336 NCA Maintenance and Associated Services for the period of 3 years, with two further 1-year options, to the following suppliers:

Part A - Combined contract which covers categories 1, 2, 3, 5, 6, 7, 8, 9 and 10 for Asphalt supply and install:

- a) Asphaltech (VIC) Pty Ltd..... ABN: 42 105 883 154
- b) Bild Bittumill Pty Ltd ABN: 28 097 282 981
- c) Bitupave Ltd T/A NSW Boral Asphalt ABN: 87 004 620 731
- d) Downer EDI Works ABN: 66 008 709 608
- e) Fulton Hogan Pty Ltd ABN: 54 000 538 689
- f) Prestige Paving Pty Ltd..... ABN: 84 140 970 912
- g) RABS Paving Services Pty Ltd ABN: 60 145 446 939
- h) Roadsafe Asphalt Pty Ltd ABN: 16 162 987 260
- i) Silman Bros Asphalt Pty Ltd..... ABN: 43 156 451 464
- j) The Trustee for Centofanti Families Unit Trust..... ABN: 80 633 466 905

Part B - Standalone contract for Asphalt Supply Ex Bin (Category 1):

- a) Asphaltech (VIC) Pty Ltd..... ABN: 42 105 883 154
- b) Citywide North Melbourne Asphalt ABN: 19 608 698 700
- c) Downer EDI Works ABN: 66 008 709 608

Part C - Standalone contract Crack Sealing Works (Category 5):

- a) Crack Sealing Solutions..... ABN: 86 498 158 899
- b) Super Sealing Pty Ltd ABN: 22 868 781 289

Part D - Standalone contract Traffic Control Services (Category 8):

- a) Altus Traffic Pty Ltd..... ABN: 84 102 768 061
- b) Ausroads Traffic Management Pty Ltd ABN: 34 663 935 966
- c) BBC Traffic Management Pty Ltd..... ABN: 59 635 691 799
- d) Construct Traffic No2 Pty Ltd ABN: 35 659 146 808
- e) Go Traffic Pty Ltd..... ABN: 19 124 150 090

Part E - Standalone contract Line Marking (Category 9):

- a) Cooper Line Marking Pty Ltd..... ABN: 69 097 055 091
- b) Image Line Marking Pty Ltd ABN: 15 082 074 708

2. Authorises the Chief Executive Officer to do all things necessary to execute the contracts and approve contract extensions or other related variations covered in the terms of contract.
3. Advises respondents to the tender of Council's decision in this matter and all other tenderers be notified of the outcome.

Executive Summary

The Northern Council Alliance Group of Councils (NCA) incorporating Banyule City Council, City of Whittlesea, Darebin City Council, Hume City Council, Merri-bek City Council, Mitchell Shire Council and Nillumbik Shire Council appointed Procurement Australia to conduct and manage a request for tender to seek the provision of Road Maintenance and Associated Services from capable and appropriate suppliers.

Road Maintenance Services for the period commencing 1 January 2024 and concluding 30 June 2026 with further 2 x 12-month extension options. The objective was to manage the transition of their current individual needs to a supplier panel arrangement for each respective Council that can offer services based on each individual Council's requirements.

The decision as to which contracts are awarded by each individual Council will be determined as part of each individual Council's review of the evaluation outcomes based on best outcome for their own Council.

Each council is to present recommendations to their respective delegated authority as part of the tender award process. The delegated authority will be different for each individual Council.

First Tender

The RFT event was released as a public event on 12 November 2022. A forum for questions to be submitted was established with a closing date of 7 December 2022.

The RFT event subsequently closed on 14 December 2022 at 3:00pm AEDT, with submissions received via the Tenderlink electronic tender box from 37 suppliers.

At the tender opening meeting, it was decided by the subject matter experts (SMEs) that the VicRoads Qualification requirement as a barrier or potential barrier to entry be removed. This made the initial tender ceased without award.

Reissue of tender

The RFT was reissued without the VicRoads Qualification requirement as a private event on 18 February 2023 to those suppliers that downloaded the documentation in the first tender period. A forum for questions to be submitted was established with a closing date of 15 March 2023.

The RFT event subsequently closed on 22 March 2023 at 3:00pm AEDT with submissions received via the Tenderlink electronic Tender box from 34 suppliers.

The purpose of this report is to seek approval to enter into contract with various suppliers for the provision of material and services listed above.

Previous Council Decisions

Nil.

1. Policy Context

This report is in keeping with Council's commitment to accountability and sound financial management. It also addresses the requirement under Section 109(1) of the *Local Government Act 2020* which requires Council to conduct a public tender for goods, services and works where once-off or ongoing cumulative spend over the life of the contract is expected to exceed \$300,000 (incl GST) as well as the policy commitments contained in the Procurement Policy.

2. Background

Merri-bek City Council has an extensive network of asphalt roads (531 kilometres) and footpaths (166 kilometres) across the municipality that require periodic maintenance. The maintenance of these roads and footpaths is carried out by Council's in-house asphalt crew as well as a panel of contractors that assist with the large-scale road patching, potholes reinstatement, resurfacing and footpath renewal works. These works are currently covered by four contracts 789T, 881T, 839T and 30 17 2752 all of which expire 31 December 2023. To simplify the tender process the four contracts are being combined which also creates a larger contract, potentially attracting more tenderers.

Services provided under contract 2602/0336 NCA Maintenance and Associated Services are as follows:

- Category 1 – Asphalt Supply Ex Bin
- Category 2 – Asphalt Supply, Deliver & Lay
- Category 3 – Profiling
- Category 4 – Spray Sealing
- Category 5 – Crack Sealing
- Category 6 – Asphalt Patching
- Category 7 – Plant & Labour
- Category 8 – Traffic Control
- Category 9 – Pavement & Line Marking
- Category 10 – Adjustments of Utility Covers
- Category 11 – Unsealed Road Maintenance.

These services were grouped under 5 main parts:

- Part A- Combined contract which covers categories 1, 2, 3, 5, 6, 7, 8, 9 and 10 for Asphalt Supply and Install
- Part B - Standalone contract for Asphalt Supply Ex Bin
- Part C- Standalone contract Crack Sealing Works
- Part D- Standalone contract Traffic Control Services
- Part E- Standalone contract Line Marking

Submissions First Tender Event

Out of the 61 Suppliers who downloaded the tender documentation, 37 formally submitted a response to the first tender.

Submissions Second Tender Event

Out of the 61 suppliers who were privately invited to the second tender event, 34 formally submitted a response,

The evaluation criteria and weightings below were developed in consultation with the NCA.

| Percentage Criteria | Criteria | Criteria Weighting | Sub-Criteria | Sub-Criteria Weighting |
|--------------------------------------|-------------------------|---|---|------------------------|
| Technical Criteria 60% | Compliance (unweighted) | N/A | Compliance With Insurance Compliance With the Terms & Conditions of The Tender Compliance With Terms & Conditions of The Contract Applicability To Modern Slavery Legislation Covid 19 Management Plan Fair Work Compliance Occupational Health & Safety compliance | N/A |
| | Capacity and Capability | 70 | Organisational profile and experience, sub-contractors and consultants experience and Industry Membership / Accreditation | 20 |
| | | | Resources to be Employed including Plant and Equipment | 18 |
| | | | Quality Assurance | 12 |
| Occupational Health & Safety | | | 13 | |
| Customer Service | 10 | Customer Service and Transitional Initiatives | 10 | |
| Sustainable Procurement | 20 | Social & Local Impact | 10 | |
| | | Environmental Impact | 3 | |
| | | Waste to Landfill Minimisation | 5 | |
| | | Indigenous Content | 2 | |
| Price Related Criteria 40% | Price | 100 | Cost of Service | 80 |
| | | | Price Hold Period | 10 |
| | | | Payment Terms | 10 |

3. Issues

The tenders were evaluated in accordance with the Tender Evaluation Plan for Northern Council Alliance (NCA) Roads Maintenance and Associated Services (Reference No. 2602/0336). A tender evaluation report of the assessments and independent Probity Advisory report is provided in **Confidential Attachments 1 and 2**.

Collaboration

As per the requirement of section 109(2) of the *Local Government Act 2020*, Merri-bek City Council incorporated with NCA in collaboration with other participating councils and Procurement Australia as the agency to conduct and manage the request for tender to seek the provision of Road Maintenance and Associated Services from capable and appropriate suppliers.

Social / Environmental / Local Implications

The tenders were evaluated against the relevant evaluation criteria for Sustainable Procurement. The areas covered as part of the evaluation were Social and Local Impact, Environmental Impact, Waste to Landfill Minimisation and Indigenous content

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Consultation

Technical subject matter experts, compliance and financial chairperson of tender evaluation panel from Procurement Australia, procurement specialist and independent probity advisor were consulted during the tender evaluation.

5. Officer Declaration of Conflict of Interest

Council Officers, external consultants and all other parties involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

The total value of the contract over its 5-year life, will exceed Chief Executive Officer delegation and therefore requires Council endorsement. All expenditure against this contract is covered from existing Base and CAPEX budget allocations.

7. Implementation

The awarding of this contract will be by January 2024.

It is proposed that the Chief Executive Officer be authorised to do all things necessary to execute the contracts and any other required documentation. The Chief Executive Officer will be authorised to approve possible contract extension options in the future up to two by one-year extensions.

Attachment/s

- | | | |
|----------|--|------------|
| 1 | Tender Evaluation Report | D23/298432 |
| | <i>Pursuant to section 3(1)(g(ii)) of the Local Government Act 2020 this attachment has been designated as confidential because it relates to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i> | |
| 2 | 2602-0336 NCA Probity Advisory Report | D23/298439 |
| | <i>Pursuant to section 3(1)(g(ii)) of the Local Government Act 2020 this attachment has been designated as confidential because it relates to private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i> | |

7.10 OUTCOMES OF TRIAL REGISTER FOR DEVELOPER MEETINGS

Director Place and Environment, Joseph Tabacco

Governance and Strategy

Officer Recommendation

That Council:

1. Notes that the trial period for the opt in register of developer meetings with Councillors did not result in any disclosures during the period April 2021 through to May 2022.
2. Notes that two disclosures were recorded outside of the formal trial period between May 2022 and May 2023.
3. Notes existing requirements and policies to support transparency in decision making including Governance Rules, Councillor and Employee Codes of Conduct, Councillor and Council Staff Interaction Protocol and the Urban Planning delegates reports procedure.
4. Discontinues the trial register and continue with its existing legislative and policy framework relating to the disclosure of meetings with developers.

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Executive Summary

A trial opt in register, intended to capture voluntary disclosures of Councillor meetings with developers, operated between April 2021 and May 2022. During this timeframe no disclosures were submitted.

As pandemic health orders eased and regular business resumed, a total of two individual disclosures were submitted for recording in the trial register during the first quarter of 2023. Both disclosures related to discussions between individual Councillors and a developer following a decision of Council at the March 2023 Planning and Related Matters meeting.

Council remains committed to transparency in its decision making and continues to strengthen its protocols and practices in relation to conflicts of interest and disclosures. A robust legislative and policy framework exists and a range of registers are publicly available on Council's website relating to the disclosure of relationships through Council's:

- Summary of Personal Interest Returns
- Register of gifts, benefits and hospitality
- Council meeting minutes – including disclosure of conflicts of interest and records of meetings organised or hosted by Council
- Conflicts of interest register
- Summary of Election Campaign Donation Returns.

The opt in trial register excludes Planning Information Discussion meetings or other disclosures which are already captured and publicly reported in Council's cyclical governance report.

It is considered that Council's existing policy framework and requirements of the *Local Government Act 2020* support integrity and transparency across Council's operations and its decision making. Consequently, it is recommended that Council's existing practices sufficiently ensure transparency and that the trial register for meetings with developers be discontinued.

Previous Council Decisions

Transparency – Disclosures of Relationships with Developers – Response to Notice of Motion – 14 April 2021

That Council:

1. *Notes the existing requirements and policies to support transparency in decision making outlined in this report, including the Governance Rules, Councillor and Employee Codes of Conduct, Councillor and Council Staff Interaction Protocol and Urban Planning delegates reports procedure.*
2. *Establishes a public registry of meetings of Councillors with developers, be they corporate or residential land owners, for a trial period of 12 months until 31 March 2022 and which would operate as an opt in system for Councillors, at least in the initial trial phase.*
3. *Receives a report on a review of the trial of the registry to be presented at a Council meeting in May 2022.*

Increasing transparency in Planning and Development Matters – 9 December 2020

That Council:

1. *Receives a report regarding meetings and relationships Councillors have, or may have, with developers and their associates with a view to developing a policy position. The report should also consider:*
 - a) *Matters related to Councillor communications with such persons including emails, correspondence, phone contact and so on, and incidental meetings in public too.*
 - b) *How relationships with developers and associates may otherwise be made clear and transparent to the public in conducting planning and other Council business.*
 - c) *Establishing a public register of communications and meetings between Councillors, Council staff, and property developers or their representatives.*
 - d) *How best to engage with the community in considering and developing the policy*
2. *Receives the report at the March 2021 Council meeting.*

1. Policy Context

Council adopted its first Public Transparency Policy in August 2020, setting out its commitment to transparency.

The Councillor Code of Conduct sets out the conduct to be observed by Councillors including:

- Councillors must not only avoid impropriety but must at all times avoid any occasion for suspicion and any appearance of improper conduct. This clause is specifically included in relation to statutory decision making.
- The Mayor and Councillors will share any information that will support informed decision making, including background information received from outside the organisation. This includes information received from developers or other parties to a planning process.

Records of meetings hosted or organised by Council involving Councillors and Council staff must be kept and reported to Council in accordance with the Governance Rules. These records must include the attendees of the meeting, the matters discussed and whether any conflicts of interest were disclosed.

The Councillor and Staff Interaction Protocol requires Councillors who receive planning objections or submissions (including from developers or applicants), to forward them to Urban Planning staff without delay. Submissions and objections received in this way will be reviewed and assessed with all other planning submissions or objections received in relation to the same proposal and considered as part of the application or amendment decision process.

The Act also sets out the requirements for disclosures of interest via biannual personal interest returns and declarations of conflicts of interest and requires Councillors to declare any conflicts of interest and not participate in decision making if a conflict of interest exists. Similar provisions exist for Council officers.

Serious penalties are applicable for a Councillor found to have misused their position, including participating in a decision on a matter in which the person has a conflict of interest.

2. Background

Transparency in decision making is critical to maintaining public trust and confidence in the functions of Council and the City.

Councils play a key role in facilitating growth and development within their municipal boundaries which includes providing advice and support to businesses, and about strategic land use planning, statutory planning and building services.

Councillors and Council officers are governed by a number of policies and processes, as well as the requirements of the Act, which support integrity and transparency across operations and Council decisions.

It remains that there does not appear to be examples of Victorian councils establishing a register or particular policies to govern meetings between developers and Councillors or Council staff as the existing transparency and accountability framework is considerable, although some are considering developing policies in relation to lobbying of Councillors, including by developers. Greater Geelong and Port Phillip councils considered implementing a register of the nature contemplated by Council but did not proceed with the establishment of a register.

There may be findings or recommendations following the release of the Operation Sardon investigation conducted by the Independent Broad-based Anti-corruption (IBAC) investigation into allegations of corrupt conduct involving councillors and property developers in the City of Casey that will be relevant across local government in Victoria and implementation. This report, has not at the time of writing this report, been released.

Other jurisdictions

The Independent Commission Against Corruption (ICAC) in New South Wales released guidance for Councillors in relation to lobbying in local government Councillors. This resource recognised that lobbying is common in local government and councillors are lobbied in relation to a number of issues, including development matters. The ICAC Guide includes the view that appropriate lobbying is normal however inappropriate lobbying, such as when a lobbyist tries to inappropriately influence a councillor's decision making, may also be a risk. The Guide sets out recommendations for councillors, rather than the administration, to maintain transparency as follows:

“Transparency is a useful means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways councillors can help ensure transparency whilst being lobbied.

These include:

- *documenting meetings with proponents*
- *generally conducting meetings in official locations such as council premises*
- *having other people present during meetings*
- *inviting applicants who have approached them for a meeting to discuss a significant development to write to council seeking a meeting with all councillors and relevant staff*
- *providing copies of information presented during lobbying meetings to council officers for consideration and assessment (if required), distribution to other councillors and filing as part of council's records*
- *asking people who have requested a meeting to put their arguments in writing*
- *making a declaration at a council meeting about lobbying activities they have been engaged in that are not part of council's formal processes.*

Councillors can consider these options in situations where it would be beneficial to have some form of record about what transpired between themselves and a proponent”.

The Council report for the 14 April 2021 Council meeting (responding to the December 2020 resolution) also outlined information from other jurisdictions.

3. Issues

Councillors are required to represent the diversity of interests in the community and in doing so make themselves available to various groups and individuals in the community. Councillors also maintain a commitment to transparency in decision making which is required in maintaining public trust.

In addition to biannual interest returns and conflicts of interest disclosures, meetings arranged or supported by Council staff, including scheduling the meeting or attending the meeting must have a Meeting Record kept which is then reported to Council. While this is not a stand-alone register, these records have the effect of putting on the public record meetings involving developers, Councillors and Council staff.

In recent years, the number of documents published on Council's website that provide transparency around relationships has grown to include, in addition to Council meeting minutes:

- Summary of Personal Interest Returns;
- Register of gifts, benefits and hospitality;
- Conflicts of interest register.

All registers are included on the [Documents available for public inspection page on Council's website](#).

The trial period

The opt in trial occurred during a period of considerable disruption during the COVID-19 Pandemic and during a time where the volume of development applications started subsiding and traditional forms of engaging with stakeholders was difficult.

No disclosures were made by Councillors during the trial period and therefore the register was not published on Council's website.

Whilst outside of the trial period, a total of two voluntary disclosures were submitted to the Director Place and Environment in 2023 which are outlined below. Both disclosures have no bearing influence on Council's decision at the time. However, these disclosures demonstrate how such a register could be used.

| Date | Nature of Meeting / Detail | Councillors in attendance | Developer in attendance | Other Parties |
|---------------|--|----------------------------------|--------------------------------|----------------------|
| 24 March 2023 | Phone conversation with CEO of Nightingale Housing, post the March Planning and related Matters meeting refusal regarding the 8 Florence Street, Brunswick proposal. | Cr Mark Riley | CEO of Nightingale | - |
| 5 May 2023 | Online meeting, which occurred after Council's Planning and Related Matters meeting where Council voted on the application at 8 Florence Street, Brunswick. At the meeting, Nightingale's business model was discussed in more detail, particularly their classification as a not-for-profit developer, and their use of flexible planning controls to deliver affordable housing. | Cr James Conlan | CEO of Nightingale | - |

It is important to note that the opt in trial register excluded Planning Information Discussion meetings or other disclosures which are already captured in the cyclical governance report as part of the regular Council meeting agenda.

If Council decided to continue with a register, there would be an opportunity to digitise how Councillors could lodge disclosures, simplifying the process however this would need to be factored into workplans and appropriately established with some resourcing. However, this action is considered unnecessary given that existing policy provisions ensure that all conflicts of interest are declared and captured at time of decision making in the Chamber.

During the 12 month trial period from 1 May 2021 through to 30 April 2022 a total of 1319 planning applications were determined by Council of which 19 were reported to the Planning and Related Matters Council Meetings. A total of 2 Conflicts of Interest were declared at the Planning and Related Matters Council Meetings during that same period, one of which was disclosed as it related to amenity impacts and the second as a general conflict, demonstrating the existing protocols are working in providing for disclosures at these public meetings.

Climate emergency and environmental sustainability implications

There are no climate emergency or environmental sustainability implications associated with this report.

Economic sustainability implications

There are no economic sustainability implications associated with this report.

Legal and risk considerations

If Council determined it wished to develop an ongoing register, it would need to be considered in a legislative context. If a register is formalised, Council would need to ensure it meets the requirements of the *Privacy and Data Protection Act 2014*.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities. There are no human rights implications.

4. Community consultation and engagement

The discussion in this report primarily relates to existing obligations of Councillors and Council staff and examples from other jurisdictions. No community consultation was undertaken. Should Council determine to formalise an ongoing register/guideline/policy in relation to developer contact feedback from the broader community would be invited in accordance with Council's community engagement policy.

Affected persons rights and interests

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

There are no financial or resource implications associated with the preparation of this report, apart from staff time.

7. Implementation

It is considered that there are sufficient protocols in place to capture conflicts of interest and that the trial is now discontinued.

Attachment/s

There are no attachments for this report.

7.11 CHIEF EXECUTIVE OFFICER EMPLOYMENT AND REMUNERATION MATTERS POLICY AND ASSOCIATED TERMS OF REFERENCE

Director Business Transformation, Sue Vujcevic

People and Safety

Officer Recommendation

That Council:

1. Adopts the reviewed Chief Executive Officer Employment (CEO) and Remuneration Matters Policy at Attachment 1.
2. Adopts the reviewed Chief Executive Officer Employment and Remuneration Matters Advisory Committee Terms of Reference at Attachment 2.

| |
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| REPORT |
|---------------|

Executive Summary

Under section 45(1) of the *Local Government Act 2020* (the Act), Council must develop, adopt and keep in force a Chief Executive Officer (CEO) Employment and Remuneration Policy. The current CEO Employment and Remuneration Matters Policy (the Policy) was adopted by Council at its meeting on 10 November 2021. The Policy has recently been reviewed, as requested by Council at its meeting on 8 March 2023.

The key proposed changes to the Policy are generally administrative in nature and align to *Local Government Act 2020* requirements; the changes include:

- Amendments to refer to matters included in the Policy, are to be in accordance with the requirements of the *Local Government Act 2020* (some content has also been removed from the current Policy to align with the Act);
- Inclusion of 'aims of the CEO' in the Principles section;
- Various amendments to the 'Appointment and reappointment of the CEO' section including timeframes, inclusion that the reappointment of the CEO must be made by resolution and adjustments to 'test the market' process;
- Amendments to CEO Contractual Requirements Section including reference to the employment term;
- Amendments to provide greater detail / clarity in various sections of the policy including e.g. in relation to performance monitoring and annual review;
- Inclusion of key references/Acts e.g. Fair Work Act 2009; and
- Other minor amendments to remove repetition, adjust numbering and improve readability.

The Terms of Reference for the CEO Employment and Remuneration Matters Advisory Committee was also reviewed, the recommended changes include:

- Amendments to ensure alignment to the Local Government Act 2020;
- Inclusion that attendance at Committee meetings can be attended either in person or by electronic/online means;
- Inclusion that the Committee will provide a confidential report to Council following each meeting, describing its activities, and making recommendations about any action to be taken by Council; and

- Inclusion that minutes will be taken at Committee meetings and distributed by email to all Councillors within 10 working days of the meeting.

Proposed changes to the policy are shown at **Attachment 1**, shown as track changes. Proposed changes to the Terms of Reference are shown at **Attachment 2**, shown as track changes.

Previous Council Decisions

Chief Executive Officer Employment and Remuneration Matters Policy and associated Terms of Reference – 10 November 2021

That Council:

1. *Adopts the Chief Executive Officer Employment and Remuneration Policy at Attachment 1 with the following amendment:*

Under Item 3.1 Membership of the committee shall consist of the following:

- *Mayor; and*
- *All other Councillors*

The committee must be chaired by –

- a) *The Mayor; or*
 - b) *If the Mayor is not present at the committee meeting, the Deputy Mayor; or*
 - c) *If the Mayor or Deputy Mayor are not present at the meeting, a Councillor who is present at the committee meeting and is appointed by agreement of the Committee to chair the meeting*
 - d) *A quorum is 6 Councillors*
2. *Adopts the Chief Executive Officer Employment and Remuneration Advisory Committee Terms of Reference at Attachment 2 incorporating amendments as outlined in Point 1 above.*

1. Policy Context

The CEO Employment and Remuneration Policy is a requirement under Section 45(1) of the Local Government (LGA) Act 2020 (the Act); Section 45(2) of the Act includes that the Policy must:

- (a) *provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and*
- (b) *provide for the following —*
 - (i) *the recruitment and appointment process;*
 - (ii) *provisions to be included in the contract of employment;*
 - (iii) *performance monitoring;*
 - (iv) *an annual review; and*
- (c) *include any other matters prescribed by the regulations.*

2. Background

The current CEO Employment and Remuneration Matters Policy (the Policy) was adopted by Council at its meeting on 10 November 2021. The proposed amendments to the policy seek to meet the requirements of the Local Government Act 2020 and ensure smooth processes and support effective relationships between Councillors and the Chief Executive Officer.

3. Issues

The key proposed changes to the Policy are generally administrative in nature and align to Local Government Act 2020 requirements; the changes include:

- Amendments to refer to matters included in the Policy, are to be in accordance with the requirements of the Local Government Act 2020 (some content has also been removed from the current Policy to align with the Act);
- Inclusion of 'aims of the CEO' in the Principles section;
- Various amendments to the 'Appointment and reappointment of the CEO' section including timeframes, inclusion that the reappointment of the CEO must be made by resolution and adjustments to 'test the market' process;
- Amendments to CEO Contractual Requirements Section including reference to the employment term;
- Amendments to provide greater detail / clarity in various sections of the policy including e.g. in relation to performance monitoring and annual review;
- Inclusion of key references/Acts e.g. Fair Work Act 2009; and
- Other minor amendments to remove repetition, adjust numbering and improve readability.

The Terms of Reference for the CEO Employment and Remuneration Matters Advisory Committee was also reviewed, the recommended changes include:

- Amendments to ensure alignment to the Local Government Act 2020;
- Inclusion that attendance at Committee meetings can be attended either in person or by electronic/online means;
- Inclusion that the Committee will provide a confidential report to Council following each meeting describing its activities and making recommendations about any action to be taken by Council; and
- Inclusion that minutes will be taken at Committee meetings and distributed by email to all Councillors within 10 working days of the meeting.

Proposed changes to the policy are shown at **Attachment 1**, shown as track changes. Proposed changes to the Terms of Reference are shown at **Attachment 2**, shown as track changes.

Community impact

Refer to Section 4 of this report.

Climate emergency and environmental sustainability implications

There is no direct climate emergency and environmental sustainability implications resulting from Council endorsing a CEO Employment and Remuneration Policy (and associated Terms of Reference for the advisory committee).

Economic sustainability implications

The main cost associated is the remuneration of a person to provide independent advice to the advisory committee and cost of any legal advice. The Local Government Act 2020 provides for Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy.

Legal and risk considerations

Legal advice was provided on proposed amendments to the policy to ensure alignment with the requirements of the Local Government Act 2020 and other relevant legislation i.e. *Fair Work Act 2009*.

The amended CEO Employment and Remuneration Matters Policy and associated Terms of Reference presented to Council for decision has been developed to reinforce Council's commitment to good governance practices and seeks to provide a consistent, fair and transparent framework for employment matters relating to the Chief Executive Officer (CEO) including recruitment, appointment, remuneration, performance monitoring and annual review.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Community consultation and engagement

Affected persons rights and interests

Councillor feedback was sought on the Policy and associated Terms of Reference, which was discussed at a CEO Employment and Remuneration Matters Advisory Committee meeting held on 27 June 2023 (also attended by Council's Independent Advisor). Councillors in attendance at this Advisory Committee meeting included: the Mayor Cr Panopoulos; Deputy Mayor Councillor Davidson; and Councillors Carli Hannan, Conlan, Harte, Pavlidis, Riley and Tapinos.

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views. As such, the CEO submitted her feedback on Councillor proposed changes to the Policy, which was considered at the Advisory Committee meeting held on 27 June 2023.

Council's Community Engagement Policy 2023 states that for policy matters related to Council's internal organisational operations, and/or that have no impact, or a negligible impact on the community; Council will not carry out community engagement.

Therefore, as the amended Policy and associated Terms of Reference primarily articulates Council's legislated responsibilities, and cannot be influenced significantly by the community, Council has not carried out community engagement.

Communications

The current CEO Employment and Remuneration Matters Policy is available for public access through Council's website. Subject to Council's decision, the amended Policy will be updated on Council's website to replace the current version.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

The amended Policy and associated Terms of Reference will have nil financial impact.

7. Implementation

Subject to Council's decision, the amended Policy will be updated on Council's website.

Attachment/s

- | | | |
|----|--|------------|
| 1↓ | CEO Employment and Remuneration Matters Policy with track changes | D23/309112 |
| 2↓ | Terms of Reference - CEO Employment and Remuneration Matters Advisory Committee with track changes | D23/309114 |

CEO Employment and Remuneration Matters Policy



| | |
|--------------------------------------|--|
| Date Authorised by Council: | tbc |
| Commencement Date: | tbc |
| Review Date | At least every 3 years and within 6 months of <u>after</u> each Council election |
| Responsible Department/Branch | Business Transformation / People and Safety Branch |

This policy has been authorised.

~~Cathy Henderson~~
~~Chief Executive Officer~~

[9275089-37337364_2]

1. Introduction

This policy reinforces Council's commitment to good governance practices and provides a consistent, fair and transparent framework for employment matters relating to the Chief Executive Officer (CEO) including recruitment, contract terms, performance monitoring and annual review. This policy is a requirement of the Local Government Act 2020 (the Act), and outlines the Council's approach to managing the recruitment and appointment of its CEO.

~~This policy has also been written in accordance with section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019.~~

2. Principles

Council will carry out its functions relating to the recruitment, appointment, remuneration, ~~and performance~~ appraisal monitoring and annual review of the CEO in accordance with the following principles:

- Decision-making processes ~~that~~ are fair, accessible and applied consistently in comparable circumstances;
- Decision-making criteria ~~that~~ are relevant, objective and available to the people subject to the decision;
- Decisions and actions ~~that~~ are conducive to ongoing good governance;
- Documentation ~~that~~ is sufficiently clear and comprehensive to render decisions transparent and capable of effective review;
- Employment decisions ~~that~~ are based on the proper assessment of individual's work-related qualities, abilities and potential against the genuine requirements of the role; and
- Decisions to appoint ~~a new employees-Chief Executive Officer that~~ are based on competitive selection, open processes, objective criteria, and has regard to gender equity, diversity and inclusiveness.

The aims of the CEO in relation to this Policy are to:

- work collaboratively with the Committee in determining the Performance Plan on an annual basis;
- actively participate in the performance appraisal process as required by the Committee;
- make use of constructive feedback from Councillors and Committee Members in relation to performance appraisals;
- undertake professional development on an as needed basis, and/or as part of the Performance Plan; and
- promptly draw the Committee's attention to any situation where any variation of the Performance Plan may be required in light of the current circumstances, except where this is already reported to Council through other means.

3. Policy Details

3.1. CEO Employment and Remuneration Matters Advisory Committee (the Committee)

The purpose of the Committee is to ~~fulfil the requirements of sections 44 and 45 of the Local Government Act 2020 by~~ guiding and making recommendations to Council regarding the:

- recruitment and appointment process of the CEO;
- provisions to be included in the contract of employment;
- performance monitoring (in consultation with the independent advisor/consultant);
- an annual review (in consultation with the independent advisor/consultant), including making recommendations to Council about the remuneration of the CEO (having regard to any Statement of Policy issued by the Government of Victoria with respect to its wages policy and any determination in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executive employed in public service bodies);
- any other matters prescribed by regulations; and
- making of a recommendation to Council about the appointment of an independent advisor/consultant (for independent professional advice) to assist the Committee to discharge its obligations.

The Committee operates under the CEO Employment and Remuneration Matters Advisory Committee Terms of Reference which ~~set out~~ address the following aspects:

- Scope (purpose of the Committee);
- Delegation of Authority;
- Membership and Chairperson;
- Role of staff member and external independent advisor/consultant;
- Frequency of meetings;
- Quorum; and
- Accountability of the Committee.

Membership of the Committee ~~shall consist~~ of the following:

- Mayor; and
- All other Councillors.

The Committee must be chaired by –

- a) The Mayor; or
- b) If the Mayor is not present at the committee meeting, the Deputy Mayor; or
 — If the Mayor or Deputy Mayor are not present at the meeting, a councillor who is present at the committee meeting and is appointed by agreement of the members of the Committee who are also present to chair the meeting.

A quorum is 6 councillors.

The Committee may, at any time, obtain additional independent professional advice (including legal advice) to help it discharge its obligations in respect of any matter dealt with in this Policy.

3.2. Appointment and reappointment of the CEO

~~The~~ Council's role is to appoint the CEO, on the ~~advice recommendation~~ of the Committee.

The appointment (or reappointment) of the CEO must be made by a resolution of Council.

Council will, by resolution, determine whether reappointment of the incumbent CEO pursuant to section 44(3) of the Act is under consideration ~~(without testing the market by advertising the CEO role)~~ or whether Council will ~~go to or~~ test the market for a CEO.

The Committee must make recommendations to Council ~~no more than nine (9) months and no less than six (6) months~~ prior to the expiry of the CEO contract ~~and with regard to current legislation~~ to either:

- ~~reappoint the CEO under a new contract of employment (and, if so, the proposed provisions of a new contract of employment);~~
- ~~test the market for a CEO; and/or~~
- ~~allow the cease the employment of the CEO's contract to lapse~~ due to the expiry of the contract ~~without reappointment.~~

~~Where the contract of employment is for a term of 12 months or less, the period of months referred to above shall be no more than 3 months and no less than 2 months.~~

Reappointment of CEO under consideration

Where the reappointment of the ~~current incumbent~~ CEO is under consideration:

- At least eight ~~(8) months~~ prior to the expiration of the period of employment ~~(or two (2) months prior where the contract of employment is for a term of 12 months or less)~~, Council and the CEO may confer about whether the CEO shall be reappointed for a further period and, if so, on what terms;
- Council must advise the CEO ~~no more than nine (9) months and no less than six (6) months no later than six months~~ (or such other period as they may agree in writing) prior to the ~~expiry of the CEO contract~~ ~~expiration of the period of employment~~ whether it is proposing to exercise its discretion to offer reappointment to the CEO; ~~and~~

~~Where the period of employment is one year or less, the period of months referred to in the relevant clause of the CEO's contract for the provision of notice to conclude the contract or for a further extension period may be no less than 6 months 2 months. Where the reappointment of the incumbent CEO is under consideration: the~~

~~The~~ Committee shall ensure a confidential, fair and respectful process is undertaken so that Council should make its decision on whether and on what terms to offer reappointment, only after reasonable time is provided for Councillors to be informed adequately on relevant matters and to allow an opportunity for the incumbent CEO to make a formal presentation to the Council and/or the Committee.

~~Any reappointment of the current CEO must be made by Resolution.~~

~~Go to or~~ Test the market

Where Council makes the decision to ~~go to or~~ test the market for a CEO; the Committee shall, in accordance with Council's Procurement Policy and Procedures, seek and appoint an independent Executive Search Consultant/Provider (Recruitment Provider) to manage and conduct the process of selection of a suitable candidate(s) for Council's consideration

for appointment to the position of CEO, and ensure professional care throughout administration of the process.

The Committee shall, in conjunction with the Recruitment Provider engaged, develop and agree upon:

- A recruitment sub-committee charged with interviewing candidates identified by the Recruitment Provider (noting that the full Council may interview the final 3 candidates);
- A search and selection process and timeframe;
- Setting the salary-Remuneration Package (determined consistently with clause 3.4 below) and other conditions ~~based on industry benchmarks~~;
- Key accountabilities;
- Key selection criteria;
- Candidate application briefing material;
- A candidate identification strategy;
- Methods of applicant evaluation – including approach to shortlisting, due diligence and embracing diversity and gender equity principles and best practice processes to eliminate bias; and
- Public relations or relevant communication activities.

The Committee shall, in conjunction with the Recruitment Provider:

- Ensure that the CEO role is publicly advertised;
- Oversee the development of the candidate pool by the Recruitment Provider, providing feedback on the quality and diversity of candidates being identified;
- Review the Recruitment Provider's report on the candidate pool and select between 5 to 8 candidates (if practicable) from that pool for preliminary interview by the ~~Panel~~recruitment sub-committee; and
- Shortlist the final ~~3~~ candidates for interview by the full Council.

Once the preferred candidate is determined by the full Council, with the support of the Recruitment Provider, and subsequent to or following the successful completion of any applicable due diligence checks (i.e. Psychometric Assessments, Police Checks/Right to Work Assessment, Reference Checks and relevant medical assessments), the Committee shall negotiate the terms of employment within the contractual framework of employment provided by Council in accordance with the Act.

The Committee shall then:

- Ensure, through the Recruitment Provider, that all candidates are updated on the outcome of the recruitment and selection process; and
- Develop and recommend to the Council an on-boarding program for the new CEO.

3.3. CEO Contractual Requirements

The CEO's contract of employment is to be read in conjunction with this Policy (but the terms of this Policy are not incorporated into the Contract of Employment).

The contract of employment will generally be in accordance with the Maddocks Lawyer's ~~Senior Chief Executive~~ Officer model contract as updated from time to time. The Contract of Employment will, at a minimum, outline the following:

- the employment term, which must not exceed 5 years in accordance with section 44(2) of the Act;
- the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct for Council staff;
- ~~how the conflicts of interest will be managed~~ management requirements;
- the CEO's Remuneration Package and other entitlements;
- ~~any~~ legislative and contractual obligations, including those during and continuing after appointment;
- the CEO's leave entitlements;
- ~~dispute resolution procedures~~;
- processes for managing unsatisfactory performance;
- processes for early termination, including notice of termination ~~provisions~~ (or payment in lieu) provisions with notice of termination by Council being restricted to a maximum of six (6) months; and
- any other matters required to be contained in the Contract of Employment by the Regulations made under the Act.

The Contract of Employment may only be varied by a resolution of Council and where such variation is accepted by the CEO, recorded in a deed of variation.

3.4. Remuneration and Expenses

The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with section 45(3) of the Act):

- Any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent)
- any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies ~~Any Public Sector Wages Determination References~~

Remuneration will be reviewed ~~on an~~ annually ~~basis~~, in accordance with the CEO's Performance Plan and contractual requirements

In line with Council's remuneration and expenses policies, or as separately agreed in the CEO's contract of employment, Council will meet reasonable expenses incurred by the CEO in relation to:

- membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out the CEO's duties;
- reasonable costs incurred where attending conferences, seminars or other networking functions; and
- reasonable costs incurred in performance of required duties.

3.5. Performance monitoring

Council will adopt an annual Performance Plan for the CEO, which will include Key Performance Indicators or performance criteria however described (KPIs). The Performance Plan must be developed ~~collaboratively between by~~ the CEO Committee (in consultation with the CEO) and confirmed by a Council resolution ~~the Committee and confirmed by a Council resolution~~.

The Committee will ensure that the CEO submits a Performance Plan report and is given the opportunity to present their self-assessment.

Within the initial 4 to 6 months of the CEO's term, a workshop/meeting with Councillors and the CEO should be ~~co~~ordinated-arranged so that:

- The CEO can prepare and present their views formed since their appointment on any related matters~~an overview of their findings during the early months~~, and highlight any projections or forecasts of relevance to Council during their tenure;
- Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial period of the CEO's employment; and
- Council and the CEO can ~~agree to~~ consider projects and priorities for inclusion in the CEO's Performance Plan and KPIs.

Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO's performance on an ongoing basis.

3.6. Annual review

In preparation for Council's review, the Committee is required to submit an annual review report in consultation with the independent advisor/consultant (**Annual Review Report**) to Council which includes recommendations on the following:

- Whether, and to what extent, the CEO has met the KPIs under the Performance Plan;
- Whether, and to what extent or in what respect, any KPIs or other criteria ought to be varied under the Performance Plan;
- Whether, and to what extent, the Remuneration Package ought to be varied; ~~and~~
- Any other necessary matters. The setting of the Performance Plan for the measurement of the CEO's performance for the next 12-month period;
- The matters to be agreed with the CEO on a personal and professional development plan for the next 12-month period;
- Whether any options of the CEO's contract should be exercised in accordance with the contract; and
- Any other necessary matters.

In circumstances where written Councillor feedback is sought out of session, any feedback received will be circulated to all Councillors.

The Committee will submit the Annual Review Report to Council only after meeting with the CEO to discuss the Committee's proposed recommendations.

The CEO may request the opportunity to address Council as part of this process.

The Committee shall ensure all Councillors are invited to provide comments which informs the appraisal of the CEO's performance to the Committee. The independent advisor/consultant will attend to the collection and collation of ~~Councillor council~~ feedback in relation to the CEO's performance, as measured against the ~~p~~Performance ~~p~~Plan approved by Council.

The Independent advisor/consultant is responsible for supporting the Committee ~~and to~~ provide: ~~ing~~

- Recommendations on the Rreview of the CEO's ~~#~~Remuneration ~~p~~Package as a component of the annual review for Council's consideration;

- Feedback to the CEO about their performance and proposed outcome of the remuneration review; ~~and~~
- ~~The Annual Review Report to Council seeking decision on outcomes of the review process in relation to:~~
 - ~~— The CEO's achievement against the agreed performance criteria;~~
 - ~~— Any proposed variation in salary;~~
 - ~~— Agree in relation to the setting of the performance plan for the measurement of the CEO's performance for the next 12-month period;~~
 - ~~— Agree with the CEO on a personal and professional development plan for the next 12-month period; and~~
 - ~~— Whether any options of the CEO's contract should be exercised in accordance with the contract.~~

Council shall, after receipt of the Annual Review Report, review the recommendations in the Annual Review Report, resolve upon the matters described in the report and advise the CEO of the terms or effect of the resolution.

3.7. Acting CEO

Council must appoint an Acting CEO when there is an unplanned vacancy in the office of the CEO or the CEO is unable to perform their duties of the office of Chief Executive Officer ~~for a period exceeding 28 days.~~ The Committee may advise Council on the selection and appointment of an Acting CEO in accordance with the Committee Terms of Reference.

The appointment of the ~~Acting~~ CEO must be made by a resolution of Council unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council pursuant to section 11(3) of the Act.

3.8. Dispute resolution

~~Council will develop a dispute resolution process which is suitable to assist in the resolution of any disputes about any matters under this Policy or the CEO's contract of employment.~~

~~3.8~~ 3.9 Independent professional advice

The Independent advisor/consultant is responsible for providing independent professional advice in relation to the matters dealt with under this Policy in accordance with section 45(2)(a) of the Act.

An independent ~~advisor~~/consultant will be appointed by Council in consultation with Mayor, Councillors and CEO to:

- ~~Assist the Committee and Council to discharge its obligations in relation to the Local Government Act 2020; to a~~
- ~~Assist the Committee and Council to establish a CEO Performance Plan; and~~
- ~~Assist to~~ conduct the annual performance review of the CEO and provide recommendations to the Committee which inform remuneration outcomes.

Council, or the Committee with the approval of a Resolution, can, on an as needed basis, obtain additional independent professional advice in relation to the matters dealt with under this Policy.

~~3.9~~ 3.10 Administrative Support

Council acknowledges that, in implementing this Policy, it, the Committee and/or the ~~i~~Independent advisor/consultant will from time to time require the assistance of members of

staff, including assistance in relation to governance and employment/human resources matters, ~~and (where relevant) procurement and contract management.~~

Council, the Committee and/or the ~~in~~ independent advisor/consultant may from time to time request a member of staff to provide assistance in implementing this Policy, recognising that the position of the member of staff may be difficult because ~~he or she is they are~~ accountable to the CEO (or a person acting as CEO) and therefore ~~acknowledging that~~ requests for assistance need to be limited to no more than those which are reasonably necessary.

The CEO should be kept informed of any decisions made to utilise Council staff for the purposes outlined in this section.

3.10 3.11 Interaction with Act, Regulations and Committee Terms of Reference

This Policy applies subject to any inconsistent obligations in the Act or the Regulations ~~made under it.~~

The Policy applies to the exclusion of any inconsistent obligation in the Committee Terms of Reference.

3.11 3.12 Confidentiality

Council is not required to disclose any personal information, being information which, ~~if released,~~ would result in the unreasonable disclosure of information about any person or their personal affairs.

All information relating to the recruitment, selection and performance review process must be kept strictly confidential. Councillors, CEO and staff involved in the process must take all reasonable steps to maintain confidentiality and respect the privacy of all persons involved. A breach of confidentiality may constitute a breach of the Councillor Code of Conduct or Staff Code of Conduct.

~~The Independent Chair of the Committee shall report on any non-compliance matters to the Council.~~

3.12 3.13 Delegations

Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, ~~however, it~~but may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (sections 11(2)(d) and 11(3) of the Act).

Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (section 11(2)(e) of the Act).

4. Monitoring, Evaluation and Review

Following the adoption of this Policy, this Policy (and the associated Terms of Reference) will ~~thereafter~~ be reviewed every 3 years, ~~and~~ within 6 months ~~of~~after each Council election, and the Committee may make a recommendation to Council with respect to any suggested changes.

5. Associated Documents

- CEO Employment and Remuneration Matters Advisory Committee Terms of Reference

6. References

- Local Government Act 2020
- Fair Work Act 2009
- Gender Equality Act 2020 Charter of Human Rights and Responsibilities Act 2006
- Charter of Human Rights and Responsibilities Act 2006
- Section 45(3)(a) of the Act requires Council to have regard to any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent). The current Victorian Government Wages Policy applies in the public sector until 31 December 2021. See: [https:// www.vic.gov.au/wages-policy-and-enterprise-bargaining-framework](https://www.vic.gov.au/wages-policy-and-enterprise-bargaining-framework)
- Section 45(3)(b) of the Act requires Council to have regard to the published remuneration bands for executives employed in public service bodies. See: [https:// www.vic.gov.au/tribunals-determination-vps-executive-remuneration-bands](https://www.vic.gov.au/tribunals-determination-vps-executive-remuneration-bands)



**Chief Executive Officer Employment and Remuneration Matters Advisory Committee
 Terms of Reference**

| | |
|--|--|
| 1. Classification | Advisory Committee |
| 2. Delegation | The Chief Executive Officer Employment and Remuneration Matters Advisory Committee has no delegated authority. Its role is to make recommendations to Council on the appointment, performance and remuneration of the Chief Executive Officer (CEO). |
| 3. Scope | <p>The purpose of the Committee is to fulfil the requirements of sections 44 and 45 of the Local Government Act 2020 by guiding and making recommendations to Council about:</p> <ul style="list-style-type: none"> • recruitment and appointment process of the CEO; • provisions to be included in the contract of employment; • performance monitoring; • an annual review (including making recommendations to Council about the remuneration of the CEO, having regard to any Statement of Policy issued by the Government of Victoria with respect to its wages policy and any determination in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executive positions employed in public service bodies); • any other matters prescribed by regulations; and • making a recommendation to Council about the appointment of an independent <u>advisor</u>/consultant (for independent professional advice) to assist the committee to discharge its obligations. |
| 4. Membership, chairperson and quorum | <p>Chairperson: Mayor Membership: All Councillors. Council will confirm the membership annually.</p> <p>The committee must be chaired by –</p> <ol style="list-style-type: none"> a) The Mayor; or b) If the Mayor is not present at the committee meeting, the Deputy Mayor; or c) If the Mayor or Deputy Mayor are not present at the meeting, a Councillor who is present at the committee meeting and is appointed by agreement of the <u>members of the Committee who are also present</u> to chair the meeting <p>A quorum is 6 councillors.</p> <p><u>Attendance at Committee meetings can be either in person or by electronic means of communication.</u></p> |
| 5. Role of staff member and external | The <u>Director Business Transformation Manager People and Safety</u> supports this Committee. Governance staff <u>and Manager People and Safety</u> provide advice and administrative support to the Committee. |

| | |
|---|--|
| independent consultant | The external independent advisor/consultant (appointed by Council) provides independent professional advice to assist the Committee to discharge its obligations. |
| 6. Meeting frequency | At least once per annum and as required to facilitate the proper review of the Chief Executive Officer performance. |
| 7. Timeline for involvement | Meeting duration: Up to 1.5 hours Time outside meetings: Agendas, meeting minutes and any reports will be sent out approximately one week prior to the meeting. |
| 8. Accountability of committee | The Committee is accountable to provide advice and feedback on the recruitment and performance of the Chief Executive Officer. |
| 9. Reporting requirement | Outcomes of Committee discussion and relevant documentation will be reported to Council for decision. Records of Meetings of the Committee will be reported to Council in accordance with the Governance Rules The Committee will provide a confidential report to Council following each meeting describing its activities and making recommendations about any action to be taken by Council. <u>Minutes will be taken at Committee meetings and distributed by email to all Councillors within 10 working days of the meeting.</u> |
| 10. Any other relevant information | Committee activities and Council decisions relating to the employment matters for the CEO will be guided by the CEO Employment and Remuneration Matters Policy and are to be treated with the strictest confidentiality at all times. |
| 11. References | <ul style="list-style-type: none"> • <i>Local Government Act 2020</i> • <i>Gender Equality Act 2020 Charter of Human Rights and Responsibilities Act 2006</i> • <i>Charter of Human Rights and Responsibilities Act 2006</i> • <i>Section 45(3)(a) of the Act requires Council to have regard to any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent). The current Victorian Government Wages Policy applies in the public sector until 31 December 2021. See: https:// www.vic.gov.au/wages-policy-and-enterprise-bargaining-framework</i> • <i>Section 45(3)(b) of the Act requires Council to have regard to the published remuneration bands for executives employed in public service bodies. See: https:// www.vic.gov.au/tribunals-determination-vps-executive-remuneration-bands</i> |
| 12. Contact details of committee | Refer to Director Business Transformation |
| 13. Approval date | This Terms of Reference was adopted by Council on 10 November 2024 <u>tbc.</u> |
| 14. Next review date | Annually at the Council Meeting when Council makes appointments to Advisory Committees. |

7.12 OPEN COUNCIL RESOLUTIONS REPORT

Director Business Transformation, Sue Vujcevic

Governance and Strategy

Officer Recommendation

That Council receives and notes the Open Council Resolutions Report provided as Attachment 1 and the summary of Closed Council Resolutions provided as Attachment 2.

| |
|---------------|
| REPORT |
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Executive Summary

The Open Council Resolutions Report provided as **Attachment 1**, has been prepared to inform Councillors and the community, of the actions taken to date to implement the Council resolutions that are currently still open and not yet finalised.

There is currently 53 Open Resolutions, with 3 of these relating to Petitions, 21 relating to Council officer reports, 7 relating to responses to Notices of Motion and 22 relating Notices of Motion.

A summary of Closed Council Resolutions has also been provided at **Attachment 2**. The summary lists the Council Resolutions that have been actioned since the commencement of the current Council term. A total of 526 resolutions have been actioned from November 2020 to June 2023.

An Open Council Resolutions Report will be presented to Council on a quarterly basis, to promote the transparency of how Council resolutions are being implemented.

Previous Council Decisions

N/A

1. Policy Context

Section 46(2) of the *Local Government Act 2020* states:

- (a) that Chief Executive Officer has responsibility for ensuring that the decisions of the Council are implemented without undue delay.
- (e) when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision.

This report also supports Council's continuing commitment to transparent management of resources on behalf of ratepayers, key stakeholders and the broader community.

2. Background

The purpose of the Open Council Resolutions Report provided as Attachment 1, is to inform Councillors and the community of the actions taken to date, to implement the Council resolutions that are currently still open.

A summary of closed Council Resolutions has also been provided as Attachment 2.

3. Issues

The Open Council Resolutions Report (shown at **Attachment 1**) outlines the open resolutions and indicates that there is a total of 53 Open Resolutions, with 3 of these relating to Petitions, 21 relating to Council officer reports, 7 relating to responses to Notices of Motion and 22 relating Notices of Motion. Each open resolution in **Attachment 1**, also includes a target date for full completion.

The table below provides a breakdown of the open resolutions that have been allocated to each directorate for action:

| Directorate | Petitions | Council Reports | Response to Notices of Motion | Notices of Motion |
|-------------------------|------------------|------------------------|--------------------------------------|--------------------------|
| Business Transformation | - | 1 | 1 | - |
| City Infrastructure | 3 | 8 | 5 | 9 |
| Community | - | 4 | - | 5 |
| Place and Environment | - | 8 | 1 | 8 |

Further to this, the summary of Closed Council Resolutions has also been provided, at **Attachment 2**, and includes a list of resolutions that have been made and actioned since the commencement of the current Council term. The summary shows that a total of 526 resolutions have been actioned from November 2020 to June 2023.

Attachments 1 and 2 exclude resolutions relating to Confidential and Planning and Related Matters items.

An Open Council Resolutions report will be presented to Council on a quarterly basis, to promote the transparency of how Council resolutions are implemented.

Community impact

Community impact is addressed through the Council Plan 2021-25 under strategic objective 5: To build community trust through encouraging participation, evidence-based decision making, stewardship of resources and being accessible and responsive.

Climate emergency and environmental sustainability implications

There are no climate emergency and environmental sustainability implications associated with the preparation of this report.

Economic sustainability implications

There are no economic sustainability implications associated with the preparation of this report.

Legal and risk considerations

There are no legal and risk implications associated with the preparation of this report.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the Charter of Human Rights and Responsibilities.

4. Community consultation and engagement

Community consultation and engagement was not required for this report as it reflects the current status of the implementation of Council Decisions that have been previously made.

Affected persons rights and interests

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views. There are no individual rights or interests affected.

5. Officer Declaration of Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

6. Financial and Resources Implications

Any financial implications associated with the preparation of this report have been met within existing resource and budget allocations.

7. Implementation

The reporting of the Open Council Resolutions will continue a quarterly basis, with the next report to be reported to Council in October 2023.

Attachment/s

- | | | |
|-------------------|--|------------|
| 1 | Open Council Resolutions - Progress Update - June 2023 | D23/301515 |
| 2 | Summary of Completed Council Resolutions to June 2023 | D23/301516 |

OPEN RESOLUTIONS REPORT

26 June 2023

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PETITIONS

| | | |
|---|--|--|
| Director City Infrastructure | Council 8/02/2023 | Target Date for Full Completion: 6/12/2023 |
| 5.1 | PETITION TO IMPROVE THE CORNER OF JOHN AND ST PHILLIP STREETS, BRUNSWICK EAST | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Receives the petition, requesting Council improve the corner of John and St Phillip Streets, Brunswick East and install a bike pump on the verge. 2. Refers the petition requesting Council improve the corner of John and St Phillip Streets, Brunswick East to the Director City Infrastructure for consideration and response. | | |
| Progress Comment | | |
| Officers have investigated the feasibility of improving the corner of John and St Phillips Street, Brunswick East through the creation of some nature strips. Through this investigation it has become apparent that there are other properties in the same street and nearby vicinity seeking similar outcomes which would warrant a more fulsome approach to this type of intervention. Further investigation needs to be undertaken including the feasibility of locating a bicycle repair station around this location. | | |

| | | |
|---|---|---|
| Director City Infrastructure | Council 12/04/2023 | Target Date for Full Completion: 31/08/2023 |
| 5.1 | PETITION - REQUEST FOR ROAD SAFETY MEASURES FOR CANNING STREET, BRUNSWICK EAST | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Receives the petition, requesting Council undertake action to safeguard users of Canning Street, Brunswick East. | | |

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2. Refers the petition requesting Council undertake action to safeguard users of Canning Street, Brunswick East to the Director City Infrastructure for consideration and response.

Progress Comment
 Council officers have met the lead petitioner and are working through options with him. When it has been determined what is possible, a response will be provided in writing with the lead petitioner.

| | | |
|---|---------------------------|---|
| Director City Infrastructure | Council 10/05/2023 | Target Date for Full Completion: 30/09/2023 |
| 5.2 TRAFFIC HAZARDS ON WEST STREET, HADFIELD | | |
| <p>1. Receives the petition, requesting Council addresses traffic hazards on West Street, Hadfield by changing the speed limit from 60km/h to 40km/h and installing speed bumps, a pedestrian crossing with lights outside Hadfield Early Learning Centre and reflective mirrors to see oncoming traffic.</p> <p>2. Refers the petition to the Director City Infrastructure for consideration and response.</p> | | |
| <p>Progress Comment Council officers currently investigating this matter and will respond in correspondence to the lead petitioner by September 2023.</p> | | |

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OFFICER REPORTS

| | | |
|---|--|--|
| Director Place and Environment | Council 11/10/2017 | Target Date for Full Completion: 1/07/2024 |
| DCS59/17 | PROPOSED LAND SWAP WITH DARUL ULUM COLLEGE OF VICTORIA - EVANS RESERVE, FAWKNER | |
| <p>That Council, having given public notice and having considered the submission received, in accordance with sections 189 and 223 of the <i>Local Government Act 1989</i>:</p> | | |
| <ol style="list-style-type: none"> 1. Determines to exchange part of its land at 20 Victory Street, Fawkner, with land currently owned by Darul Ulum College of Victoria at 21 and 23 Marjory and 16 and 18 Victory Streets, Fawkner, as shown in the negotiated plan at Attachment 1 to this report. 2. Authorises the Director Corporate Services to do all things necessary to affect the exchange of land of part of its land at 20 Victory Street, Fawkner as shown in with land owned by the Darul Ulum College of Victoria at 21 and 23 Marjory and 16 and 18 Victory Streets, Fawkner, as shown in Attachment 1 to this report, including the execution of all relevant documentation. 3. Authorises the Director Corporate Services to commence the subdivision of approximately 2,393 square metres from the Evans Reserve, shown as the red hatched area on Attachment 1 to this report, and remove its drainage, sewerage and recreation reserve status pursuant to section 24(A) of the <i>Subdivisions Act 1988</i>. 4. Requests authorisation from the Minister for Planning to prepare a planning scheme amendment in accordance with section 20(4) of the <i>Planning and Environment Act 1987</i> to rezone 21 and 23 Marjory and 16 and 18 Victory Streets, Fawkner, to Public Park and Recreation Zone and rezone the land to be sold at 20 Victory Street, Fawkner, shown as the blue hatched area on attachment 1 to this report, to General Residential 1 (GRZ1). 5. Notifies the person who made a submission in writing of its decision and the reasons for that decision 6. Explores options with Darul Ulum to preserve 7 mature native trees that exist on the site in keeping with the aims of the newly adopted Urban Forest Strategy | | |

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Progress Comment

Subdivision is still in process for the land exchange.

Council met with Darul Ulum College of Victoria as rezoning is part of the conditions of the agreement. Exchange cannot be finalised until the land is rezoned which is likely to be within 12-24 months.

Director Place and Environment**Council 13/05/2020****Target Date for Full Completion:**

13/09/2023

EMF13/20 RIGHT OF WAY DISCONTINUANCE AND SALE ADJOINING 6-10 PIMBIAL COURT AND 45-51 DAVIES STREET, HADFIELD

That Council:

1. Approves the discontinuance of the road between the rear of 6-10 Pimbial Court and 45-51 Davies Street, Hadfield, as shown highlighted with blue outline at Attachment 1 to this report, to sell by private treaty to the adjoining property owners, in accordance with section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989* and Council's Rights of Way Associated Policies 2011 and the Rights of Way Strategy.
2. Notes internal and external referrals provided no objections to the proposed discontinuance and sale of the road enclosed within the rear of Pimbial Court and Davies Street, Hadfield and determines the road enclosed within the rear of Pimbial Court and Davies Street, Hadfield, is not reasonably required as a road for public use.
3. Authorises the Executive Manager Finance to do all things necessary to effect the discontinuance and sale of the narrow section of road adjoining the rear of Pimbial Court and Davies Street, Hadfield to the adjoining property owners.
4. Publishes notice of the approval of the discontinuance and sale of the road adjoining the rear of Pimbial Court and Davies Street, Hadfield in the *Victoria Government Gazette*.
5. Updates the Register of Public Roads in accordance with section 19 of the *Road Management Act 2004*, following the discontinuance being published in the *Victoria Government Gazette*, without a further report to Council.

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Progress Comment
 Officers are currently in discussion with adjoining property owners about the discontinuance and sale. Once these are resolved, public notice will be progressed.

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| Director City Infrastructure | Council 10/03/2021 | Target Date for Full Completion: 11/10/2023 |
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7.7 MERRI CREEK MANAGEMENT COMMITTEE - FUNDING AND SERVICE AGREEMENT

That Council:

1. Approves a new three and a half year Funding and Service Agreement for Merri Creek Management Committee effective immediately and expiring on 30 June 2024.
2. Receives a report, no later than 31 December 2023, covering the following matters as a minimum:
 - a) Documenting the achievements of the outputs and outcomes from the Merri Creek Management Committee Funding and Services Agreement.
 - b) Describing the alignment between the Community Vision, Council's strategic priorities and the work of the Merri Creek Management Committee.
 - c) Options on the continuation of the Merri Creek Management Committee Funding and Services Agreement.

Progress Comment
 Work has commenced to review the achievements and outputs from the Merri Creek Management Committee Funding and Services Agreement. A report is being prepared which is aimed to be presented to Council at the October 2023 Council Meeting.

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| Director Community | Council 14/07/2021 | Target Date for Full Completion: 6/12/2023 |
| 7.12 | GYM AND AQUATIC MEMBERSHIP FOR MORELAND SENIORS | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Resolves to proceed with option 1 outlined below as a trial for six months commencing August 2021. 2. Receives a further report at the end of the trial period outlining the results achieved and any future options. | | |
| Progress Comment | | |
| <p>This resolution was put on hold due to further COVID restrictions during 2021. A 'strong and active' pilot program was developed in 2023/23 which aims to support inactive older people to establish regular physical activity habits, by connecting them with existing local activities, addressing barriers, and delivering the program within a social connection framework.</p> <p>A short Stage 1 pilot was run to test and confirm the program model with partners and participants in partnership Active Merri-bek, Merri Health allied health, Fawkner Leisure Centre, Fawkner Neighbourhood House and Council's Social Support team.</p> <p>Stage1 outcomes were encouraging. All community members increased their exercise and reported significant short-term benefits.</p> <p>Planning has commenced for a larger Stage 2 pilot program, likely to be a 6-week trial with around 20 community participants in the Pascoe Vale/Oak Park/Glenroy area. Partnership discussions are being held with Sussex and Glenroy Neighbourhood Houses, Oak Park Leisure Centre, Merri Health Independent Living, Royal Melbourne Hospital, and Council's Social Support.</p> <p>Program is due for completion in late-August 2023 and a full evaluation report will be reported at the December 2023 Council meeting.</p> | | |

| | | |
|---|--|--|
| Director Business Transformation | Council 14/07/2021 | Target Date for Full Completion: 9/08/2023 |
| 7.19 | SISTER AND FRIENDSHIP CITIES REVIEW | |

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That Council:

1. Formally write to current (inactive) Sister and Friendship Cities seeking to determine if the objectives of the relationships are being met and continue to be of benefit, as follows:
 - a) Sister City – Xianyang, China
 - b) Friendship Cities (including special relationship Cities)
 - i) Corum Municipality, Turkey
 - ii) Spartiaton Municipality, Greece
 - iii) City of Canterbury-Bankstown, Australia
 - iv) Mansfield, Australia
 - v) Solarino, Sicily, Italy
 - vi) Messina, Sicily, Italy.
2. Receive a further report on the outcomes of discussions with those Sister and Friendship Cities identified in this report and present recommendations for the purpose of:
 - a) continuing relationships, including recommendations for timelines for review of relationships; or
 - b) ceasing existing relationships

Progress Comments

Council officers are in the process of communicating with Council’s existing Sister and Friendship Cities to ascertain if it is appropriate to maintain the existing relationships, although there has been difficulties in communication with some of the Sister/Friendship Cities as several have been amalgamated to form new cities/municipalities. It is anticipated that a report will be presented to Council in August 2023.

| | | |
|------------------------------|---|----------------------------------|
| Director City Infrastructure | Council 8/09/2021 | Target Date for Full Completion: |
| | | 30/09/2023 |
| 7.11 | PUBLIC HIGHWAY DECLARATION - STREETS, ROADS LANEWAYS AND EASEMENTS NEAR WILKINSON STREET, BRUNSWICK | |

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That Council:

1. Under Section 204(1) of the *Local Government Act 1989*, formally declares all roads, laneways and carriageway easements constructed by Council within the area bounded by Sydney Road, the northern boundary of Victoria Street, the railway line and the southern boundary of Albert Street to be public highways, including both the constructed carriageway easement on Title Plan TP 940933P within the 2-8 Wilkinson Street Car Park and the constructed road/laneway across 409-419 Sydney Road on Title Plan TP 238758W, but with a height limit of 4.5 metres for the portion where that title exists on both sides and excluding the road/laneway abutting the northern boundary of 2-8 Wilkinson Street as listed in Attachment 3.
2. Publishes the declaration in the Victorian Government Gazette.
3. Applies to Land Use Victoria within the Department of Environment, Land, Water and Planning, for titles to be issued for the gazetted public highways.
4. Notifies all those who previously received a circular in relation to the proposal, and those who made written submissions of Council's decision.

Progress Comment

The declaration of the streets, roads, laneways and easements near Wilkinson Street, Brunswick, was made in the Victoria Government Gazette on 29 September 2022. Those who previously received a circular about the proposal or made a written submission received a notification of Council's decision were advised of the decision through an updated communication in November 2021. There is a final step still to make, which is applying to have the titles to be issued. This will be completed by 30 September 2023.

Director City Infrastructure

Council 10/11/2021

Target Date for Full Completion:

31/10/2023

7.9 BICYCLE CAPITAL WORKS AND FEDERAL GOVERNMENT GRANT FUNDING REALLOCATION

That Council:

1. Notes the significant impacts that COVID-19 lockdowns have had, and the significant resources and time needed to support the Kent Road engagement and review have had on Council's ability to deliver the Pedestrian and Bicycle program on time and to community expectations.
2. Adopts the revised Pedestrian and Bicycle capital works program for 2021/22 at Attachment 1.
3. Notes that it will receive a report in February 2022 including recommendations for consultation on future bike lane projects based on the outcomes of

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the proposed Kent Road community engagement process.

4. Undertakes further engagement with the community regarding revised bicycle infrastructure on De Carle Street, Coburg post the February 2022 Council meeting and receives a report following the engagement on next steps, with a view to undertaking construction of permanent separated bike lanes in the 2022/23 financial year.
5. Notes the revised project list to be delivered using the federal Local Roads and Community Infrastructure grant funding at Attachment 2 which Council officers are seeking approval from the Department of Infrastructure, Transport, Regional Development and Communications.
6. Refers the \$820,000 in savings from the 2021/22 capital works budget for re-phasing to the outer years of the 2022 – 2026 Council budget and included as part of the rolling 10 year Pedestrian and Bicycle Capital Works Program.

Progress Comment

The matters in this resolution relating to the 2021/22 program, the Local Roads and Community Infrastructure Program grant and budget re-phasing have been attended to. With respect to Item 3, Council received a report in March 2022 proposing a 4-step engagement process for bicycle projects, which was adopted.

With respect to item 4, the De Carle Street bike lanes, Councillors were briefed in November 2022 on options for the bicycle infrastructure and have since undertaken further work on those concept designs. Engagement at the 'consult' level is proposed for August 2023, following a further briefing planned for 19 July 2023.

| | | |
|---|--------------------------|---|
| Director City Infrastructure | Council 8/12/2021 | Target Date for Full Completion: |
| | | 30/08/2023 |
| 7.14 WEED MANAGEMENT RESEARCH AND MORELAND NO-GLYPHOSATE TRIAL | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes the findings from the Deakin University research which indicates based on the results of the field trials and taking into consideration cost, safety information and off -target impacts, glyphosate is considered to be the most effective weed management strategy of the different approaches used in the trial. A peer reviewed report on this research is provided at Attachment 1. | | |

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2. Notes the commencement in July 2021 of Council's own weed management trial including community feedback from trial areas to date and notes the budget recommendations that will be put forward for 2022/2023.
3. After the conclusion of the trial, any recommendations about the future use of glyphosate, takes into account evidence about the impacts of glyphosate on human health that include reports from the International Agency for Research on Cancer (IARC) as well as the industry-funded Australian Pesticide and Veterinary Medicines Authority and evidence of insurance companies not ensuring companies or organizations which manufacture, distribute or use glyphosate. An assessment of the impact of glyphosate on humans should include the adequacy of labeling on the safe use of glyphosate.

Progress Comment

A trial has been completed, research into current trends in weed management undertaken and a plan developed to present to Councillors on 30 August 2023 on these matters.

| | | |
|---------------------------------------|--------------------------|--|
| Director Place and Environment | Council 9/02/2022 | Target Date for Full Completion: 31/3/2025 |
|---------------------------------------|--------------------------|--|

7.1 DESIGN EXCELLENCE SCORECARD - TRIAL OUTCOMES AND RECOMMENDATIONS

That Council:

1. Adopts the Design Excellence Scorecard for High Density Developments, at Attachment 1 to this report, and the Design Excellence Scorecard for Medium Density Developments, at Attachment 2 to this report, on a permanent basis, subject to:
 - a) the further enhancements to the Environmentally Sustainable Design (ESD) criteria outlined at Attachment 3 to this report.
 - b) consequential changes to Council's website and other customer facing material including attachments 1 and 2 to remove references to a delegated decision-making process.
2. Amends the 'Guidelines for the Exercise of Delegation for Planning Applications, 2019' to remove wording that exempts the Moreland Design Excellence Scorecard compliant applications from being reported to the Planning and Related Matters (PARM) meeting or a Council meeting.
3. Notes that the changes in resolution (2) remove the specific changes to officer delegation guidelines that allowed the design excellence scorecard applications to be decided by Council officers. Applications that meet the Design Excellence Scorecard will now be treated the same as all other

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- applications including being reported to a Planning and Related Matters Council meeting when the number of objections or building heights require that a decision be made by the Council, rather than by Council officers.
4. Notes that a list of approved Scorecard developments will be published on Council's website and regularly updated.
 5. Notes that the Design Excellence Scorecard will be reviewed over time to ensure its currency, with an annual briefing of Councillors on the projects that have achieved Scorecard compliance and of any further enhancements made to the Scorecard requirements.
 6. Notes and acknowledges the concern about the Design Excellence Scorecard expressed by community members during the trial period, particularly in regard to robust democratic oversight of the planning process by the community and Councillors.
 7. Acknowledge the results of the Design Excellence Scorecard Trial and thank officers and the community for their effort and input.
 8. Receive a report in the second half of 2022 outlining further ways in which better quality developments can be encouraged and bad quality developments can be discouraged in Moreland, including information on what initiatives other Councils have undertaken to improve the quality of development.
 9. Actively monitor all mixed use or residential developments valued over \$7 million in Moreland until the end of 2024.
 10. Receive a report in early 2025 based upon the active monitoring of the following considerations. This report will include the number and percentage of mixed use or residential developments valued over \$7 million that:
 - Provided affordable housing (noting the current Scheme requirement is zero);
 - Provided accessible housing above the Moreland Planning Scheme's minimum requirement;
 - Provided gas free builds (noting the current Scheme requirement is zero);
 - Exceeded the acceptable BESS (or other equivalent ESD tool) requirements of the Moreland Planning Scheme;
 - Exceeded discretionary height limits by more than three levels;
 - Proceeded to a Planning and Related Matters Meeting;
 - Proceeded to VCAT (challenged by objector or applicant to be noted);
 - Were called in by the Planning Minister;
 - Were called in by Councillors; and
 - Received over 50 objections.
 11. Include in the aforementioned report how the above 8(a)-(e) compared with the results achieved in applications that were deemed Scorecard compliant during its trial from 2019-2021.

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Progress Comment

1. Completed – All Design Excellence Scorecard documents have been updated to include the further enhancements to the ESD criteria outlines. All documents have now been uploaded into the Council website.
2. Completed, by removing Design Excellence Scorecard exemption the from Guidelines for the Exercise of Delegation for Planning Applications,
3. Noted, no action required.
4. Completed - Council's website has been updated to include a list of approved Scorecard developments.
5. Noted. No new scorecard applications in 2022. Council report to 8 February 2023 meeting included an update on scorecard applications. Councillors are advised of any new scorecard applications as a standing agenda item in the monthly Planning Briefing.
6. Noted, no action required,
7. Noted, no action required,
8. Completed. Report considered at the February 2023 Council meeting.
9. Monitoring is underway.
10. Report due early 2025
11. Monitoring, Target Date for Full Completion, March 2025

Director City Infrastructure

Council 10/08/2022

Target Date for Full Completion:

11/10/2023

7.2 KENT ROAD, PASCOE VALE TRIAL SEPARATED BIKE LANES - OUTCOME OF 12-MONTH TRIAL

That Council:

1. Notes the significant technical investigations, data analysis and community engagement undertaken since commencement of the Kent Road separated bike lane trial and key findings.
2. Resolves to extend the current trial of the separated bike lane on Kent Road, Pascoe Vale by removing the current trial bike lanes and replacing with modified trial bike lanes to address feedback from the trial including:

- a) Maintain physical separation for bike riders from vehicles including dedicated 1.5 m bike lanes and physical separation between bike lanes and parked cars of 0.8 m on both sides of the street.
 - b) Reallocate 0.2 m, gained through narrowing physical separator width, to vehicle and parking lanes.
 - c) Replace the continuous bike lane separator used in the trial with intermittent separators providing gaps between the physical barriers that improve accessibility for pedestrians, particularly those with mobility impairments, when crossing the street or exiting parked cars.
 - d) Provision for improved waste bin siting for collection.
 - e) Provision for enhanced street sweeping of the bicycle facilities.
 - f) A lower cost solution.
3. Resolves to undertake observations and further engagement with residents, business(es) and sporting clubs on Kent Road directly affected by the bike lane through the extended trial period to assess the impact of the design changes in addressing the key concerns raised during the initial 12 months.
 4. Resolves to implement the following interventions that will contribute additional benefits to road safety, amenity and accessibility, including:
 - a) Design of the raised pedestrian crossing, east of Joffre Road, in Council's capital works plan and seek State Government (Department of Transport) approval.
 - b) Design and construction of traffic calming treatments at Cornwall Road, Pascoe Vale and Kent Road.
 - c) Investigate opportunities for street beautification projects including but not limited to further street tree planting and seats.
 - d) Investigate opportunities for widespread safety and behaviour change campaigns in partnership with state and local governments.
 - e) Investigate opportunities for alternate routes for the Coburg to Glenroy bike route.
 5. Resolves to bring a report back to Council following the completion of this extended trial and alternate route opportunities in mid-to-late 2023 with feedback from the trial and recommendations on how to proceed to close the Coburg to Glenroy bike route gap in the cycling network.

Progress Comment

1. The significant investigations, data analysis and community engagement on these trials was noted at the Council meeting on 10 August 2022.
2. The bike lane infrastructure has been modified as indicated in the Council resolution (installation occurred in December 2022)
3. Further engagement has occurred with residents, local land users and road users on their observations and the extent to which the changes have addressed concerns raised during the initial 12 month trial.
4. a) and b) Design of the raised pedestrian crossing and traffic calming treatments has progressed.

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- c) tree planting and seating schemes will be determined once the final outcome of the trial is known
 - d) Council has been actively engaging in opportunities to partner with Road Safety Victoria on safety programs, made a submission (unfortunately not successful) for funding to support a local street speed management campaign and has made a submission to the Parliamentary Inquiry into the impact of road user behaviour on vulnerable road users, and will continue to look for opportunities to partner with the state Government and other Councils on promoting behaviours that support road safety.
 - e) Officers will be workshoping this matter with Councillors within weeks in order to help with identifying broader options for the Coburg to Glenroy strategic bike route.
5. Officers will bring this report back to Council in mid-to-late 2023, October 2023 at the latest.

| | | |
|--|---------------------------|--|
| Director Community | Council 14/09/2022 | Target Date for Full Completion: 08/09/2023 |
| 7.9 HOCKEY FEASIBILITY STUDY | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes the Brunswick Hockey Club Second Hockey Field Feasibility Study, at Attachment 1, and supports in-principle the provision of a second field for the Brunswick Hockey Club. 2. Notes that Hockey is a growing sport particularly amongst gender and culturally diverse communities, in particular South Asian communities and international students, which form a large component of our growing community. 3. Notes that Parker Reserve North Coburg and McDonald Reserve Coburg are recommended by the feasibility study as possible sites for a second hockey field, and supports in principle McDonald Reserve Coburg as the preferred site subject to further detailed site investigation, including old industrial land through the current open space review, community engagement with other clubs using the reserve, Coburg High School, nearby residents and people who use the reserve for dog walking and passive recreation and funding availability. 4. Notes the Hockey Feasibility Study's estimated capital costs and that more detailed cost planning will be required based on site conditions, potential staging of works and further efficiencies in delivery in consultation with users of the reserve. 5. Notes that Hockey is played on synthetic grass fields with recyclable options and that Moreland council is in the process of reviewing the | | |

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environmental sustainability of different sports playing surfaces.

6. Council resolves to receive a future report on the consultation and benefits or otherwise of a phased approach that could allow the construction of the hockey field and the installation of temporary facilities in the first phase, followed by a permanent pavilion in subsequent phases.
7. Notes that the North Coburg Rebels Baseball Club has year-round allocation at Parker Reserve.

Progress Comment

Geotechnical and other relevant detailed reports on the feasibility of McDonald reserve is currently underway. A report will be presented to Council at its September 2023 meeting.

Director Place and Environment

Council 7/12/2022

Target Date for Full Completion:

9/8/2023

7.2 HERITAGE ACTION PLAN - STATUS REPORT

That Council:

1. Notes the work undertaken to complete the implementation actions from the Heritage Action Plan 2017-2032 as shown at Attachment 1.
2. Notes the findings from the investigation into financial incentives to encourage maintenance of heritage buildings at Attachment 2 and that participation in the Victorian Heritage Restoration Fund will be considered in a separate report to Council.

Progress Comment

Report regarding participation in the Victorian Heritage Restoration Fund will be presented to the August 2023 Council meeting.

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| Director City Infrastructure | Council 7/12/2022 | Target Date for Full Completion: 6/12/2023 |
|---|-------------------|---|
| 7.8 CAT CONTAINMENT STRATEGY | | |
| That Council: | | |
| <ol style="list-style-type: none">1. Considers a multi-pronged approach to dealing with the issue of over-population of cats which particularly focuses on un-owned and semi-owned cats as well as an education program for pet cat owners.2. Receive a report in 2023 which includes information on:<ol style="list-style-type: none">a) The number of cats coming into the Epping Animal Welfare Facility which are un-owned and owned.b) The number of cats coming into the Epping Animal Welfare Facility which have been born within the previous 12 months.c) A comparison of local councils which have implemented cat curfews, voluntary cat containment strategies and strategies to de-sex un-owned/semi-owned cats for the number of cats being impounded, the number of complaints about roaming or nuisance cats, the number of cats being returned to owners, the number of cats being adopted and the number of cats being surrendered. Some councils which could be compared include City of Yarra Ranges, City of Casey and City of Banyule.d) Proposals on and recommended funding for:<ol style="list-style-type: none">i) A program of targeted de-sexing of semi-owned and unowned cats, including:<ul style="list-style-type: none">• encouraging people who feed community cats to take ownership of and responsibility for the community cats that they feed with the offer of free de-sexing, free registration and free vaccination.• targeting hot spots for semi-owned or unowned cats with door knocksii) A program of education which including education about methods such as bed-time feeding to contain cats overnight as well as encouraging the use of and assistance with construction of cat enclosures.iii) Resource citizen scientists to survey and get data on locations of threatened and endangered species in Merri-bek council area to inform areas to focus on for semi-owned and unowned cats, as well as cat owners who have cats which do predate. | | |

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- e) Notes that reducing local cat populations via free desexing is a proven mechanism to reduce the local cat population. In this context, council will provide an analysis of the cost of the above proposals, particularly free desexing, in relation to the costs of running the Epping Animal Welfare Centre (EAWC), given that free desexing will likely reduce impound rates at the EAWC, and therefore, running costs.

Progress Comment

Officers have been progressing a multi-pronged approach to management of cat populations as outlined in the Domestic Animal Management Plan 2021-2025. This includes:

- In Merri-bek’s partnership with Whittlesea and Darebin Councils, improving the statistics available from the Epping Animal Welfare Facility.
- Keeping a watching brief on cat curfew implementation models at other Councils, as well as other cat containment and semi-owned cat management strategies.
- Continuing to deliver cat desexing to low-income households with owner cats.
- Seeking to increase the number of animals transferred to Rescue Groups under Section 84Y Agreements with Whittlesea that are desexed.
- Ensuring all animals direct adopted from the Epping Animal Welfare Facility are desexed prior to going to their adoptive home.
- Investigating other measures to support residents to contain owned cats such as material to help owners install containment measures in their properties.
- Putting Merri-bek’s formal support behind a bid from Whittlesea on behalf of partner Councils for new State funding to subsidise cat desexing in May 2023.

A report will come to Council by December 2023 that responds to these resolutions in full.

Director City Infrastructure

Council 7/12/2022

Target Date for Full Completion:

31/10/2023

7.15 DECISION TO PERMANENTLY CLOSE CARLISLE STREET, COBURG

That Council, following consideration of the report from the Department of Transport (VicRoads) and the written and verbal submissions that the public submitted under Section 223 of the Local Government Act 1989:

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1. Resolves under Section 207, Schedule 11, Clause 9 of the Local Government Act 1989 to block the passage of vehicles, other than bicycles and pedestrians, by placing permanent barriers in Carlisle Street, Coburg at the intersections of:
 - a) Carlisle Street and Nicholson Street, from Nicholson Street to a point 8 metres further west;
 - b) Carlisle and Huntington Grove, from Huntington Grove to a point 8 metres further west; and
 - c) Carlisle Street and Glenora Avenue, from Glenora Avenue to a point 8 metres further west.
2. Commences the process to change Carlisle Street to an unnamed road between Glenora Avenue and Nicholson Street.
3. Notifies all those who previously received a circular in relation to the proposal, including those who made written submissions, emergency services and the Department of Transport of Council's decision.

Progress Comment

1. The resolution was made at the 7 December 2022 Council meeting and so therefore complete. Implementation of the closure is part of the capital works program.
2. The process of 'unnaming' parts of Carlisle Street will commence later in 2023.
3. All named parties have been advised of Council's decision and the Conversations Merri-bek website has been updated.

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| Director Place and Environment | Council 7/12/2022 | Target Date for Full Completion: |
| | | 13/09/2023 |
| 7.17 | PROPOSED SALE OF LAND FROM A PREVIOUSLY DISCONTINUED ROAD- REAR 1-15 MARKS STREET, 2-16 WHITE STREET AND 21 AUDLEY STREET COBURG. | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Commences the procedures to sell the land from the previously discontinued road at the rear of 1 to 15 Marks Street, 2 to 16 White Street and adjoining 21 Audley Street, Coburg, to the owners of 21 Audley Street, 5 Marks Street and 15 Marks Street, Coburg, in accordance with section 114 of the Local Government Act 2020. 2. Gives notice of its intention to sell the land on Council's website (conversations Merri-bek) and such notice state that Council proposes to sell the land | | |

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from the previously discontinued road to the owners of 21 Audley Street, 5 Marks Street and 15 Marks Street, Coburg, by private treaty in accordance with the State Governments “Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land”.

3. As part of its community engagement process invites both written and verbal submissions on the proposed sale and deal with any submissions received in line with the principles set out in section 223 of the *Local Government Act 1989*.
4. Appoints Councillor Pavlidis as Chair, and Councillors Pulford, Carli Hannan and Bolton to a Committee to hear any submitters requesting to be heard in support of their written submission in relation to the proposed sale of the previously discontinued road to the owners of 21 Audley Street, 5 Marks Street and 15 Marks Street, Coburg.
5. Authorises the Chief Executive Officer to set the time, date, and place of the meeting of the committee to hear submissions in relation to Council’s intention to sell the previously discontinued road to the owners of 21 Audley Street, 5 Marks Street and 15 Marks Street, Coburg.
6. Receives a further report outlining any submissions received, including a summary of proceedings of the Hearing of Submissions Committee, and presenting a recommendation regarding whether to proceed with the proposed sale of the site.

Progress Comment
Officers are assessing submissions received prior to a Hearing Committee and final report to Council

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| Director Place and Environment | Council 8/02/2023 | Target Date for Full Completion: |
| | | 31/12/2024 |

7.2 OPPORTUNITIES TO INFLUENCE BETTER QUALITY DEVELOPMENTS IN MERRI-BEK CITY COUNCIL

That Council:

1. Note it has continually sought to influence better quality developments in Merri-bek City Council over many decades through improvements to the Planning Scheme and/or planning process including adoption of:
 - a) The Moreland Apartment Design Code;
 - b) Good Design Advice Sheets;
 - c) Planning Scheme Amendment to the Moreland Planning Scheme to increase tree canopy and landscaping outcomes;

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| <ul style="list-style-type: none"> d) Continued advocacy and leadership for Environmentally Sustainable Design, such as Towards Zero Carbon in Planning; e) Design Excellence Scorecards; and f) Various amendments to the Moreland Planning Scheme by introducing Design and Development Overlays that provides specific built form and design guidelines. <ul style="list-style-type: none"> 2. Undertake further work on how to influence better quality developments in Merri-bek City Council by: <ul style="list-style-type: none"> i. Investigating, developing and trialling a process model that encourages better quality, planning scheme compliant two dwelling development, while maintaining public notice and rights of review to VCAT; ii. Proceed with a 12-month trial period of the new process model as described in resolution 2i. iii. Engages with community and residents groups, including a round table consultation with residents groups, as part of the investigation and development of the above process model. iv. Update Council's current Good Design Advice sheets; and v. Commission the preparation of examples of better-quality medium density developments. 3. Note the proposal to refer the making of the current temporary fixed-term Urban Design Officer position permanent for consideration as part its 2023/2024 budget process, in order to maintain the resourcing capacity for expert urban design advice on medium density development applications. <p>Progress Comment</p> <ul style="list-style-type: none"> 1. Noted, no action required. 2. Further work has commenced on how to influence better quality development, with a trial to be completed by end of 2024 3. Noted, no action required. |
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| Director Community | Council 12/04/2023 | Target Date for Full Completion: |
| | | 08/09/2023 |
| 7.4 | PROPOSED BRUNSWICK EARLY YEARS HUB | |

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That Council:

1. Notes the key steps undertaken in assessing the feasibility to develop a new purpose built Early Years Hub on Council owned land situated at 346 Albert Street, Brunswick.
2. Authorises the Chief Executive Officer or Delegate to:
 - a) Enter a Memorandum of Understanding with Moreland Community Child Care Centres, outlining roles, responsibilities, and shared commitments in relation to the project.
 - b) Make application to the Victorian School Building Authority, Department of Education for funding towards the cost of the project, to be lodged by 30 June 2023.
3. Endorses the concept plan at Attachment 1 and release for community and stakeholder consultation.
4. Receives a further Report in July 2023 highlighting community feedback and proposed project timelines.

Progress Comment

Draft MOU prepared, currently being considered by Moreland Community Child Care Centres Board of Management.
 Community and stakeholder consultation is occurring.
 Briefing for current families on the project was held on 26th May. (Board and staff briefings have already occurred)
 Report back to Council will occur in September 2023.

Director Community

Council 10/05/2023

Target Date for Full Completion:

01/12/2026

7.2 MERRI-BEK LGBTIQA+ ACTION PLAN

That Council:

1. Endorses the Merri-bek LGBTIQA+ Action Plan 2023-2026, and requests that the following additional actions be included:

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- a) Conduct a survey of the LGBTIQ+ community to understand their economic and community safety needs to inform the development of the next Action Plan - to be delivered in 2025-26.
 - b) A report be presented to Council in 2023 that outlines the requirements, priorities, phasing, and costs for Council services and programs to move towards Rainbow Tick accreditation in line with activity 2.5 of the LGBTIQ+ Action Plan, to inform 2024/2025 Council budget consideration.
 - c) Requests a report to the July 2023 Council meeting that considers what action officers can take under the General Local Law and the Summary Offences Act to protect the community from vilification and recommended amendments to the General Local Law to explicitly prohibit vilification in public places.
2. Authorises the Director Community to make any minor editorial changes or corrections to the final LGBTIQ+ Action Plan.
- Progress Comment**
 A survey of the LGBTIQ+ community will be undertaken in 2025-26.
 A report is being presented to Council outlining recommendations for the Rainbow Tick accreditation in council services and programs in October 2023.
 A report is being presented to Council in July or August 2023 regarding recommendations to the General Local Law.

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| Director Place and Environment | Council 10/05/2023 | Target Date for Full Completion: 13/09/2023 |
| 7.7 PROPOSED SALE OF FORMER GLENROY LIBRARY AT 737 PASCOE VALE GLENROY | | |
| That Council: | | |
| <ul style="list-style-type: none"> 1. Confirms its previous resolution to declare the former Glenroy Library site at 737 Pascoe Vale Road, Glenroy surplus to its requirements. 2. Resolves that in accordance with section 114 of the Local Government Act 2020 to authorise that a public notice be given of its intention to sell the site in The Age newspaper and on Council’s Conversations Merri-bek website, by placing a notice on the site and inviting written submissions. 3. Appoints Councillor Davidson as Chair, and North West Councillors to a Committee to hear any submitters requesting to be heard in support of their | | |

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| <p>written submission in relation to the proposed sale of land.</p> <ol style="list-style-type: none"> 4. Authorises the Chief Executive Officer to set the time, date and place of the meeting of the committee to hear submissions in relation to Council's intention to sell 737 Pascoe Vale Road, Glenroy. 5. Receives a further report outlining any submissions received, including a summary of proceedings of the Hearing of Submissions Committee and presenting a recommendation regarding whether or not to proceed with the proposed sale of the site. <p>Progress Comment Community consultation is underway. Following a Hearing of Submissions process, an officer report will be presented to Council for consideration.</p> |
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| Director Place and Environment | Council 10/05/2023 | Target Date for Full Completion: 30/06/2024 |
| <p>7.9 COUNCIL LAND AT 2A JOHN STREET, OAK PARK</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Retains the whole of the land at 2A John Street, Oak Park for the purposes of public open space. 2. Demolishes all structures at 2A John Street and clean up the site. 3. Endorses the draft Concept Plan for the land for community consultation purposes. 4. Allocates \$128,000 from Public Resort and Recreation Land Fund (PRRLF) for improvement works to convert the site into open space. 5. Following any proposed subdivision of the land, and the issue of a Preliminary Risk Screen Assessment Statement, commences a Planning Scheme Amendment process using its powers as a planning authority under sections 8A and 8B of the Planning and Environment Act 1987 to rezone the land being retained for public open space to a Public Park and Recreation Zone. <p>Progress Comment A concept plan for the land at 2a John Street will be shared with the community in late 2023. Demolition works are expected to occur in late 2023 and</p> | | |

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construction of the new path, rest area and landscaping is expected to commence in early 2024, subject to contractor availability, with the works completed in the first half of 2024.

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RESPONSES TO NOTICES OF MOTION

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| Director City Infrastructure | Council 8/07/2020 | Target Date for Full Completion: 10/04/2024 |
| DCD13/20 | GROWING FOOD IN SOME LANEWAYS - RESPONSE TO NOTICE OF MOTION NOM24/20 | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Endorses a laneway garden pilot to be conducted in early 2021 which tests the conditions and parameters of a potential future laneway garden program. 2. Receives a report by September 2021 on the laneway garden pilot outcomes and recommendations to inform a Council policy on laneway gardens. | | |
| Progress Comment | | |
| The laneway garden pilot was original postponed due to COVID restrictions. A pilot will be undertaken in the second half of 2023 and recommendations to inform a policy on laneway gardens will be presented to Council in April 2024. | | |

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| Director City Infrastructure | Council 14/04/2021 | Target Date for Full Completion: 6/12/2023 |
| 7.1 | MORELAND INTEGRATED TRANSPORT STRATEGY - REVIEW | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes the initial revisions to the Moreland Integrated Transport Strategy (MITS) 2019 at Attachment 1 in accordance with Council's December 2020 resolutions abandoning two MITS actions relating to car parking (NOM60/20). 2. Endorses the commencement of further work to revise MITS 2019 and related documents, implications for Council's aspirations to achieve net zero carbon emissions by 2040, and potential additional MITS actions to meet mode shift and carbon emission objectives to continue to achieve this | | |

- aspiration.
3. Endorses the Draft Parking Management Policy (PMP) 2021 at Attachment 2 for community consultation, which includes the following changes to the existing PMP 2019:
 - a) Formalising transitional parking policies developed in anticipation of implementing MITS parking restrictions that remain relevant including:
 - i. Allowing all residents who have an accessible parking permit to access a resident parking permit regardless of where they live
 - ii. Allowing residents who live in properties subdivided after August 2011 to apply for an exemption to access visitor permits, where they can provide evidence from a relevant professional that they have a special need for these based on factors such as age, disability, health or specific threat to personal safety
 - iii. Providing a 50 per cent discount on business parking permits for registered charities and not-for-profits, schools and early years services
 - b) Allowing businesses (not only residents) to access service parking permits to cater for tradespeople, removalists, etc.
 - c) Revising the home visit permit for organisations that provide services to clients' homes in Moreland to be based on daily permits as needed rather than annual permits.
 - d) Delegating authority to officers to make parking changes affecting no more than two parking spaces for safety or operational reasons consistent with the User Priority Guidelines in the PMP, and changes affecting more than two parking spaces where this is recommended by a road safety audit to address a safety issue.
 - e) Providing additional decision making guidance for the appeals process to allow consideration of undue disadvantage arising from special circumstances and where it is reasonable to make an exemption.
 - f) Removing references to implementation of MITS 2019 parking restrictions, other than relating to the Brunswick West and Hadfield areas where consultation will occur to determine whether there is community support to retain these restrictions.
 - g) Minor changes to car share permit eligibility, operation and fees.
 - h) Other minor changes such as updates to position titles, text revisions for greater clarity and reference to the new ePermit system.
 - i) Other minor changes required to give effect to this motion.
 4. Notes that the Draft PMP at Attachment 2 does not include the following transitional permits options developed in anticipation of the MITS parking restrictions rollout, effectively discontinuing these once the final PMP is adopted:
 - a) Transitional (additional) resident and business parking permits
 - b) Daily parking permit for non-residents
 - c) Ability to use business permits where MITS parking restrictions introduced

- d) Resident A parking permit
- e) Removed limit on number of business permits for registered charities and not-for-profits, schools and early years services
5. Endorses the Draft PMP for community consultation as outlined in section 7 of this report subject to the allocation of the necessary funds outlined in section 6 of this report which will be referred to the third quarter budget review process.
6. Notes benchmarking of parking permit eligibility and cost, as well as processes for considering changes to parking restrictions, at Attachment 3 and determines to undertake community consultation as part of the PMP consultation on the following change:
 - a) the cost for the first standard residential parking permit be free.
7. Notes the analysis of likely impacts of allowing smaller-scale post-August 2011 subdivisions to access resident parking permits (as requested by NOM6/20 and NOM60/20) at Attachment 4 and makes available standard residential parking permits and visitor parking permits for subdivisions that meet the following criteria:
 - ▮ Small subdivisions of 3 dwellings or less on a lot.
 - ▮ Are within 200 metres (as the crow flies) of an Activity Centre.
 - ▮ Were subdivided before 31 December 2021.
8. Notes advice from Dr De Gruyter at RMIT University on a recommended approach to survey zero parking developments to determine their impact on on-street parking utilisation, at Attachment 5:
 - a) Council proceed to conduct two surveys of existing 'zero parking developments' and new developments within 12 months of occupancy certificates being granted.
9. Notes the human rights assessment and gender impact assessment relating to proposed changes to the Parking Management Policy at Attachment 6 and Attachment 7 respectively.
10. Notes that officers are preparing to consult the Brunswick West and Hadfield Neighbourhood Centre areas where MITS parking restrictions were introduced in December 2019 to determine whether there is community support as required by current policy to retain these restrictions, if not these restrictions will be moved.
11. Notes the significant work involved in undertaking the consultation process for the revised PMP and further refining the MITS and, in particular, that limited progression will occur on the other MITS actions during this time while the extensive COVID transport program is continued to be rolled out as well.

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Progress Comment

Items 1, 4, 9 and 11 have been noted.

Item 2 endorses the commencement of work to revise the Moreland Integrated Transport Strategy 2019. This work has commenced. The engagement for the Transport Strategy is planned to be undertaken from late July until early September 2023. Item is therefore addressed.

Item 3 includes a range of resolutions around the Parking Management Policy, which is a document that transparently provides information about how and under what circumstances changes to parking restrictions would be made. The update to the Parking Management Policy has begun, and it is intended that this will be released for comment by the community in August or September 2023. It is proposed that the updated document will be finalised before the end of 2023.

Item 5 relates to endorsing the updated PMP for community consultation, and this has now been resourced to be delivered, so it can proceed according to the timelines above.

Item 6 was noted by Council, and item 6a) resolves that community consultation on the Parking Management Policy should include that the cost of the first standard residential parking permit be free. Officers will work with Councillors to ensure that the community consultation lays out the facts of the possible unintended impacts of making residential permits free of having on-street parking spaces consumed by vehicles of residents who currently have off-street parking. These vehicle owners may not pay for a residential parking permit, but would take up a free permit due to the minor increase in convenience of being able to park on-street at the detriment of other residents who have no choice and have previously been prepared to pay.

Item 7 has been noted and the practice has been implemented of making available standard residential parking permits and visitor parking permits for subdivisions that meet the criteria outlined.

Item 8 is noted and the surveys of 'zero parking developments' as requested is being scoped. There is only one 'zero parking development' that has been completed since 2018, which is 211-213 Sydney Road, Brunswick. Therefore the survey will focus on that development.

Item 10 relates to the two neighbourhoods where parking restrictions were introduced in December 2019. These two neighbourhoods were surveyed and in response to community responses, the restrictions were removed.

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| Director Place and Environment | Council 14/04/2021 | Target Date for Full Completion: 12/07/2023 |
| 7.10 | TRANSPARENCY - DISCLOSURES OF RELATIONSHIPS WITH DEVELOPERS - RESPONSE TO NOTICE OF MOTION | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes the existing requirements and policies to support transparency in decision making outlined in this report, including the Governance Rules, Councillor and Employee Codes of Conduct, Councillor and Council Staff Interaction Protocol and Urban Planning delegates reports procedure. 2. Establishes a public registry of meetings of Councillors with developers, be they corporate or residential land owners, for a trial period of 12 months until 31 March 2022 and which would operate as an opt in system for Councillors, at least in the initial trial phase. 3. Receives a report on a review of the trial of the registry to be presented at a Council meeting in May 2022. | | |
| Progress Comment | | |
| Report to be presented to July 2023 meeting. | | |

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| Director City Infrastructure | Council 12/05/2021 | Target Date for Full Completion: 30/04/2024 |
| 7.7 | ELECTRIC SCOOTER TRIAL IN MORELAND | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes its former resolution (NOM66/19) to request the State Government facilitate the safe and legal use of electric scooters on roads and bike lanes, and to receive a report on the merits of a Council-led trial of e-scooters in Moreland following the conclusion of a trial that was to occur in the City of Port Phillip. 2. Notes that no trial of e-scooters has occurred in the City of Port Phillip to date, and that the State Government has invited Council to submit an expression of interest to participate in a trial of e-scooters to occur in two metropolitan and one regional local government areas. | | |

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3. Approves an expression of interest to be made for Council seeking to participate in the State Government trial of e-scooters.
4. Subject to Moreland being selected as trial area by the State Government, receives a further report prior to commencing a trial and partnering with an e-scooter provider, including the considerations for a further report as detailed in NOM66/19.
5. Notes that if Council is not successful in being selected for the trial, that the report required in NOM66/19 will be expanded to include the results for this broader trial (when available) noting the trial is anticipated to be in place for 12 months commencing in the Spring of 2021.

Progress Comment

Merri-bek was not selected to participate in the e-scooter trial. The trial has been extended to private e-scooters, which means they can be legally used in Merri-bek, but the hire e-scooter companies are still restricted to the three trial municipalities of Yarra, Melbourne and Port Phillip. The trial is now ending in September 2023, so officers will review the State’s final report and bring a report to Council by April 2024 recommending a Council position. Merri-bek is working with the M9 Councils on whether a joint MOU or template MOU could be adopted in setting up arrangements for public e-scooter hire companies to operate in the region.

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| Director City Infrastructure | Council 14/07/2021 | Target Date for Full Completion: 8/11/2023 |
| 7.6 TOWARDS PLACE-BASED, COMMUNITY CO-MANAGEMENT OF PARKS AND OPEN SPACES - RESPONSE TO NOTICES OF MOTION | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Agrees in principle to trialing a place-based, community co-management model for open space at ATC Cook Reserve in Glenroy and Allard Park/Jones Park in Brunswick East for a period of 12 months. 2. Defers to the mid-year budget update consideration of additional funding of \$90,000 spread across calendar year 2022, for the purposes of setting up the trial, establishing website content and resourcing an Engagement Officer. 3. Receives a report at the end of the trial, outlining the merits, resource and financial implications, of extending the same program across the municipality. | | |

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Progress Comment

Work is in progress on the trial. A report will be prepared which is aimed to be presented to Council at the November 2023 Council Meeting.

Director City Infrastructure**Council 13/10/2021****Target Date for Full Completion:**

30/06/2024

7.13 PUBLIC LITTER BINS - COST OF STANDARDISATION - RESPONSE TO NOTICE OF MOTION

That Council:

1. Notes the capital cost estimates of between \$2.13 million and \$2.65 million for changing over existing public place garbage bins to red, pairing yellow recycling bins with each one and adding purple glass bins at selected sites.
2. Notes that in addition to these costs, there is an estimated \$490,000 new annual operational costs to deliver this expanded service. Further, urban amenity considerations have not yet been worked through to inform a decision on proceeding with the initiative and could present significant barriers to implementation.
3. In light of these costs and risks, rather than seeking funding to implement a new system of public bins in the 2022/2023 budget cycle, requests officers to provide a report by June 2022 on a changeover policy towards a common "look and feel" of the bins at end of life informed by good practice urban design principles and that suits the different contexts of the bins.
4. Seeks consideration of the business case for adding recycling, glass and food organic / garden organics bins at public litter bin sites, including the ongoing delivery model and costs to deliver, to feed into the Waste Strategy review.
5. Notes the figure on page 670 of the agenda should read \$2.65 million not \$3.65 million as printed.

Progress Comment

Items 1, 2 and 5 have been noted.

Items 3 and 4 – Work on these items has been delayed due to Council's focus on delivering the new 4-bin residential waste service. A review of the "look and feel" (Technical Notes - B140) of the bins informed by good practice urban design principles will be addressed post implementation of the 4-bin residential waste service and consideration of the impact of the implementation of the State Government's container deposit scheme within Merri-bek.

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| Director City Infrastructure | Council 8/02/2023 | Target Date for Full Completion: 31/10/2023 |
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| 7.4 | TRAFFIC MANAGEMENT OPPORTUNITIES FOR COCOA JACKSON LANE, WARBURTON STREET AND HORNE STREET, BRUNSWICK - RESPONSE TO NOTICE OF MOTION | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Resolves that, to ensure: <ol style="list-style-type: none"> a) that access to dwellings in Cocoa Jackson Lane by emergency services vehicles not be impeded, and b) the safety of all users of Cocoa Jackson Lane, all necessary steps be taken to install “no stopping” signs on the length of Cocoa Jackson Lane between Warburton Street and Lygon Street, on both north and south sides of the Lane, for a trial period. Other measures to improve safety as proposed by Council Officers, including installing a No Entry sign on Cocoa Jackson Lane at Christopher Lane in the east bound direction and installing a Loading Zone on Lygon Street, should also be considered for the trial, based on further discussion with local residents. 2. Resolves that a report be presented to Council meeting, re-evaluating the installation of bollards at the intersection of Cocoa Jackson Lane and Christopher Lane, the No Stopping signs and other potential safety improvement measures. The effect of this traffic management option on vehicles that act in contravention of the Road Rules (such as by unreasonably obstructing the Lane or residents’ driveways) should be disregarded. | | |
| Progress Comment | | |
| Officers met onsite with concerned residents and Cr Tapinos on 3 February 2023 to discuss this matter, and with Cr Tapinos and Reece Plumbing onsite to confirm the Council resolution. | | |
| The implementation of this resolution is somewhat problematic because the building owner (Reece Plumbing) has indicated lack of support for the proposed scheme. It is noted that the loading bay access to Reece Plumbing premises is via this laneway and the proposed traffic scheme has a very significant impact on the business operation. Council is in receipt of a letter from Reece Plumbing seeking reconsideration of this resolution. | | |

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Community engagement is currently underway on the proposed traffic scheme, the period for comments has closed but until the matter with Reece Plumbing is further explored, it is not possible to proceed with implementation. A report will be brought to Council in August 2023 seeking a further resolution on this matter.

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| Director Business Transformation | Council 8/02/2023 | Target Date for Full Completion: |
| | | 10/08/2023 |

7.10 GOVERNANCE RULES REVIEW PROCESS

That Council:

1. Notes the recent reviews of the Governance Rules and options for additional reviews.
2. Determines that option 2 is its preferred course of action:
To review only the specific sections of the Governance Rules nominated by Councillors and officers, as requiring further clarity or benchmarking for best practice.

Progress Comment

A review of specific sections (as identified by Councillors and Council officers) is underway. Council officers are currently undertaking some industry benchmarking to inform the proposed changes. It is expected that a report be presented to the August 2023 Council meeting for endorsement for community consultation.

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NOTICES OF MOTION

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| Director Place and Environment | Council 12/08/2020 | Target Date for Full Completion: 04/09/2024 |
| NOM39/20 | COBURG SQUARE | |
| <p>That Council receives a report on the potential to include some facilities for homeless people in the Coburg Square. Such facilities could be the provision of showers and lockers.</p> | | |
| <p>Progress Comment</p> <p>The plans for Central Coburg will be revisited as part of the Council Plan action to revitalise the area. The consideration of facilities for rough sleepers will be included as part of the process to update these plans and will form part of a wide-ranging engagement process planned for later in 2023. Lockers for people experiencing homelessness are available to Coburg Leisure Centre. The YMCA are working on a system to ensure privacy of people wanting to use showers if they're rough sleeping / homeless. Showers, towels and toiletries are available and have been for a number of years.</p> | | |

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| Director City Infrastructure | Council 9/12/2020 | Target Date for Full Completion: 11/10/2023 |
| NOM52/20 | REINSTATEMENT OF RAILWAY PLACE COBURG AFTER LEVEL CROSSING REMOVAL | |
| <p>That Council:</p> <ol style="list-style-type: none"> 1. Requests the Level Crossing Removal Project to immediately release the design plans for the reinstatement of Railway Place, Coburg. 2. Organises an onsite meeting with residents in Railway Place, Coburg to update the long-standing plan to reconstruct Railway Place and resolve issues of pedestrian safety and parking, including a timeline. 3. Receives a report with recommendations to bring forward works to improve footpath and pedestrian safety, parking and traffic flow in Railway Place, | | |

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Coburg. In addition, the report should consider whether the road should be widened to enable these issues to be resolved and whether additional measures are required to make it safer for cyclists and pedestrians to cross Railway Place into Sargood Street and Baxter Street to access Sydney Road.

Progress Comment

Engagement was delayed due to level crossing removal works. These works will occur Jul/August 2023 with report to September/October 2023.

Director Community

Council 12/05/2021

**Target Date for Full Completion:
6/12/2023**

8.4 SHARED USE OF RESERVES

That Council:

1. Notes the importance of Moreland's open space reserves for informal recreation, dog-walking and organised sport.
2. Notes that there are certain times when all of these user groups compete for usage of the reserves such as after work on week-days and on weekends.
3. Receives a report which considers:
 - a) Whether the allocation of hours for shared use reserves is equitable between the different parts of the community which use the reserve for informal and formal recreation is equitable, particularly for the after-work weekday/weekend time slot;
 - b) A better means of communicating the allocated times to the community such as with signage at the reserves and council communication channels;
 - c) A better means of communication to the community about any change to the allocated hours such as during school holidays, or when clubs are playing away games; and
 - d) Whether there needs to be improved signage at reserves which are off-lead dog parks as well as for organised sport regarding whether dogs can be off-lead during sports matches and training.

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Progress Comment

Officers are continuing to investigate the most efficient and clear communication at sports fields regarding usage times.

A report to Council will be tabled by December 2023.

Director City Infrastructure**Council 11/08/2021****Target Date for Full Completion:**

6/12/2023

8.2 BMX PARK/TRACK IN MORELAND'S NORTH WEST WARD, PREFERABLY IN ANY OF THE FOLLOWING SUBURBS: PASCOE VALE, HADFIELD OR GLENROY

That Council:

1. Conducts an audit to identify any potential sites in Pascoe Vale, Hadfield or Glenroy and other areas of the City for a BMX/Mountain Bike track/park (including open spaces where young people may be able to improvise/construct their own tracks).
2. Conducts an audit to identify any potential sites in Gowanbrae to meet the needs of residents in this suburb for a BMX/Mountain Bike track/park.
3. Consider options to develop BMX/Mountain Bike tracks/parks with neighbouring councils, eg, Moonee Valley City Council, Hume City Council and Darebin City Council and provides a report back to Council referencing the Open Space Strategy review.

Progress Comment

Work has commenced to identify and audit potential spaces suitable for BMX/Mountain Bike/Cyclocross activities with the municipality. This work is being conducted as part of our review and development of a new Open Space Strategy. As part of this work we are also investigating locations where members of the community have created their own bike jumps and tracks within our parks and open space. The report to Council on the draft Open Space Strategy in late 2023 will demonstrate how this Council Resolution has been addressed.

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| Director City Infrastructure | Council 8/09/2021 | Target Date for Full Completion: 13/09/2023 |
| 8.3 INCREASE PARKING BY REMOVING REDUNDANT CROSSOVERS | | |
| <p>That Council receives a report in March 2023 about the opportunity to increase on-street parking in the municipality in activity centres and streets with high parking demand, by reclaiming locations with redundant crossovers and allowing parallel parking there. The report be prepared after 18 months of data collection through regular footpath inspections under the Road Management Plan as well as incorporating sites identified by the community and include the following:</p> | | |
| <ol style="list-style-type: none">1. Identify the locations of redundant crossovers in activity centres where removal of the crossover would gain parking space, in addition to any other sites across the municipality identified during this period2. Propose strategic options based on community benefit hierarchy for removal of redundant crossovers, for example enforcement of historic non-compliance, a co-funding amnesty for residents, other strategies for permitting parking at these locations. | | |
| Progress Comment | | |
| <p>The locations of redundant crossovers in activity areas have been identified by roads inspectors and noted in Council's asset management database over the last 21-18 months, covering the whole municipality. A review of opportunities for these redundant crossovers to be rectified and generate additional parking capacity will now be undertaken by the Transport Unit and reported to the September Council meeting. There have not been high numbers of redundant crossovers identified.</p> | | |

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26 June 2023

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| Director City Infrastructure | Council 8/12/2021 | Target Date for Full Completion: 8/11/2023 |
| 8.1 WALKING IN BRUNSWICK | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Welcomes the report of the Brunswick Resident Network and thanks them for undertaking a survey of 922 Brunswick residents about walking in Brunswick. 2. Acknowledges that this report provides strong evidence for increased infrastructure investment, the greening of streets, for addressing safety concerns, and for coordination between council departments. 3. Calls for a future Council report on the work to revise MITS 2019, to incorporate consideration of the matters listed below. <ol style="list-style-type: none"> a) Ensures that in promoting its services, Council does not assume universal car ownership and carries out research to assess how many Moreland residents and households do not have access to a car. b) Develop strategy to promote and encourage walking – especially walking for transport, where it could replace a trip by car and assess pedestrian impacts and opportunities during the assessment of planning applications, park design and infrastructure projects, to maximise walkability. c) Strategies for increased greening and shade to encourage and enable walking. These include expansion of the current tree-planting and upkeep program, ensuring priority to greenery and beauty in park design, identifying excess road space that can be re-allocated to greening, encouraging and resourcing road-side and nature strip community garden projects. d) Report on options to increase developer contributions for footpaths and other pedestrian amenity including where parking requirements have been reduced. Ensure that developers pay through developer contributions for wider footpaths, awnings, shared zones, permeability and other nearby pedestrian amenity. e) Develop rules to prevent builders impeding walking (and other active transport) during construction. The City of Melbourne is releasing a new Code of Practice for Construction Sites in November, review this and consider a similar Moreland code. f) Investigate innovative sources of funding for a program to upgrade footpath quality in Brunswick. In addition to existing audits and maintenance, develop a program of identifying priority footpaths in higher-density areas, requiring upgraded and widening. g) Improve walking amenity by slowing down traffic volumes in residential streets, reduce traffic speeds, identify accident hotspots with the community and relevant Dept of Transport and VicRail staff, to identify problems and solutions. | | |

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- h) Revive short-term and longer-term plans for Sydney Road upgrade. Short-term can include aspects under Council control i.e. clearing and upgrading footpaths, re-allocating parking spaces to outdoor dining and greenery, removing graffiti and encouraging beautification.
- i) Use the survey evidence to develop a priority list to improve lighting and perceptions of safety on routes home from public transport.

Progress Comment

Council resolved on 8 December 2021 to welcome the Brunswick Residents Network report on Walking in Brunswick and acknowledge that the report provides strong evidence for increased infrastructure investment, the greening of streets, for addressing safety concerns, and for coordination between council departments.

With respect to the matters listed for consideration in work to revise the Moreland Integrated Transport Strategy 2019, Council will be receiving a report with a draft refreshed Transport Strategy later in 2023 following extensive engagement. This report will address the matters raised in Point 3, explicitly showing where they have been considered. The matters will also be fed into the engagement process on the Transport Strategy to be undertaken from late July until early September 2023. Brunswick Residents Network will be encouraged to participate in this engagement to ahead of the preparation of the draft refreshed Transport Strategy.

Director City Infrastructure

Council 13/04/2022

Target Date for Full Completion:
30/06/2024

8.4 GRAFFITI BLITZ

That Council calls for a report outlining actions which could be taken in a graffiti blitz and beautification program for our activity centres.

Progress Comment

Council undertook a 'graffiti blitz' in later parts of the 2021/22 financial year as part of the State grant funded Outdoor Activation Program. This was primarily focused on partnering and supporting shop front owners to address the graffiti issues along Sydney Road. Later in 2022 further work was undertaken with the police and Sydney Road traders associations looking into addressing the graffiti issues along Sydney Road. At a similar time the

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Department of Justice and Community Safety resumed its program working with Merri-bek to have offenders repaint over graffiti on walls and surfaces at over 200 sites across our municipality as part of their community service.

Early in 2023 a proposal was put forward for consideration as part of the budget process for tackling graffiti options. Ultimately, Council did not decide to allocate additional funding to graffiti removal, noting constrained funds and significant competing priorities.

Proposed items for addressing graffiti along Sydney Road have been included in the Revitalising Sydney Road proposal.

As committed in the Council Plan 2021-2025, Council will engage with the community to develop a Public Amenity Service Plan to keep our spaces and places clean, safe and inviting. This engagement will include graffiti issues and will propose service standards for the removal of graffiti on Council assets. When the draft Public Amenity Service Plan is reported to Council before the end of 2023/24, this will address the resolution for a Graffiti Blitz report to Council.

Director Place and Environment**Council 13/07/2022****Target Date for Full Completion:**

09/08/2023

8.1**BANNING FOSSIL FUEL ADVERTISING ON COUNCIL-OWNED PROPERTY**

That Council:

1. Calls for a report on how Council can prohibit advertising on Council-owned property for companies involved in the production or supply of fossil fuels, and the impacts and implications of this proposal; and
2. Receives the report at a future Council meeting.

Progress Comment

A report is being prepared and is intended to be presented at the August 2023 Council meeting.

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| Director Community | Council 10/08/2022 | Target Date for Full Completion: 09/08/2023 |
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| 8.2 DEVELOPING A POLICY REGARDING SPORTS PLAYING SURFACES IN CITY OF MORELAND | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Requests a report and development of a policy on managing our sports field surfaces in particular, and open spaces surfaces more generally, that gives consideration to our stance on the Climate Emergency, Integrated Water Management, Urban Heat Island Effect and our goal of zero waste by 2030, including: <ol style="list-style-type: none"> a) Consideration of the triple bottom line principles of environmental, social and financial sustainability including new and emerging natural turf and soil management, soil organic carbon sequestration or carbon sink potential options and best practice turf management. b) Consideration of the impact of other synthetic surfaces being used by other land users within the municipality (e.g., schools) on community wellbeing. c) Tabling a report to Council by 30 June 2023, given the breadth and complexity of the imminent Open Space Strategy Review. d) Noting the process will follow Council's consultation and engagement processes with the community, including tools like Conversations Moreland, and submissions and throughout review process. | | |
| Progress Comment | | |
| A detailed report and draft policy and framework for managing sports field surfaces in Merri-bek will be presented to the August 2023 Council Meeting. | | |

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| Director Place and Environment | Council 10/08/2022 | Target Date for Full Completion: 30/09/2023 |
| 8.3 | NAMING LANEWAYS | |
| <p>That Council requests a report listing policy changes required to allow laneways and walkways to be named in accordance with the Geographic Place Names guidelines and a process be setup for community members to nominate laneways and provide suggested names and relevant information about the history of the laneway and suggested name.</p> | | |
| <p>Progress Comment Officer report to be prepared and presented to September 2023 Council meeting.</p> | | |

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| Director Community | Council 12/10/2022 | Target Date for Full Completion: 10/07/2024 |
| 8.1 | WHAT'S IN A NAME? MORELAND TO MERRI-BEK | |
| <p>That Council:</p> <ol style="list-style-type: none"> 1. Writes to the Wurundjeri Council and the Minister for Local Government Melissa Horne thanking them for their contribution to the historic name change of the city. 2. Prepares a report documenting the name change process and preserving information, minutes, documents, objects, photos and recordings of the process for historical prosperity. 3. In July 2023 and July 2024 present a report to council detailing the implementation actions of the name change and associated costs in the previous financial years. 4. Acknowledges that council has no intention of changing the name of Moreland Road or other non-Council controlled spaces and places called Moreland within the City of Merri-bek and council acknowledges that many community organisations and businesses use the name Moreland and | | |

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council will not be advocating a change of name for these organisations and business, although some of them may choose to change the name to align with the municipal name.

5. Prepares a report to be presented to council about how council can assist rebranding of community organisations and businesses, if they choose to change their name with special support grants and other measures.

Progress Comment

1. Completed - Letters were sent to Wurundjeri Council, Minister for Local Government thanking them for their support in the renaming to Merri-bek in late 2022.

2. In progress - The process of preserving information, recording, objects, photos etc is well underway. It is being documented and will be completed in line with the completion of renaming implementation at the end of the June 2024.

3. In progress - A report on implementation actions of the name change and associated costs will be presented to Council in July 2023 and July 2024.

4&5 Completed - A report was delivered to Council in late 2022 that outlined how Council can support community organisations and businesses to rebrand to Merri-bek if they choose. This included a dedicated financial support. It further acknowledged Council had no intention of changing the name of non-Council controlled spaces and places called Moreland within the City of Merri-bek and would advocate a change of name for these organisations and business, although some of them may choose to change the name to align with the municipal name.

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| Director Place and Environment | Council 12/10/2022 | Target Date for Full Completion: 11/10/2023 |
| 8.4 REVITALISATION OF SYDNEY ROAD | | |
| That Council calls for a report that: | | |
| 1. Outlines options for the preparation of a guidance document and action plan for improving the amenity and appearance along the Sydney Road corridor from Brunswick to Coburg, with consideration given to how matters like the lack of greenery, proliferation of signage and infrastructure, graffiti, shopfront improvements, seating and public art could contribute to an improved and consistent appearance of the corridor. | | |

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2. Notes that the installation of accessible tram stops and protected bike lanes formed the basis of the earlier community campaign, Revitalise Sydney Road, to improve the amenity, accessibility, and attractiveness of Sydney Road for all users.

Progress Comment

An officer report will be presented to the October 2023 Council meeting.

Director City Infrastructure**Council 8/02/2023****Target Date for Full Completion:**

11/10/2023

8.1 BOX FOREST ROAD IMPROVEMENTS - NORTHERN MEMORIAL PARK

That Council:

1. Receives a report at a future Council Meeting with the key findings of the Road Safety Audit and Traffic Impact Assessment and investigated traffic management treatments and options for improvements to Box Forest Road to improve safety for pedestrians and vehicles, and the investigation of an extra pedestrian/cyclist crossing on Box Forest Road in the middle of the strip between, the Upfield train line and May Street.
2. That the report include consultation with the cemetery and investigation of the cemetery's proposal which seeks alterations to the entrance of the cemetery and creation of a slip lane including financial resourcing and timelines matters for the construction of these road works in partnership with the cemetery.
3. Seeks approval from the Department of Transport and Planning (DTP) to modify the existing school 40km/h speed zone abutting Ilim College to extend further west, to 150 metres west of Victoria Boulevard (to include the cemetery entrance) and for the reduced speed limit to apply from 8am to 4pm Mon – Fri which coincides with school pick-up and drop-off periods and peak operations of the cemetery.
4. If the reduced, extended speed limit is supported by DTP then refer a budget bid to the 2023/24 budget process.

Progress Comment

Council officers are working through these actions with Greater Metropolitan Cemeteries Trust (GMCT) staff. A report to Council is expected in October 2023, although the timing may be longer depending on response times of both GMCT and DTP.

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| Director City Infrastructure | Council 8/02/2023 | Target Date for Full Completion: 30/06/2024 |
| 8.2 PUBLIC TOILETS IN RESERVES | | |
| That Council: | | |
| <ol style="list-style-type: none">1. When reviewing the principles for design and location of public toilets as part of the 2023-24 Council Action Plan, gives consideration to:<ol style="list-style-type: none">a) Parks and reserves which have barbeque areas and children's playgrounds but no public toilets.b) Locating a public toilet in any sports pavilion upgrade in reserves without a public toilet, and that the preference for such public toilets is that they be open from dawn to dusk, similar to other public toilets in the municipality.2. Request officers to investigate whether there is a minor change to the Sumner Park Pavilion design now so it is built in a way that it could be readily changed in future to allow public access to an external public toilet without significant retrofitting works. | | |
| Progress Comment | | |
| Item 1: In consultation with the community, Council is developing a Public Amenity Service Plan to keep our spaces and places clean, safe and inviting. Officers will engage members of Council's reference groups on the principles for the design, location and operating hours for public toilets. As part of the development of the plan and in correlation with the development of the Open Space Strategy a gap analysis for public toilet access will be undertaken. This resolution will be addressed through the development of the Public Amenity Service Plan and the Open Space Strategy. | | |
| Item 2: Sumner Park Pavilion design was amended as suggested. | | |

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| Director Place and Environment | Council 8/03/2023 | Target Date for Full Completion: 31/08/2023 |
| 8.1 UPFIELD CORRIDOR PUBLIC TRANSPORT | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Seeks a guarantee from the Department of Transport, Metro Trains, the Level Crossing Removal Project and the minister for public transport that when the Upfield Line is closed for either standard maintenance or for the level crossing removals, that the train replacement buses travel the full distance of the Upfield Train Line. 2. Advocates to the State Government for accessible tram stops on Sydney Road to be installed before the Upfield Line is closed for the level crossing removal project because the closure of the Upfield Train line for the level crossing project will remove accessible public transport in this rail corridor. 3. Communicates these requests to assurances and advocacy to Broadmeadows MP Kathleen Matthews-Ward, Pascoe Vale MP Anthony Cianflone, Brunswick MP Tim Read and Northern Metropolitan MLCs. | | |
| Progress Comment | | |
| <ol style="list-style-type: none"> 1. Council's position paper on the Brunswick level crossing removals, Reshaping Brunswick, asks that train replacement buses travel the full length of the Upfield Train Line. This has been shared with the Department of Transport, Level Crossing Removal Project and minister for public transport. 2. Completed and included within Reshaping Brunswick, which will be used as the basis to articulate Council's position and community expectations throughout the delivery of the project. 3. Communicated to Brunswick MP Tim Read and Northern Metropolitan MLCs via advocacy associated with Reshaping Brunswick. Meetings with Broadmeadows MP Kathleen Matthews-Ward and Pascoe Vale MP Anthony Cianflone scheduled in July and August 2023. | | |

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| Director Place and Environment | Council 8/03/2023 | Target Date for Full Completion: 13/09/2023 |
| 8.2 COMMERCIAL LEASES OF PUBLIC OPEN SPACE | | |
| That Council in its forthcoming review of the Open Space Strategy to be undertaken in 2023, and subject to legal requirements, considers banning the long-term (more than 12-months) lease of public open space to private commercial businesses. | | |
| Progress Comment | | |
| This is being considered as part of the Open Space Strategy currently underway. | | |

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| Director City Infrastructure | Council 12/04/2023 | Target Date for Full Completion: 31/10/2023 |
| 8.1 TRANSPORT SAFETY IN COBURG NORTH AND COBURG | | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Notes several intersections which are dangerous for pedestrians and cyclists on Sydney Road, Coburg North, including the Bakers Road/Sydney Road intersection where there have been three crashes with two pedestrians being killed in those crashes. 2. Notes that pedestrians have raised concerns regarding: <ol style="list-style-type: none"> a) Crossing the slip lane at the intersection of the Newlands Road/Murray Road. b) Access routes to Coburg High School for students walking and riding, including excessive speed limits on Murray Road (between Sydney Road and Elizabeth Street), Sydney Road and Pentridge Boulevard. c) Crossing Moreland Road at Queen Street. d) Cars not noticing pedestrians at pedestrian crossings near Mathieson Street, Coburg North, Murray Road near the Coburg Olympic Swimming Pool, Intersection of Murray Road and Stockade Avenue. Lack of mast arms holding the pedestrian lantern over the road. | | |

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| <p>e) Lack of pedestrian crossings on Elizabeth Street, Coburg north (between Bell Street and Murray Road), and at the intersection of Murray Road, Outlook Road and Outlook Avenue.</p> <p>3. Requests officers to meet with Victoria Police and Department of Transport and Planning (DTP) to discuss safety concerns at the above sites and particularly those on state roads or covering state responsibilities and brief Councillors by October 2023 specifically on:</p> <p>a). A review of the crash history of the Sydney Road intersections at Gaffney Street, Bakers Road and Boundary Road and potential initiatives to improve pedestrian safety in light of the crash types, including opportunities for traffic signal reconfiguration.</p> <p>b) An investigation into ways to improve the safety of pedestrians crossing the slip lane at the intersection of the Newlands Road/Murray Road.</p> <p>c) Consideration of opportunities for greater provision for safe riding and walking routes for Coburg High School students including along Pentridge Boulevard, Elizabeth Street, the Bell Street Bridge, Murray Road and Elizabeth Street, including reconsideration of the speed limit on Pentridge Boulevard and on Murray Road (between Sydney Road and Elizabeth Street).</p> <p>4. Requests officers to:</p> <p>a) (for treatments on roads controlled by the State) raise improvements with DTP for implementation as part of Council’s ongoing transport advocacy</p> <p>b) (for treatments on Council-controlled roads) consider these improvements in future road safety and active travel programs, relative to their priority compared to other initiatives</p> <p>5. Re-engages with the Department of Transport and Planning regarding concerns experienced and raised by the community when attempting to cross Moreland Road near Queen Street, with a view to identifying solutions.</p> <p>Progress Comment Council officers currently actioning and will brief Councillors by October 2023 as per the resolution.</p> |
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| Director City Infrastructure | Council 12/04/2023 | Target Date for Full Completion: 6/12/2023 |
| 8.2 | MELVILLE ROAD SAFETY ADVOCACY | |

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That Council:

1. Notes that Melville Road is an arterial road under the jurisdiction of the State Government (Department of Transport and Planning)
2. Calls for a report that covers:
 - a) An analysis of current safety issues on Melville Road between Victoria and Albion Streets in Brunswick.
 - b) Recommendations on safety improvements to address the issues identified with consideration given to:
 - i. The possibility of installing electronic 'Give Way to Pedestrians' (GWTP) signs facing right turners on all four corners of intersections. Currently only Victoria Street has one (not four) GWTP sign. There are no GWTP signs at the intersections of Hope Street, Albion Street and Moreland Road.
 - ii. Reprogram traffic lanterns to provide an early start for pedestrians and cyclists. Early Start means that pedestrians and cyclists can cross before motor vehicles. This increases the prominence of pedestrians and cyclists crossing and reduces the chance of a vehicle hitting them. Ensure all traffic signals have mast arms. Mast arms are horizontal arms that extend the traffic light across the road. They improve visibility and help ensure that drivers stop at red lights. Mast arms are missing from some of the approaches at the Victoria Street, Hope Street and Albion Street approaches.
 - iii. Mark pedestrian crossings with yellow paint. Many pedestrian crossings on Sydney Road have been painted yellow to improve visibility. This should be introduced on Melville Road.
 - iv. Advocate for reduced speed limit from the current 60km/h to 50km/h.
3. Prioritises Melville Road in the review of the Streetscape Renewal Program and Open Space Strategy, noting that sections of Melville Road are in open space gap areas.
4. Authorises the CEO or delegate to make a submission to the State Parliamentary "Inquiry into the impact of road safety behaviours on vulnerable road users" that highlights road safety behaviours affecting vulnerable road users in Merri-bek, consistent with relevant resolutions of Council.

Progress Comment

The report requested at item 2 will be prepared in the second half of 2023. The Open Space Strategy will address item 3. The CEO's delegate (Director City Infrastructure) authorised a submission to the Parliamentary Inquiry on 19 May 2023, which has also been provided on Council's website.

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| Director Community | Council 12/04/2023 | Target Date for Full Completion: 10/08/2023 |
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| 8.4 | NUCLEAR FREE MERRI-BEK | |
| That Council: | | |
| <ol style="list-style-type: none"> 1. Declares Merri-bek local government area to be a Nuclear-Free Zone. This involves: <ol style="list-style-type: none"> a) Opposing uranium, nuclear waste or other material connected to the nuclear industry (including nuclear submarines) from being stored or transported in or through the municipality. This does not apply to the responsible use of radio-isotopes in hospitals. b) Opposing any nuclear facility or any nuclear submarines repair facility being located in the Merri-bek community. c) Considers erecting Nuclear Free Zone signs at the Sydney Road and Bell Street entrances of the Merri-bek municipality. 2. Declares its opposition to the Port of Melbourne being used to host nuclear submarines because of the risk of a nuclear accident and the health risks to workers in the port and the surrounding communities. 3. Declares its opposition to a nuclear waste dump being created in Australia as there is no safe means of storing nuclear waste. 4. Declares its opposition to the Australian government buying nuclear submarines because: <ol style="list-style-type: none"> a) The \$368 billion price tag for the submarines will result in less funding being available for local councils and state governments. The cost of the nuclear submarines will drain funding away from addressing urgent issues such as the housing crisis and crisis of funding for aged and disability care, climate and many other urgent issues. b) The nuclear submarines could fuel an arms race in the Asian region which increases the threat of war. This would be a threat to everyone living in the Asian region, including people in Australia. 5. To publish a statement opposing the purchase of the nuclear submarines and seek support from other councils which have endorsed the ICAN Cities Appeal which calls for the Australian Government to adopt the Treaty on the Prohibition of Nuclear Weapons by the United Nations in 2018. | | |
| Progress Comment | | |
| <p>A Statement declaring Merri-bek local government area as a Nuclear Free Zone with key elements from this resolution has been placed Council's website. The feasibility of erecting Nuclear Free Zone signs at the Sydney Road and Bell Street entrances of the Merri-bek municipality and the design of signage is under investigation.</p> | | |

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OPEN RESOLUTIONS REPORT

26 June 2023

A Statement opposing the purchase of the nuclear submarines is under development and an approach to seek support from other councils which have endorsed the ICAN Cities Appeal which calls for the Australian Government to adopt the Treaty on the Prohibition of Nuclear Weapons by the United Nations in 2018 will be coordinated.

Director Place and Environment **Council 12/04/2023** **Target Date for Full Completion:**
30/06/2024

8.5 MAJOR ROAD FAWKNER SHOPPING STRIP

That Council considers Major Road Shopping Centre Fawkner in its Shopping Strip Renewal Program and that as part of this program examines proposals to reconfigure parking to minimise traffic accidents and make the area safer for pedestrians; and installs additional pram and trolley ramps.

Progress Comment

This action will form part of Council's consideration of a future program to upgrade shopping strips. Major Road will be assessed against criteria that are developed to prioritise projects.

Director Place and Environment **Council 10/05/2023** **Target Date for Full Completion:**
12/07/2023

8.1 HERITAGE SHOPFRONTS IN COBURG

That Council receives a report at the July 2023 Council meeting on options to undertake a heritage study for shopfronts on Sydney Road in the Coburg Activity Centre, with such a study to investigate individual buildings as well as the shopping strip as an entire precinct and including architectural, social and aesthetic consideration.

OPEN RESOLUTIONS REPORT

26 June 2023

Progress Comment
 Report to be presented to the July 2023 Council meeting.

| | | |
|---------------------------|---------------------------|---|
| Director Community | Council 10/05/2023 | Target Date for Full Completion: 11/10/2023 |
|---------------------------|---------------------------|---|

8.3 MERRI-BEK COUNCIL HOMELESSNESS STRATEGY

That Council:

1. Develops a homelessness strategy that encompasses:
 - identification of needs and gaps in support and service for those experiencing or at risk of homelessness in Merri-bek
 - identifies and develops direct Council responses to homeless community members
 - identifies early intervention and prevention strategy responses to people at risk of or experiencing homelessness in Merri-bek.
2. Draws on the lived experience of people who have experienced homelessness as well as community support organisations connected to Merri-bek.
3. Refers this item for consideration as an action under Theme 3: A healthy and caring Merri-bek in the 2023-2024 draft Council Action Plan
4. Requests a draft Homelessness Strategy be presented to Council for consideration in October 2023.

Progress Comment
 Development of a strategy is underway, and a draft will be presented to Council at its October 2023 meeting.

Resolutions Completed during the current Council term – November 2020-June 2023

526 completed Council resolutions from 17 November 2020 to 10 May 2023 (excluding Confidential, Petitions, Planning and Related Matters items)

| Meeting | Item | Directorate | Subject | Date completed |
|-----------|----------|----------------------------------|--|----------------|
| 9/12/2020 | DBT28/20 | Director Business Transformation | Councillor Appointments to Committees | 2/02/2021 |
| 9/12/2020 | DBT29/20 | Director Business Transformation | 2020/21 First Quarter Performance Report - including the Financial Management Report for the period ending 30 September 2020 | 10/05/2021 |
| 9/12/2020 | DBT30/20 | Director Business Transformation | Financial Management Report for the Period Ended 31 October 2020 - Cyclical Report | 28/01/2021 |
| 9/12/2020 | DBT31/20 | Director Business Transformation | 2019/20 Performance Report - Audit and Risk Committee | 2/02/2021 |
| 9/12/2020 | DBT32/20 | Director Business Transformation | Governance Report - December 2020 - Cyclical Report | 2/02/2021 |
| 9/12/2020 | DBT33/20 | Director Business Transformation | Contract RFT-2020-126 Provisions of Payroll Time and Attendance Platform and Services | 18/12/2020 |
| 9/12/2020 | DCD21/20 | Director Community | Hosken Reserve Synthetic Playing Field | 25/05/2021 |
| 9/12/2020 | DCD22/20 | Director Community | Disability Advocacy and COVID-19 Impacts – Progress of the Implementation Plan | 20/01/2021 |
| 9/12/2020 | DCD23/20 | Director Community | Community Grants Program 2020-2021 Recommendations | 21/12/2020 |
| 9/12/2020 | DCI21/20 | Director City Infrastructure | Park Close to Home - 14 Frith Street update | 25/06/2021 |
| 9/12/2020 | DCI22/20 | Director City Infrastructure | Transition to Reformed Municipal Emergency Management Planning Arrangements | 21/06/2022 |
| 9/12/2020 | DEP23/20 | Director Community | Community Engagement Policy 2020 and Implementation Plan 2020-2024 | 3/05/2021 |
| 9/12/2020 | DEP24/20 | Director Community | Engagement Approach for Community Planning | 1/03/2021 |
| 9/12/2020 | NOM47/20 | Director Community | Notice of Motion - Modern Greek Studies at Tertiary Institutions in Victoria | 20/01/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|------------|----------|----------------------------------|---|------------|
| 9/12/2020 | NOM48/20 | Director City Infrastructure | Notice of Motion - Kerbside Waste Service | 4/03/2021 |
| 9/12/2020 | NOM49/20 | Director Community | Notice of Motion - Upgrades to Reserves and Community Consultation | 21/01/2021 |
| 9/12/2020 | NOM50/20 | Director Community | Notice of Motion - Youth Programs in the North of Moreland | 15/02/2021 |
| 9/12/2020 | NOM51/20 | Director Place and Environment | Notice of Motion - Refugee Detention Centre in Moreland | 9/02/2022 |
| 9/12/2020 | NOM53/20 | Director Business Transformation | Notice of Motion - Allowing Residents to Participate in Online Council Meetings | 2/02/2021 |
| 9/12/2020 | NOM55/20 | Director Business Transformation | Notice of Motion - Increasing Transparency in Planning and Development matters | 5/03/2021 |
| 9/12/2020 | NOM56/20 | Director Community | Notice of Motion - Merri Catchment Visioning | 3/03/2021 |
| 9/12/2020 | NOM57/20 | Director City Infrastructure | Notice of Motion - Parking Restrictions in Allan St, Brunswick – reviewing the implementation of restrictions after implementing the 9 September 2020 decision to implement on west side of street only | 5/05/2021 |
| 9/12/2020 | NOM59/20 | Director Business Transformation | Notice of Motion - Pontian Club Hall Hire | 2/02/2021 |
| 9/12/2020 | NOM60/20 | Director City Infrastructure | Notice of Motion - Moreland Integrated Transport Strategy - Review | 5/05/2021 |
| 9/12/2020 | NOM61/20 | Director Business Transformation | Notice of Motion - Declaring Conflict of Interest | 5/01/2021 |
| 9/12/2020 | NOM62/20 | Director Business Transformation | Notice of Motion - Solidarity with our Community: Flying Flags of Significance | 2/02/2021 |
| 9/12/2020 | NOM63/20 | Director City Infrastructure | Notice of Motion - Kingsford Smith Ulm Reserve Glenroy | 25/08/2021 |
| 10/02/2021 | 7.1 | Director City Infrastructure | Newlands Road Intersection Signalisation and Commonwealth Infrastructure Funding | 5/05/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|------------|------|----------------------------------|---|------------|
| 10/02/2021 | 7.2 | Director Community | Sport and Recreation Victoria Stimulus Funding Grant Application | 3/03/2021 |
| 10/02/2021 | 7.3 | Director Community | Library Hours Trial | 20/08/2021 |
| 10/02/2021 | 7.4 | Director Place and Environment | Draft Sponsorship Policy | 2/03/2021 |
| 10/02/2021 | 7.5 | Director City Infrastructure | Reinstatement of Paid Parking | 25/02/2021 |
| 10/02/2021 | 7.6 | Director City Infrastructure | Temporary Road Closure - Carlisle Street, Coburg | 8/02/2022 |
| 10/02/2021 | 7.7 | Director Place and Environment | Amendment C193 – Commercial 3 Zone – Progress Report | 5/05/2021 |
| 10/02/2021 | 7.8 | Director Business Transformation | Financial Management Report for the Period Ended 31 December 2020 | 10/05/2021 |
| 10/02/2021 | 7.9 | Director Business Transformation | Governance Report - February 2021 - Cyclical Report NEW | 19/02/2021 |
| 10/02/2021 | 7.10 | Director City Infrastructure | Responsible Pet ownership and Signage for On leash/Off leash Areas - Response to Notice of Motion 42/20 | 25/02/2021 |
| 10/02/2021 | 7.11 | Director Community | Youth Programs in the North of Moreland - Response to Notice of Motion NOM50/20 | 15/02/2021 |
| 10/02/2021 | 7.12 | Director City Infrastructure | Building Site Waste - Response to Notice of Motion NOM53/19 | 28/09/2021 |
| 10/02/2021 | 7.13 | Director Community | Merri Catchment Visioning - Response to Notice of Motion NOM56/20 | 4/11/2021 |
| 10/02/2021 | 7.14 | Director City Infrastructure | Contract Q13558 - Supply of Mobile Garbage Bins Contract Extension | 28/05/2021 |
| 10/02/2021 | 7.15 | Director City Infrastructure | Contract RFT-2020-P-132 for General Tree and Arboriculture Services | 19/07/2021 |
| 10/02/2021 | 7.16 | Director Business Transformation | Contract No. RFT-2020-134 Corporate Planning, Audit, Risk and Performance Management System | 10/03/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 10/02/2021 | 8.1 | Director City Infrastructure | Notice of Motion - Noisewalls for residents in Northern Fawkner | 2/06/2023 |
| 10/02/2021 | 8.2 | Director Community | Notice of Motion - Reinstate Alevi monument at Coburg Lake Reserve | 23/03/2021 |
| 10/02/2021 | 8.3 | Director Community | Notice of Motion - Support for persecuted mayors and councillors in Turkey | 3/03/2021 |
| 10/02/2021 | 8.4 | Director Community | Notice of Motion - Strengthening Council's Reconciliation work with Aboriginal and Torres Strait Islander People | 30/08/2021 |
| 10/02/2021 | 8.5 | Director City Infrastructure | Notice of Motion - Age-Appropriate Play Equipment for Garrong Park | 28/04/2021 |
| 23/02/2021 | 5.1 | Director Business Transformation | Councillor Code of Conduct Review 2021 | 26/02/2021 |
| 10/03/2021 | 7.1 | Director Community | Living and Ageing Well Moreland - Report on Year 1 actions | 14/09/2022 |
| 10/03/2021 | 7.2 | Director Place and Environment | Environmentally Sustainable Development Planning Reforms - Submission and Update | 4/05/2021 |
| 10/03/2021 | 7.2 | Director City Infrastructure | Contract RFT 2020-104 - Transfer of Bulk Waste and Street Sweeping litter collection | 19/07/2021 |
| 10/03/2021 | 7.3 | Director Place and Environment | Affordable Housing Action Plan 2021-2022 - Council Action Plan Item | 30/07/2021 |
| 10/03/2021 | 7.5 | Director Business Transformation | Governance Report - March 2021 - Cyclical Report | 16/04/2021 |
| 10/03/2021 | 7.6 | Director Business Transformation | Financial Management Report for the Period Ended 31 January 2021 | 26/04/2021 |
| 10/03/2021 | 7.8 | Director Business Transformation | 2020/21 Second Quarter Financial and Performance Report | 26/04/2021 |
| 10/03/2021 | 7.9 | Director Business Transformation | Review and Determination of Mayoral and Councillor allowances | 10/06/2021 |
| 10/03/2021 | 7.10 | Director Community | 2021 Annual and Winter Sports Facilities and Ground Tenancy Allocations | 25/05/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 10/03/2021 | 7.10 | Director Community | Reinstate Alevi Monument at Coburg Lake Reserve - Response to Notice of Motion NOM2/21 | 21/06/2021 |
| 10/03/2021 | 7.11 | Director Business Transformation | Civic Flag Policy Amendment - Response to Notice of Motion NOM 4/21 | 16/04/2021 |
| 10/03/2021 | 7.12 | Director City Infrastructure | Garrong Park - Age-appropriate Play Equipment – Response to Notice of Motion NOM5/21 | 25/08/2021 |
| 10/03/2021 | 7.13 | Director Business Transformation | Transparency - Disclosures of Relationships with Developers | 16/04/2021 |
| 10/03/2021 | 7.14 | Director Place and Environment | Amendment C179 - Proposed Rezoning of 77-87 South Street, Hadfield - Decision Gateway 2: Consideration of Submissions and Request for Panel | 5/05/2021 |
| 10/03/2021 | 7.15 | Director City Infrastructure | Permanent Road Closure - Sumner Street, Brunswick East | 13/05/2022 |
| 10/03/2021 | 8.1 | Director Place and Environment | Notice of Motion - Completing the Trial of the Design Excellence Scorecard | 19/03/2021 |
| 10/03/2021 | 8.2 | Director Place and Environment | Notice of Motion - Design Excellence Scorecard Trial | 17/03/2021 |
| 10/03/2021 | 8.3 | Director Business Transformation | Notice of Motion - Waive hire fees for Refugee Voices | 16/04/2021 |
| 10/03/2021 | 8.4 | Director City Infrastructure | Notice of Motion - Planning for Future Play Space Adjacent to Brunswick South Primary School with Options for Greening Rathdowne Street and for Additional School Crossing Supervisors | 14/12/2021 |
| 10/03/2021 | 8.5 | Director City Infrastructure | Notice of Motion - Climate Risk and preparing the Council Plan | 5/05/2021 |
| 10/03/2021 | 8.6 | Director Community | Notice of Motion - Waive hire fees for Glenroy Art Group's biannual art shows in 2021 and 2022 | 25/05/2021 |
| 10/03/2021 | 8.7 | Director Place and Environment | Notice of Motion - Access to Local Community News in Moreland | 3/05/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|---|------------|
| 10/03/2021 | 8.8 | Director Community | Notice of Motion - Justice for Refugees and Moreland City Council | 30/08/2021 |
| 10/03/2021 | 8.9 | Director Business Transformation | Notice of Motion - Greater transparency around conducting Council Meetings | 1/06/2021 |
| 14/04/2021 | 7.1 | Director Business Transformation | Microsoft Software Licencing Agreement | 10/05/2021 |
| 14/04/2021 | 7.2 | Director Place and Environment | Redevelopment of 33 Saxon Street, Brunswick as a Creative and Community Facility | 20/08/2021 |
| 14/04/2021 | 7.2 | Director City Infrastructure | Contract RFT-P-2020-173 - Provision of Bluestone, Paving and Retaining Wall Maintenance Services | 25/08/2021 |
| 14/04/2021 | 7.3 | Director Community | Draft Children, Young People and Families Plan 2021-2025 | 19/04/2021 |
| 14/04/2021 | 7.4 | Director Place and Environment | Proposed Sale of Land from Former Road and Reserve Rear of 33 Richards Street, Coburg | 18/08/2021 |
| 14/04/2021 | 7.5 | Director Place and Environment | Withdrawal of Request to authorise Amendment C193 and Commence Preparation of an Activity Centre Zone for the Brunswick Activity Centre - NEW | 5/05/2021 |
| 14/04/2021 | 7.6 | Director City Infrastructure | Public Highway Declaration - Streets, Roads, Laneways and Easements near Wilkinson Street, Brunswick | 8/02/2022 |
| 14/04/2021 | 7.7 | Director Place and Environment | Infrastructure Victoria's draft 30-year strategy - Council submission | 5/05/2021 |
| 14/04/2021 | 7.8 | Director Place and Environment | Technical Study on the Impact of 5G Telecommunication Facilities | 18/08/2021 |
| 14/04/2021 | 7.9 | Director Community | Access to Local Community News in Moreland - Response to Notice of Motion | 4/11/2022 |
| 14/04/2021 | 7.11 | Director City Infrastructure | Charles Mutton Reserve Female Friendly Changerooms - Grant Application | 25/05/2021 |
| 14/04/2021 | 7.12 | Director Business Transformation | Revised Councillor Gifts, Benefits and Hospitality Policy | 10/06/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 14/04/2021 | 7.13 | Director Business Transformation | Governance Report - April 2021 - Cyclical Report | 10/06/2021 |
| 14/04/2021 | 7.14 | Director Business Transformation | Financial Management Report for the Period Ended 28 February 2021 | 26/04/2021 |
| 14/04/2021 | 7.17 | Director City Infrastructure | Contract Q13558 – Mobile Garbage Bin Supply Contract Spend | 28/05/2021 |
| 14/04/2021 | 8.1 | Director City Infrastructure | Notice of Motion - From Struggle to Peace: Addressing the War on Waste in Our Homes, Streets and Parks | 20/12/2021 |
| 14/04/2021 | 8.2 | Director Business Transformation | Notice of Motion - Support for Myanmar Event | 16/04/2021 |
| 14/04/2021 | 8.3 | Director Community | Notice of Motion - Accessibility Audit of Activity Centres | 21/06/2021 |
| 14/04/2021 | 8.4 | Director City Infrastructure | Notice of Motion - Charles Mutton Reserve Playground | 25/08/2021 |
| 14/04/2021 | 8.5 | Director Community | Notice of Motion - Council's Aged Care Service | 25/05/2021 |
| 14/04/2021 | 8.6 | Director City Infrastructure | Notice of Motion - Brearly Reserve Pascoe Vale South | 13/10/2021 |
| 14/04/2021 | 8.7 | Director City Infrastructure | Notice of Motion - Election Material | 27/05/2021 |
| 14/04/2021 | 8.8 | Director City Infrastructure | Notice of Motion - Trees | 25/08/2021 |
| 14/04/2021 | 8.9 | Director City Infrastructure | Notice of Motion - Kingfisher Gardens - Traffic Management and Parking | 8/02/2022 |
| 14/04/2021 | 8.10 | Director City Infrastructure | Notice of Motion - Improving Community Outcomes at Douglas Reserve | 16/04/2021 |
| 14/04/2021 | 8.11 | Director City Infrastructure | Notice of Motion - Building the Cycling Infrastructure of the Future | 5/05/2021 |
| 14/04/2021 | 8.12 | Director City Infrastructure | Notice of Motion - Building East-West Bike Lanes in Moreland | 7/06/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|---|------------|
| 14/04/2021 | 8.13 | Director Community | Notice of Motion - Understanding the Environmental and Health Impacts of Synthetic Turf in Moreland | 20/04/2021 |
| 12/05/2021 | 7.1 | Director Community | Hosken Reserve Masterplan Refresh - Engagement Report and Options | 25/05/2021 |
| 12/05/2021 | 7.2 | Director Business Transformation | Proposed Moreland City Council 4-year budget 2021-2025 | 19/05/2021 |
| 12/05/2021 | 7.3 | Director City Infrastructure | 10 Year Capital Works Programs for Pedestrians and Cyclists - Annual Review and Update | 13/05/2022 |
| 12/05/2021 | 7.4 | Director Community | Merri Creek Community Safety Audit Report | 4/11/2021 |
| 12/05/2021 | 7.5 | Director Community | Moreland Food Hub Feasibility Assessment Report | 25/05/2021 |
| 12/05/2021 | 7.6 | Chief Executive Officer | Inner Metropolitan Councils Advocacy | 3/10/2022 |
| 12/05/2021 | 7.8 | Director Place and Environment | Withdrawal of Request to Authorise Amendment C193 and Commence Preparation of an Activity Centre Zone for the Brunswick Activity Centre - FOR MINUTES | 29/06/2021 |
| 12/05/2021 | 7.9 | Director Place and Environment | AMENDMENT C215 - Development Contributions Plan (DCP) - Extension of Project Delivery Dates - Decision Gateways 1 And 2 - FOR MINUTES | 29/06/2021 |
| 12/05/2021 | 7.10 | Director Community | Draft COVID-19 Recovery Plan | 7/07/2021 |
| 12/05/2021 | 7.11 | Director Place and Environment | Economic Development - COVID-19 Boost for Business Program Report | 20/05/2021 |
| 12/05/2021 | 7.12 | Director City Infrastructure | Third Quarter Capital Project Update | 27/05/2021 |
| 12/05/2021 | 7.13 | Director Community | Statement of Commitment to Wurundjeri Woi-wurrung People and Aboriginal and Torres Strait Islander Communities of the City of Moreland | 25/05/2021 |
| 12/05/2021 | 7.14 | Director City Infrastructure | Weed Management: Glyphosate Phase Out Plan | 19/07/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|------------|------|----------------------------------|---|------------|
| 12/05/2021 | 7.15 | Director Community | Supporting Refugees and People Seeking Asylum in Our Communities - Response to Notice of Motion 13/21 | 7/12/2021 |
| 12/05/2021 | 7.16 | Director Business Transformation | Greater Transparency around Conducting Council Meetings - Response to Notice of Motion | 10/06/2021 |
| 12/05/2021 | 7.17 | Director Community | Friends of Aileu Annual Report 2020 | 25/05/2021 |
| 12/05/2021 | 7.18 | Director Business Transformation | Assessment of Requirements to move to Certified Standard for Environmental Management and Quality Assurance | 25/08/2022 |
| 12/05/2021 | 7.19 | Director Business Transformation | Report on the conduct of the 2020 Moreland City Council Election | 10/06/2021 |
| 12/05/2021 | 7.20 | Director Business Transformation | Governance Report - May 2021 - Cyclical Report | 10/06/2021 |
| 12/05/2021 | 7.21 | Director Business Transformation | Financial Management Report for the Period Ended 31 March 2021 | 19/05/2021 |
| 12/05/2021 | 7.22 | Director Community | COVID impact and Extension to Contract 1866 Management of Councils Aquatic and Leisure Centres 2021-2022 | 25/05/2021 |
| 12/05/2021 | 8.1 | Director Community | Notice of Motion - Feasibility study for a second hockey pitch in Moreland | 21/06/2021 |
| 12/05/2021 | 8.2 | Director Business Transformation | Notice of Motion - Venue Hire | 15/11/2022 |
| 12/05/2021 | 8.3 | Director Community | Notice of Motion - Support for Dementia Australia's 'Roadmap for Quality Dementia Care | 26/05/2021 |
| 12/05/2021 | 8.5 | Director City Infrastructure | Notice of Motion - Hate Speech Graffiti | 30/07/2021 |
| 12/05/2021 | 8.6 | Director City Infrastructure | Notice of Motion - For a Safer Nicholson St/Albion St bend, Brunswick East | 23/08/2021 |
| 12/05/2021 | 8.7 | Director Business Transformation | Notice of Motion - Councillor Invitations to ANZAC Day Celebrations | 15/11/2022 |
| 12/05/2021 | 8.8 | Director City Infrastructure | Notice of Motion - Fossil Fuel Non-Proliferation Treaty | 18/08/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|------------|------|----------------------------------|---|------------|
| 12/05/2021 | 8.9 | Director City Infrastructure | Notice of Motion - Public Transport Advocacy | 10/10/2022 |
| 9/06/2021 | 7.1 | Director Community | Moreland Children Young People and Families Plan | 21/06/2021 |
| 9/06/2021 | 7.2 | Director City Infrastructure | Frith Street Park Close to Home - Engagement Outcomes and Final Park Concept | 25/08/2021 |
| 9/06/2021 | 7.3 | Director City Infrastructure | Bike Parking in Primary and Secondary Schools - Update | 23/08/2021 |
| 9/06/2021 | 7.3 | Director Business Transformation | Contract RFT-P-105-2020 Legal Services Panel | 5/08/2021 |
| 9/06/2021 | 7.4 | Director City Infrastructure | De Carle Street Separated Bicycle Lanes | 23/08/2021 |
| 9/06/2021 | 7.4 | Director City Infrastructure | Contract RFT-2020-169 Fleming Park Redevelopment Main Works Contractor Appointment | 17/06/2021 |
| 9/06/2021 | 7.5 | Director City Infrastructure | Contract RFT-2021-187 - Construction of Craigieburn Shared Path Stage 2 (Devon Road to Bothwell Street) | 23/08/2021 |
| 9/06/2021 | 7.5 | Director Place and Environment | Moreland's Outdoor Dining Program - Review and Next Steps | 20/08/2021 |
| 9/06/2021 | 7.6 | Director Community | Accessibility Audits of Moreland Activity Centres | 21/06/2021 |
| 9/06/2021 | 7.7 | Director Community | Feasibility Study for a Second Hockey Pitch in Moreland | 22/03/2022 |
| 9/06/2021 | 7.8 | Director City Infrastructure | Charles Mutton Reserve Playground - Response to Notice of Motion | 2/08/2021 |
| 9/06/2021 | 7.9 | Director City Infrastructure | Review of Road Management Plan 2017 | 25/06/2021 |
| 9/06/2021 | 7.10 | Director City Infrastructure | Weed Management: Glyphosate Phase Out Plan | 19/07/2021 |
| 9/06/2021 | 7.11 | Director Place and Environment | Towards Zero Carbon in Planning: Progress Update and Memorandums of Understanding Elevating ESD Targets Planning Policy Amendment (Stage 1) and Green Factor Tool trial | 29/06/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|-----------|------|----------------------------------|---|------------|
| 9/06/2021 | 7.12 | Director Place and Environment | Project #1 Moreland Affordable Housing Ltd - 2-12 Wilkinson Street, Brunswick | 29/07/2022 |
| 9/06/2021 | 7.13 | Director Place and Environment | Amendment C180 - Rezoning of 430-436 Victoria Street & 7 Gardiner Street, Brunswick - Decision Gateway 2 & 3 - Consideration of Submissions and Adoption of Amendment | 29/06/2021 |
| 9/06/2021 | 7.14 | Director Place and Environment | Amendment C212 - Planning Scheme Updates and Corrections - Decision Gateway 1 | 11/06/2021 |
| 9/06/2021 | 7.15 | Director Place and Environment | Moreland Planning Scheme Amendment C216more - Submission to State Government | 15/06/2021 |
| 9/06/2021 | 7.16 | Director Business Transformation | Updated CCTV Policy | 26/07/2021 |
| 9/06/2021 | 7.17 | Director Business Transformation | 2020/21 Third Quarter Financial and Performance Report | 11/06/2021 |
| 9/06/2021 | 7.18 | Director Business Transformation | Financial Management Report for the Period Ended 30 April 2021 | 11/06/2021 |
| 9/06/2021 | 7.19 | Director Business Transformation | 2020/21 Council Action Plan Third Quarter Performance Report | 21/12/2021 |
| 9/06/2021 | 7.20 | Director Community | Contract 2306/0843 Procurement Australia - Library Collections, Furniture, Equipment and Associated Requirements | 21/06/2021 |
| 9/06/2021 | 7.20 | Director Business Transformation | Review and Determination of Mayoral and Councillor Allowances | 21/12/2021 |
| 9/06/2021 | 7.21 | Director Business Transformation | Governance Report - June 2021 - Cyclical Report | 21/07/2021 |
| 9/06/2021 | 8.1 | Director Community | Notice of Motion - End Violence Against Palestinians | 16/06/2021 |
| 9/06/2021 | 8.2 | Director Place and Environment | Notice of Motion - Reviewing Moreland's Zero Carbon Emissions Timeframes | 9/02/2022 |
| 9/06/2021 | 8.3 | Director Community | Notice of Motion - Further Support for People Seeking Asylum is Required | 24/11/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

| | | | | |
|------------|------|----------------------------------|---|------------|
| 9/06/2021 | 8.4 | Director Community | Notice of Motion - Opening hours of Coburg and Fawkner Indoor Pools | 7/07/2021 |
| 24/06/2021 | 4.1 | Director Business Transformation | Proposed Moreland City Council 4-Year Budget 2021-2025 - For Adoption | 22/10/2021 |
| 24/06/2021 | 4.2 | Director Business Transformation | Draft Procurement Policy 2021-2025 | 22/10/2021 |
| 14/07/2021 | 7.1 | Director Community | Hosken Reserve | 4/11/2021 |
| 14/07/2021 | 7.2 | Director City Infrastructure | Kerbside Waste Reform - Draft Kerbside Waste Service and Charge Policy | 30/09/2021 |
| 14/07/2021 | 7.3 | Director Place and Environment | Amendment C179 - Proposed Rezoning of 77-87 South Street, Hadfield - Decision Gateway 3: Adoption | 15/07/2021 |
| 14/07/2021 | 7.4 | Director City Infrastructure | 132-134 Cardinal Road Park Close to Home - Engagement Outcomes and Final Park Concept 14 July 2021 | 2/08/2021 |
| 14/07/2021 | 7.5 | Director City Infrastructure | Open Space in Brunswick - Response to Council Resolutions DCI11/20 and NOM45/20 | 25/08/2021 |
| 14/07/2021 | 7.7 | Director City Infrastructure | Tram Route 58: Melville Road tram improvement works | 26/07/2021 |
| 14/07/2021 | 7.8 | Director City Infrastructure | Key missing link in Glenroy to Coburg bike route - Cumberland Road | 30/09/2021 |
| 14/07/2021 | 7.9 | Director Place and Environment | Refugee detention in Moreland - Planning Enforcement findings | 9/02/2022 |
| 14/07/2021 | 7.10 | Director Community | Kindergarten Infrastructure and Service Planning | 19/07/2021 |
| 14/07/2021 | 7.11 | Director Community | Glenroy Community Hub - Proposed Lease Northern Schools Early Years Inc and Proposed Lease Cohealth | 19/07/2021 |
| 14/07/2021 | 7.13 | Director Community | Aged Care Update | 21/07/2021 |
| 14/07/2021 | 7.14 | Director Community | Moreland COVID-19 Recovery Plan | 19/07/2021 |
| 14/07/2021 | 7.15 | Director Place and Environment | Telecommunications Policy | 26/07/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 14/07/2021 | 7.16 | Director City Infrastructure | Contract RFT-P-2021-183 for Active Recreation - Design, Construction, Maintenance and Supplies | 2/08/2021 |
| 14/07/2021 | 7.17 | Director Community | Contract RFT-2021-185 Festival Logistics Management | 21/07/2021 |
| 14/07/2021 | 7.18 | Director Business Transformation | Financial Management Report for the Period Ended 31 May 2021 | 15/07/2021 |
| 14/07/2021 | 7.20 | Director Business Transformation | Audit and Risk Committee Charter Review and Appointment of Independent Member | 23/07/2021 |
| 14/07/2021 | 7.21 | Director Business Transformation | Public Liability/Professional Indemnity Insurance Renewals 2021-22 | 23/07/2021 |
| 14/07/2021 | 7.22 | Director Business Transformation | Governance Report - July 2021 - Cyclical Report | 30/07/2021 |
| 14/07/2021 | 8.1 | Director Place and Environment | Notice of Motion - Protection of Parks from Development | 11/10/2022 |
| 14/07/2021 | 11.1 | Director Community | Medevac Refugees | 30/08/2021 |
| 11/08/2021 | 7.1 | Director City Infrastructure | Garrong Park - Park Close to Home - Engagement Outcomes for Play Space Options | 13/09/2022 |
| 11/08/2021 | 7.2 | Director Community | Merri Creek Visioning Report | 4/11/2021 |
| 11/08/2021 | 7.3 | Director Place and Environment | Proposed Health Precinct at Bell Street, Coburg | 25/05/2022 |
| 11/08/2021 | 7.4 | Director Community | Draft Accessible and Inclusive Communications Policy | 4/05/2022 |
| 11/08/2021 | 7.5 | Director Community | Review of Council's Advisory Committees | 28/07/2022 |
| 11/08/2021 | 7.6 | Director City Infrastructure | Tree Canopy Cover Analysis Update - Moreland Urban Forest Strategy 2017-2027 | 24/10/2022 |
| 11/08/2021 | 7.8 | Director City Infrastructure | Open Space in Brunswick - Response to Council Resolutions DCI11/20 and NOM45/20 | 14/12/2021 |
| 11/08/2021 | 7.9 | Director City Infrastructure | Commemorative Tree Planting Proposal in Lorne Street, Fawkner - Response to Notice of Motion | 13/09/2022 |
| 11/08/2021 | 7.10 | Director City Infrastructure | Opportunities for Fenced Dog-Off-Leash Areas in Northern Moreland (NOM41) | 13/09/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 11/08/2021 | 7.11 | Director City Infrastructure | Kingsford Smith Ulm Reserve - Response to Council Resolution NOM63/20 | 14/12/2021 |
| 11/08/2021 | 7.12 | Director City Infrastructure | Permanent Road Closure - Sumner Street, Brunswick East | 22/09/2021 |
| 11/08/2021 | 7.13 | Director Place and Environment | Proposed Sale of Land From Former Road Rear of 47 Railway Parade, Coburg | 2/12/2022 |
| 11/08/2021 | 7.14 | Director City Infrastructure | Authorisation of Expenditure Under Contract 576T - Concrete, Bluestone and Drainage Works | 25/08/2021 |
| 11/08/2021 | 7.15 | Director Business Transformation | Governance Report - August 2021 - Cyclical Report | 21/12/2021 |
| 11/08/2021 | 7.16 | Director City Infrastructure | Contract RFT-2021-202 Dale Avenue, Pascoe Vale - Road Reconstruction and Drainage Works Along O'hea Street | 25/08/2021 |
| 11/08/2021 | 7.17 | Director Business Transformation | Contract RFT-2021-131 Contact Centre Solution | 18/10/2021 |
| 11/08/2021 | 7.18 | Director Business Transformation | Contract # RFT-2021-188 -Internal Audit Services. | 14/10/2021 |
| 11/08/2021 | 8.1 | Director City Infrastructure | Notice of Motion - Dedicated Bicycle Lanes on Kent Road and Northumberland Road Pascoe Vale | 8/02/2022 |
| 11/08/2021 | 8.3 | Director City Infrastructure | Notice of Motion - Transport and Cycling Safety | 30/09/2021 |
| 11/08/2021 | 8.4 | Director Place and Environment | Notice of Motion - COVID-19 | 30/08/2021 |
| 11/08/2021 | 8.5 | Director Community | Notice of Motion - The Mosque that shaped the Turkish Community | 20/08/2021 |
| 26/08/2021 | 5.1 | Director Business Transformation | Draft Moreland City Council 10-year Financial Plan 2021-2031 | 22/10/2021 |
| 26/08/2021 | 5.2 | Director Business Transformation | Endorsement of Draft Moreland Community Vision and Draft Council Plan 2021-2025 for Public Consultation | 21/12/2021 |
| 8/09/2021 | 7.1 | Director Community | Fawkner Leisure Centre Project Update | 29/12/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 8/09/2021 | 7.2 | Director City Infrastructure | Kent Road Separated Bicycle Lane Options | 13/05/2022 |
| 8/09/2021 | 7.3 | Director City Infrastructure | Open Space in Brunswick - Response to Council Resolutions DCI11/20 and NOM45/20 | 13/09/2022 |
| 8/09/2021 | 7.4 | Director City Infrastructure | For a Safer Nicholson St/Alban St Bend, Brunswick East | 10/10/2022 |
| 8/09/2021 | 7.5 | Director Place and Environment | Sale of land – 2-12 Wilkinson Street – Affordable Housing Project | 29/07/2022 |
| 8/09/2021 | 7.6 | Director City Infrastructure | DELWP Catchment Scale Integrated Water Management Plans - Endorsement of Targets | 13/10/2021 |
| 8/09/2021 | 7.7 | Director Place and Environment | Draft Accessible and Inclusive Communications Policy | 11/11/2021 |
| 8/09/2021 | 7.8 | Director City Infrastructure | Draft Domestic Animal Management Plan 2021-2025 | 12/10/2021 |
| 8/09/2021 | 7.9 | Director Community | The Mosque that Shaped the Turkish Community | 27/09/2021 |
| 8/09/2021 | 7.12 | Director Community | Summer 2021 - 22 Sports Ground Seasonal Tenancy Allocations | 22/03/2022 |
| 8/09/2021 | 7.13 | Director Business Transformation | Councils Use of Services from Companies Participating in the Detention of Refugees | 12/01/2022 |
| 8/09/2021 | 7.14 | Director City Infrastructure | Contract RFT-2021-194 - Construction of Signalised Intersection - Newlands Road and McMahons Road | 8/02/2022 |
| 8/09/2021 | 7.15 | Director Business Transformation | Governance Report - September 2021 - Cyclical Report | 21/12/2021 |
| 8/09/2021 | 8.1 | Director City Infrastructure | Notice of Motion - Making Spaces for Creative Play | 14/12/2021 |
| 8/09/2021 | 8.2 | Director Place and Environment | Notice of Motion - Any Planning Reforms Require Local Government and Community Input | 21/06/2022 |
| 8/09/2021 | 8.4 | Director Community | Notice of Motion - Afghan refugees | 25/08/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 23/09/2021 | 5.1 | Director Business Transformation | 2020-21 Financial Statements and Performance Statements | 13/10/2021 |
| 13/10/2021 | 7.1 | Director Community | Hosken Reserve Masterplan Refresh | 22/03/2022 |
| 13/10/2021 | 7.2 | Director Community | Fawkner Leisure Centre Project - Concept for Consultation | 29/12/2021 |
| 13/10/2021 | 7.3 | Director Community | COVID-19 Response - Update | 28/07/2022 |
| 13/10/2021 | 7.4 | Director Place and Environment | 2020-21 Moreland City Council Annual Report | 11/11/2021 |
| 13/10/2021 | 7.5 | Director Place and Environment | Moreland Waterways Planning Control Review | 29/07/2022 |
| 13/10/2021 | 7.6 | Director City Infrastructure | Road Management Plan | 27/04/2022 |
| 13/10/2021 | 7.7 | Director Business Transformation | Revised Governance Rules | 21/12/2021 |
| 13/10/2021 | 7.8 | Director Business Transformation | Statutory Review of Instruments of Delegation | 21/12/2021 |
| 13/10/2021 | 7.9 | Director City Infrastructure | Coburg Lake Reserve - Response to Council Resolution Notice of Motion 33/20 | 14/12/2021 |
| 13/10/2021 | 7.10 | Director Place and Environment | Planning for the next Waste Strategy - Response to Notice of Motion | 9/02/2022 |
| 13/10/2021 | 7.11 | Director City Infrastructure | Brunswick South Primary School Playground and Greening Opportunities - Response to Notice of Motion | 15/06/2023 |
| 13/10/2021 | 7.12 | Director City Infrastructure | Brearley Reserve Pascoe Vale South - Response to Notice of Motion | 26/10/2021 |
| 13/10/2021 | 7.14 | Director Business Transformation | Financial Management Report for the Period Ended 31 August 2021 | 22/10/2021 |
| 13/10/2021 | 7.15 | Director Business Transformation | Governance Report - October 2021 - Cyclical Report | 4/11/2021 |
| 13/10/2021 | 7.16 | Director City Infrastructure | Contract RFT-2021-221 Wellington Street, Coburg Road Reconstruction Works Between Bell Street and Munro Street | 28/10/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|-----|----------------------------------|---|------------|
| 13/10/2021 | 8.1 | Director Community | Notice of Motion - Local History is it time for a local history museum? | 4/11/2022 |
| 13/10/2021 | 8.2 | Director City Infrastructure | Notice of Motion - Proposed Merlynston Car Park Upgrade: Advocating for best outcomes | 16/11/2021 |
| 13/10/2021 | 8.3 | Director City Infrastructure | Notice of Motion - Safety along Munro Street, Coburg | 16/08/2022 |
| 13/10/2021 | 8.4 | Director Community | Notice of Motion - Review of Aquatic and Leisure Strategy 2018-2038 and ventilation checks of indoor facilities | 5/11/2021 |
| 13/10/2021 | 8.5 | Director Place and Environment | Notice of Motion - Reusable nappy and sanitary rebate | 9/02/2022 |
| 13/10/2021 | 8.6 | Director Community | Notice of Motion - Moreland as an anti-nuclear Council | 7/12/2021 |
| 20/10/2021 | 5.1 | Director Business Transformation | Adoption of the Moreland Community Vision 2021-2031, Moreland Council Plan 2021-2025 and Moreland Council Action Plan 2021-2022 | 22/10/2021 |
| 20/10/2021 | 5.2 | Director Business Transformation | Adoption of the Moreland City Council 10-year Financial Plan 2021-2031 | 22/10/2021 |
| 10/11/2021 | 7.1 | Director Place and Environment | 33 Saxon Street Brunswick - Cultural and Community Hub - Final Concept | 25/05/2022 |
| 10/11/2021 | 7.2 | Director City Infrastructure | Domestic Animal Management Plan 2021-2025 | 9/12/2021 |
| 10/11/2021 | 7.3 | Director Community | Glenroy Community Hub Cafe | 16/02/2022 |
| 10/11/2021 | 7.4 | Director Business Transformation | Community Sports Infrastructure Loan Scheme | 6/12/2021 |
| 10/11/2021 | 7.5 | Director Place and Environment | Amendment C208more - Heritage Nominations Study - Decision Gateway 2 - Consideration of Submissions | 22/12/2021 |
| 10/11/2021 | 7.6 | Director Place and Environment | Amendment C215more - Development Contributions Plan Extension to Project Delivery Date - Decision Gateway 3 - Adoption | 19/11/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 10/11/2021 | 7.7 | Director City Infrastructure | Trial Road Closure and Shared Zone - Carlisle Street Coburg | 16/08/2022 |
| 10/11/2021 | 7.8 | Director City Infrastructure | Kingfisher Gardens - Indented Parking Bays | 24/03/2022 |
| 10/11/2021 | 7.10 | Director Place and Environment | Moreland Submission to the Draft Northern Metropolitan Land Use Framework Plan | 12/11/2021 |
| 10/11/2021 | 7.11 | Director Place and Environment | Update on Buildings with Suspected Flammable Cladding | 6/01/2022 |
| 10/11/2021 | 7.12 | Director Place and Environment | COVID-19 Rent Relief for Not for Profit tenants 2021/22 | 2/12/2022 |
| 10/11/2021 | 7.13 | Director Place and Environment | Proposed Renewal of a Telecommunication Lease to Axicom - Coburg Football Club | 24/08/2022 |
| 10/11/2021 | 7.14 | Director Place and Environment | Proposed ROW Discontinuance of Road Adjoining 222 Moreland Road, Brunswick | 18/11/2022 |
| 10/11/2021 | 7.15 | Director Place and Environment | Proposed ROW Discontinuance of Road Adjoining 133 Brunswick Road, Brunswick | 18/11/2022 |
| 10/11/2021 | 7.16 | Director Community | Contract 1866 - Management of Aquatic and Leisure Centres - Impact of Extended COVID Closures | 29/12/2021 |
| 10/11/2021 | 7.17 | Director Community | Contract 900T - Coburg Leisure Centre Refurbishment Works - additional compliance works budget request | 24/11/2022 |
| 10/11/2021 | 7.18 | Director Business Transformation | CONTRACT SS-08-2020 - Banking and Financial Services State Purchase Contract | 8/12/2021 |
| 10/11/2021 | 7.19 | Director Business Transformation | Chief Executive Officer Employment and Remuneration Matters Policy | 12/01/2022 |
| 10/11/2021 | 7.20 | Director Business Transformation | Procurement - Responses to Indigenous Procurement Targets | 6/12/2021 |
| 10/11/2021 | 7.21 | Director Business Transformation | Financial Management Report for the Period Ended 30 September 2021 | 8/12/2021 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 10/11/2021 | 7.22 | Director Business Transformation | Governance Report - November 2021 - Cyclical Report | 21/12/2021 |
| 10/11/2021 | 8.1 | Director Place and Environment | Notice of Motion - Consideration of Planning Scheme Amendment C190 | 19/11/2021 |
| 10/11/2021 | 8.2 | Director City Infrastructure | Notice of Motion - Moonee Ponds Creek Rail Bridge | 28/11/2022 |
| 10/11/2021 | 8.3 | Director City Infrastructure | Notice of Motion - Safety Issues on the Bell Street Bridge | 8/02/2022 |
| 10/11/2021 | 8.4 | Director Community | Notice of Motion - Hosken Reserve Masterplan | 22/03/2022 |
| 10/11/2021 | 8.5 | Director City Infrastructure | Notice of Motion - Stop Drilling for Gas under the Twelve Apostles | 11/11/2021 |
| 8/12/2021 | 7.1 | Director Community | Fawkner Leisure Centre Redevelopment - Community Feedback on Concept Design | 25/08/2022 |
| 8/12/2021 | 7.2 | Director Place and Environment | Coburg Health & Community Services Precinct: Proposed Sale of Land at Bell Street, Coburg | 14/06/2023 |
| 8/12/2021 | 7.3 | Director Place and Environment | Kerbside Waste Reform - Proposed Kerbside Waste Service and Charge Policy | 9/02/2022 |
| 8/12/2021 | 7.4 | Director Place and Environment | Zero Carbon Moreland - 2030 Targets Review | 9/02/2022 |
| 8/12/2021 | 7.5 | Director City Infrastructure | Draft Brunswick Central Parklands and Integrated Water Management Plan | 24/10/2022 |
| 8/12/2021 | 7.6 | Director Place and Environment | Amendment C208more - Heritage Nominations Study - Decision Gateway 2 - Consideration of Submissions | 29/07/2022 |
| 8/12/2021 | 7.7 | Director Place and Environment | Amendment C212more - Planning Scheme Updates & Corrections - Decision Gateway 2 - Consideration of Submissions and Request for a Panel | 3/11/2022 |
| 8/12/2021 | 7.8 | Director Place and Environment | Amendment C190more - Better Outcomes for Two Dwellings on a Lot - Decision Gateway 3 - Adoption | 7/06/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 8/12/2021 | 7.9 | Director Place and Environment | Proposed Sale of Former Drainage Reserve Land Adjoining 22 & 20 Dods Street Brunswick | 2/12/2022 |
| 8/12/2021 | 7.10 | Director Place and Environment | Proposed Public Acquisition Overlay for Substation - 231A Nicholson Street, Brunswick East | 22/12/2021 |
| 8/12/2021 | 7.11 | Director City Infrastructure | Cumberland Road, Pascoe Vale - Removal of Two Parking Spaces to Support Department of Transport Bicycle Project | 8/02/2022 |
| 8/12/2021 | 7.12 | Director City Infrastructure | Gaffney Street & Sussex Street, Pascoe Vale - Department of Transport Signalised Intersection Project - Car Parking Removal | 8/02/2022 |
| 8/12/2021 | 7.13 | Director City Infrastructure | Northern Region Transport Strategy | 8/02/2022 |
| 8/12/2021 | 7.15 | Director Community | Community Grant Program Recommendations 2022 | 22/03/2022 |
| 8/12/2021 | 7.16 | Director Community | Community Engagement Policy 2020 - Year 1 Progress report | 31/05/2022 |
| 8/12/2021 | 7.17 | Director Business Transformation | Adoption of Council's Governance Rules | 13/12/2021 |
| 8/12/2021 | 7.18 | Director Business Transformation | Participatory budgeting | 16/02/2022 |
| 8/12/2021 | 7.19 | Director Business Transformation | Financial Management Report for the Period Ended 31 October 2021 | 17/01/2022 |
| 8/12/2021 | 7.20 | Director Business Transformation | 2021/22 First Quarter Financial Report | 16/02/2022 |
| 8/12/2021 | 7.21 | Director Business Transformation | Governance Report - December 2021 - Cyclical Report | 13/12/2021 |
| 8/12/2021 | 7.22 | Director Place and Environment | Contract RFT-2021-222 Melville Moreland Shopping Strip Streetscape Upgrade | 3/11/2022 |
| 8/12/2021 | 7.23 | Director City Infrastructure | Contract Rft-2021-229 Drainage Improvement works along Barry Street, Collier Crescent and Fallon Street, Brunswick | 14/12/2021 |

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| 8/12/2021 | 7.24 | Director City Infrastructure | Contract RFT-2021-216 Charles Mutton Reserve Pavilion Refurbishment | 27/04/2022 |
| 8/12/2021 | 8.1 | Director City Infrastructure | Notice of Motion - Walking in Brunswick | 15/06/2023 |
| 8/12/2021 | 8.2 | Director City Infrastructure | Notice of Motion - Pedestrian Crossing Advocacy on Moreland Road | 8/02/2022 |
| 8/12/2021 | 8.3 | Director Community | Notice of Motion - Homeless Support | 29/05/2023 |
| 8/12/2021 | 8.4 | Director City Infrastructure | Notice of Motion - Nicholson Street Safety | 16/01/2023 |
| 13/12/2021 | 4.1 | Director Community | Proposed Renaming of Moreland City Council | 28/07/2022 |
| 9/02/2022 | 7.1 | Director City Infrastructure | Contract RFT-2021-230 14 Frith Street, Brunswick - Park Close to Home | 27/04/2022 |
| 9/02/2022 | 7.2 | Director Business Transformation | Advisory Committees - Terms of Reference and Appointment of Members | 17/02/2023 |
| 9/02/2022 | 7.3 | Director City Infrastructure | Gilpin Park Revitalisation Report | 13/09/2022 |
| 9/02/2022 | 7.4 | Director Place and Environment | Proposed Renewal of a Telecommunication Lease to Axicom - Coburg Football Club | 24/08/2022 |
| 9/02/2022 | 7.5 | Director Place and Environment | Proposed Road Discontinuance Adjoining 50-52 Breese Street Brunswick | 14/11/2022 |
| 9/02/2022 | 7.6 | Director Place and Environment | Sussex and Gaffney Street, Coburg Intersection - Compulsory Acquisition, Department of Transport | 14/06/2023 |
| 9/02/2022 | 7.7 | Director Place and Environment | Discontinuance and Sale of Road Adjoining 222 Moreland Road, Brunswick | 14/11/2022 |
| 9/02/2022 | 7.8 | Director Business Transformation | Financial Management Report for the Period Ended 31 December 2021 | 16/02/2022 |
| 9/02/2022 | 7.9 | Director Business Transformation | Governance Report - February 2022 - Cyclical Report | 17/02/2022 |

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| 9/02/2022 | 8.1 | Director City Infrastructure | Notice of Motion - Jacana Train Station Safety Advocacy | 21/03/2022 |
| 9/02/2022 | 8.2 | Director Community | Notice of Motion - Outdoor Pool Opening Hours | 25/08/2022 |
| 9/03/2022 | 7.1 | Director Community | Renaming of Moreland City Council - Community Engagement, Education and Truth Telling | 28/07/2022 |
| 9/03/2022 | 7.2 | Director City Infrastructure | Kent Road Separated Trial Bike Lane | 24/03/2022 |
| 9/03/2022 | 7.3 | Director Place and Environment | Proposed Road Discontinuance Adjoining 50-52 Breese Street Brunswick | 14/11/2022 |
| 9/03/2022 | 7.4 | Director Place and Environment | Right of Way Discontinuance and Sale Adjoining 133 Brunswick Road Brunswick | 24/08/2022 |
| 9/03/2022 | 7.5 | Director Place and Environment | Moreland City Council - Shopfront Activation Program | 3/11/2022 |
| 9/03/2022 | 7.7 | Director Business Transformation | Review of Instrument of Delegation Council to Council Staff | 5/04/2022 |
| 9/03/2022 | 7.8 | Director Community | Living and Ageing Well in Moreland – Report on Year 2 Actions | 23/03/2022 |
| 9/03/2022 | 7.9 | Director Business Transformation | Council Action Plan 2021-22 - Second Quarter Performance Report | 2/09/2022 |
| 9/03/2022 | 7.10 | Director Community | 2022 Annual and Winter Sports Facilities and Grounds Tenancy Allocations | 22/03/2022 |
| 9/03/2022 | 7.10 | Director Business Transformation | 2021/22 Mid-Year Forecast | 11/05/2022 |
| 9/03/2022 | 7.20 | Director City Infrastructure | Contract RFT-2021-150 Sumner Park Pavilion Refurbishment | 3/05/2022 |
| 9/03/2022 | 8.1 | Director Community | Notice of Motion - Advocacy For The Refugees Detained in the Park Hotel | 1/09/2022 |
| 9/03/2022 | 8.2 | Director Community | Notice of Motion - Moreland Toy Library | 10/05/2022 |

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| 9/03/2022 | 8.3 | Director Community | Notice of Motion - Upgrade of Sportsfield Lighting JP Fawkner East Reserve | 22/03/2022 |
| 9/03/2022 | 8.4 | Director Community | Notice of Motion - Council support for Moreland food relief initiatives | 25/08/2022 |
| 9/03/2022 | 8.5 | Director Place and Environment | Notice of Motion - Strategic Land Acquisition | 20/06/2023 |
| 9/03/2022 | 8.6 | Director City Infrastructure | Notice of Motion - Dogs and Moonee Ponds Creek | 13/09/2022 |
| 13/04/2022 | 7.1 | Director Community | Hosken Reserve – East Field Proposal | 25/08/2022 |
| 13/04/2022 | 7.2 | Director City Infrastructure | Kerbside Waste Reform Multi-Unit Dwelling 4-Stream Waste Trial | 20/02/2023 |
| 13/04/2022 | 7.3 | Director Place and Environment | Climate Risk Strategy - Draft for Community Engagement | 20/02/2023 |
| 13/04/2022 | 7.4 | Director City Infrastructure | Draft Asset Plan for Public Exhibition | 3/05/2022 |
| 13/04/2022 | 7.5 | Director Community | Children Young People and Families Plan Implementation 2022 -2025 | 4/05/2022 |
| 13/04/2022 | 7.6 | Director City Infrastructure | Advocacy Priorities | 10/10/2022 |
| 13/04/2022 | 7.7 | Director Community | Moreland Toy Library - Council Support | 13/05/2022 |
| 13/04/2022 | 7.8 | Director Community | Community Grant Program Recommendation 2022 | 17/02/2023 |
| 13/04/2022 | 7.9 | Director Community | Moreland Community Grants - Policy Review | 25/08/2022 |
| 13/04/2022 | 7.10 | Director Business Transformation | 2021/22 Third Quarter Financial Report | 21/06/2022 |
| 13/04/2022 | 7.11 | Director Business Transformation | Governance Report - April 2022 - Cyclical Report | 12/05/2022 |
| 13/04/2022 | 7.12 | Director City Infrastructure | Contract Award Procurement Australia Contract 2403/0109 - Bulk Fuels | 30/06/2022 |

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| 13/04/2022 | 7.13 | Director City Infrastructure | Contract RFT-2022-258 - O'Hea Street, Pascoe Vale South Road Reconstruction Works Between Anderson Street and Northgate Street | 3/05/2022 |
| 13/04/2022 | 7.14 | Director Business Transformation | Digital Mail (Printing and Postage Services) MAV Contract DM8014 | 10/05/2022 |
| 13/04/2022 | 8.1 | Director City Infrastructure | Notice of Motion - Traffic and Parking Management – Brunswick | 16/08/2022 |
| 13/04/2022 | 8.2 | Director Community | Notice of Motion - Support for National #ParentsUp Campaign | 31/05/2022 |
| 13/04/2022 | 8.3 | Chief Executive Officer | Notice of Motion - Signage at Hosken Reserve to show sporting ground allocation times | 2/05/2022 |
| 27/04/2022 | 4.1 | Director Business Transformation | Proposed Moreland City Council 4-year Budget 2022-2026 | 21/06/2022 |
| 11/05/2022 | 7.1 | Director Place and Environment | Towards Zero Carbon in Planning - Elevating ESD Planning Tool | 14/11/2022 |
| 11/05/2022 | 7.2 | Director City Infrastructure | Permanent Road Closure - Carlisle Street, Coburg | 16/01/2023 |
| 11/05/2022 | 7.3 | Director Place and Environment | Notice of Intention to Declare a Special Charge Scheme - Central Coburg Shopping Precinct | 3/11/2022 |
| 11/05/2022 | 7.4 | Director Place and Environment | 2022 Preliminary Draft Melbourne Airport Master Plan and Third Runway Major Development Plan Submission | 3/11/2022 |
| 11/05/2022 | 7.5 | Director City Infrastructure | Urban Forest Strategy - Update 2022 | 24/10/2022 |
| 11/05/2022 | 7.6 | Director Community | Disability Action and Inclusion Plan 2022 - 2026 | 26/08/2022 |
| 11/05/2022 | 7.7 | Director Place and Environment | Visitor Attraction Action Plan | 3/11/2022 |
| 11/05/2022 | 7.8 | Director Community | Outdoor Dining and Activation Program | 1/09/2022 |
| 11/05/2022 | 7.9 | Director Place and Environment | Proposed Sale of land - Unit 1, 6 Sutherland Street Coburg | 2/12/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 11/05/2022 | 7.10 | Director Business Transformation | Council Action Plan 2021-22 - Third Quarter Performance Report | 2/09/2022 |
| 11/05/2022 | 7.11 | Director Business Transformation | Financial Management Report for the Period Ended 31 March 2022 | 21/06/2022 |
| 11/05/2022 | 7.12 | Director Business Transformation | Governance Report - May 2022 - Cyclical Report | 12/05/2022 |
| 11/05/2022 | 8.1 | Director City Infrastructure | Notice of Motion - Pascoe Vale Road, Glenroy - Pedestrian Crossing Safety | 16/01/2023 |
| 8/06/2022 | 7.1 | Director City Infrastructure | Active Travel (Walking and Riding) 10 Year Capital Program | 9/08/2022 |
| 8/06/2022 | 7.2 | Director Community | Seasonal Outdoor Pools Operating Hours | 26/08/2022 |
| 8/06/2022 | 7.3 | Director Community | Early Years Infrastructure Plan 2022-2030 | 26/07/2022 |
| 8/06/2022 | 7.4 | Director Place and Environment | Amendment C201more - Rezoning of Industrial Land in the Sheppard and Norris Street Coburg North Precinct - Decision Gateway 2 - Consideration of Submissions and Request for a Panel | 3/11/2022 |
| 8/06/2022 | 7.5 | Director Place and Environment | Amendment C212more -Planning Scheme Updates and Corrections - Decision Gateway 3 - Consideration of Panel Report and Decision on the Amendment | 3/11/2022 |
| 8/06/2022 | 7.6 | Director Place and Environment | Amendment C221more - Developer Contributions Plan - Project Substitution - Decision Gateway 1 | 3/11/2022 |
| 8/06/2022 | 7.8 | Director Business Transformation | Street Numbering Policy | 15/08/2022 |
| 8/06/2022 | 7.9 | Director Business Transformation | Loans and Borrowing Policy | 15/08/2022 |
| 8/06/2022 | 7.10 | Director Business Transformation | Financial Management Report for the Period Ended 30 April 2022 | 15/08/2022 |
| 8/06/2022 | 7.11 | Director Business Transformation | Governance Report - June 2022 - Cyclical Report | 17/08/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 8/06/2022 | 8.1 | Director City Infrastructure | Notice of Motion - Safety on Nicholson Street, Coburg | 28/11/2022 |
| 8/06/2022 | 8.2 | Director City Infrastructure | Notice of Motion - Preserving pedestrian safety on Wardens Walk/ Stockade Avenue during construction | 22/06/2023 |
| 8/06/2022 | 11.1 | Director City Infrastructure | State Government Merlynston Car Park Project Tree Removal | 13/09/2022 |
| 23/06/2022 | 4.1 | Director Business Transformation | Proposed Moreland City Council 4-Year Budget 2022-2026 and Council Action Plan 2022-2023 - For Adoption | 15/08/2022 |
| 23/06/2022 | 4.2 | Director Place and Environment | Adoption of the Community Infrastructure Plan | 3/11/2022 |
| 23/06/2022 | 4.3 | Director City Infrastructure | Asset Plan 2022-2032 | 19/07/2022 |
| 3/07/2022 | 5.1 | Director Community | Renaming of Moreland City Council – Recommended New City Council Name | 1/09/2022 |
| 13/07/2022 | 7.1 | Director City Infrastructure | Draft Brunswick Central Parklands and Integrated Water Management Plan | 13/09/2022 |
| 13/07/2022 | 7.2 | Director Community | Coburg High School Multipurpose Indoor Stadium | 1/09/2022 |
| 13/07/2022 | 7.3 | Director Place and Environment | Naming of Park at 132-134 Cardinal Rd Glenroy – Proposed Shortlist | 18/11/2022 |
| 13/07/2022 | 7.4 | Director City Infrastructure | Parking Restrictions Investigation - Church, Lawrence and Overend Streets, Brunswick | 10/10/2022 |
| 13/07/2022 | 7.5 | Director Place and Environment | Amendment C219 - 42 St Phillip Street, Brunswick East - Removal Of Specific Control Overlay - Decision Gateway 1 | 3/11/2022 |
| 13/07/2022 | 7.6 | Director Place and Environment | Proposed Licence Agreement - 267 Lygon St - Overhanging Balconies | 18/11/2022 |
| 13/07/2022 | 7.7 | Director Business Transformation | Governance Rules - Regulatory Legislation Amendment (Reform) Act 2022 | 30/08/2022 |
| 13/07/2022 | 7.8 | Director Business Transformation | Prevention of Sexual Harassment in the Workplace Councillor Policy | 18/08/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 13/07/2022 | 7.9 | Director Community | Community Grant Program - Policy Review | 26/08/2022 |
| 13/07/2022 | 7.10 | Director Business Transformation | Review of Hardship Policy | 15/08/2022 |
| 13/07/2022 | 7.11 | Director Business Transformation | Financial Management Report for the Period Ended 31 May 2022 | 15/08/2022 |
| 13/07/2022 | 7.12 | Director Business Transformation | Governance Report - July 2022 - Cyclical Report | 17/08/2022 |
| 13/07/2022 | 7.13 | Director Place and Environment | Tender Award - Construction of Moomba Park Wetland | 23/11/2022 |
| 13/07/2022 | 8.2 | Director City Infrastructure | Notice of Motion - Signalised Pedestrian Crossing between Hallam Reserve and Pascoe Vale Gardens Retirement Village | 28/11/2022 |
| 13/07/2022 | 8.3 | Director City Infrastructure | Notice of Motion - Safety - Wheatsheaf Road and Pumpton Avenue intersection and lighting improvement for access to Glenroy Community Hub | 23/06/2023 |
| 13/07/2022 | 8.4 | Director Community | Notice of Motion - Improve Public Secondary Education in Moreland's North | 1/09/2022 |
| 13/07/2022 | 8.5 | Director Community | Notice of Motion - Preserving Council-Run Aged Care Services | 5/09/2022 |
| 13/07/2022 | 8.6 | Director City Infrastructure | Notice of Motion - Pedestrian safety at laneway adjacent to 185 Moreland Road, Coburg | 16/01/2023 |
| 13/07/2022 | 8.7 | Director Community | Reform Victoria's Unjust Bail Laws | 1/09/2022 |
| 10/08/2022 | 7.1 | Director Place and Environment | Coburg Health and Community Services Precinct: Endorsement of the Coburg Health Precinct Masterplan | 14/11/2022 |
| 10/08/2022 | 7.3 | Director City Infrastructure | Safe Movement of Pedestrians and Cyclists – Outcomes of 12-month trials | 19/06/2023 |
| 10/08/2022 | 7.4 | Director City Infrastructure | Northern Region Transport Strategy (Bus) and Related Bus Advocacy | 28/11/2022 |
| 10/08/2022 | 7.5 | Director Community | Food Relief Initiatives | 26/08/2022 |
| 10/08/2022 | 7.6 | Director City Infrastructure | Permanent Road Closures - Laneways in Oak Park | 10/10/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 10/08/2022 | 7.7 | Director Business Transformation | Adoption of Council's Governance Rules | 2/09/2022 |
| 10/08/2022 | 7.8 | Director Community | Community Use of Council Managed Venues Policy Revision | 26/08/2022 |
| 10/08/2022 | 7.9 | Director Business Transformation | Council Action Plan 2021-22 - Fourth Quarter Performance Report | 28/10/2022 |
| 10/08/2022 | 7.10 | Director Business Transformation | Governance Report - August 2022 - Cyclical Report | 15/08/2022 |
| 10/08/2022 | 8.1 | Director Community | Notice of Motion - Biography of architect Charles Heath | 3/11/2022 |
| 14/09/2022 | 7.1 | Director Place and Environment | Amendment C208more - Implementation of the Heritage Nominations Study - Gateway 3 - Consideration of Panel's Recommendations and Decision on the Amendment | 3/11/2022 |
| 14/09/2022 | 7.2 | Director Business Transformation | 2021-22 Financial Statements and Performance Statements | 16/09/2022 |
| 14/09/2022 | 7.3 | Director Place and Environment | Declaration of the Central Coburg Shopping Precinct Special Charge Scheme 2022 - 2027 | 3/11/2022 |
| 14/09/2022 | 7.4 | Director City Infrastructure | 41-43 Service Street, Park Close to Home - Engagement Outcomes and Final Park Concept | 24/11/2022 |
| 14/09/2022 | 7.5 | Director Place and Environment | Naming the Park at 132-134 Cardinal Rd Glenroy - Proposed Shortlist | 18/11/2022 |
| 14/09/2022 | 7.6 | Director Community | Children, Young People and Families Plan 2021-2025 - Implementation of Year 1 Actions | 19/09/2022 |
| 14/09/2022 | 7.7 | Director Community | Human Rights Policy 2016-2026 (revised) | 21/09/2022 |
| 14/09/2022 | 7.1 | Director Business Transformation | Hardship Policy | 16/09/2022 |
| 14/09/2022 | 7.10 | Director Community | Summer 2022-23 Sports Ground Tenancy Allocations | 10/11/2022 |
| 14/09/2022 | 7.11 | Director Business Transformation | Review of Instrument of Delegation Council to Council Staff | 10/10/2022 |
| 14/09/2022 | 7.12 | Director Business Transformation | Governance Report - September 2022 - Cyclical Report | 24/10/2022 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|--------------------------------|---|------------|
| 14/09/2022 | 7.13 | Director City Infrastructure | RFT-2022-287 - Provision of an Integrated Parking Management Solution | 22/06/2023 |
| 14/09/2022 | 8.1 | Director Place and Environment | Notice of Motion - Central Coburg Metropolitan Activity Centre Advocacy | 7/06/2023 |
| 14/09/2022 | 8.2 | Director City Infrastructure | Notice of Motion - Accessible Tram Stops | 17/01/2023 |
| 14/09/2022 | 8.3 | Director Community | Notice of Motion - Supporting Trans and Gender Diverse People | 3/11/2022 |
| 14/09/2022 | 8.4 | Director Place and Environment | Notice of Motion - Retrospective planning amendments | 16/02/2023 |
| 14/09/2022 | 8.5 | Director Community | Notice of Motion - Community Forum on Strategies to Improve Funding and Resourcing of Government Schools In Moreland's North | 14/11/2022 |
| 12/10/2022 | 7.1 | Director Place and Environment | Amendment C208more - Implementation of the Heritage Nominations Study - Gateway 3 - Consideration of Panel's Recommendations and Decision on the Amendment | 3/11/2022 |
| 12/10/2022 | 7.2 | Director Place and Environment | AMENDMENT C201MORE - Rezoning of Industrial Land in the Sheppard and Norris Street Coburg North Precinct - Decision Gateway 3 - Consideration of Panel Report and Decision on the Amendment | 3/11/2022 |
| 12/10/2022 | 7.3 | Director Place and Environment | 2022 Planning Scheme Review Report | 3/11/2022 |
| 12/10/2022 | 7.4 | Director Place and Environment | Right of Way Discontinuance and Sale adjoining 50 & 52 Breese Street Brunswick | 14/11/2022 |
| 12/10/2022 | 7.5 | Director City Infrastructure | Permanent Road Closures - Oak Park Laneways | 24/01/2023 |
| 12/10/2022 | 7.6 | Director Place and Environment | Proposed land rent fee for Scouts and Girl Guides Leases | 21/06/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|------------|------|----------------------------------|--|------------|
| 12/10/2022 | 7.7 | Director Community | Draft Grounds and Pavilions Allocations Policy | 3/11/2022 |
| 12/10/2022 | 7.8 | Director Business Transformation | Investment Policy | 14/11/2022 |
| 12/10/2022 | 7.9 | Director City Infrastructure | Contract RFT-2022-329 - South Street, Hadfield Road Reconstruction Works Between East Street and Sussex Street | 14/11/2022 |
| 12/10/2022 | 7.10 | Director City Infrastructure | Contract RFT-P-2021-210 for Provision of Services for Open Space and Bushland Services | 24/11/2022 |
| 12/10/2022 | 7.11 | Director Community | 2021-22 Moreland City Council Annual Report | 3/11/2022 |
| 12/10/2022 | 7.12 | Director Business Transformation | Financial Management Report for the Period Ended 31 August 2022 | 14/11/2022 |
| 12/10/2022 | 7.13 | Director Business Transformation | Governance Report - October 2022 - Cyclical Report | 31/10/2022 |
| 12/10/2022 | 8.2 | Director Place and Environment | Notice of Motion - Elevated Rail and the Upfield Corridor Vision – Brunswick | 21/06/2023 |
| 12/10/2022 | 8.3 | Director City Infrastructure | Notice of Motion - Support for Animal Rescue Groups | 28/02/2023 |
| 9/11/2022 | 7.1 | Director Place and Environment | Climate Risk Strategy - for Adoption | 23/11/2022 |
| 9/11/2022 | 7.2 | Director City Infrastructure | Update on Urban Forest Strategy | 29/03/2023 |
| 9/11/2022 | 7.3 | Director Community | Development of an LGBTIQ+ Action Plan | 24/05/2023 |
| 9/11/2022 | 7.4 | Director Community | Local History Publishing Project - Biography of Architect Charles Heath | 24/11/2022 |
| 9/11/2022 | 7.5 | Director City Infrastructure | Glenlyon Road and Ewing Street, Brunswick - Removal of On-Street Parking | 2/06/2023 |
| 9/11/2022 | 7.6 | Director City Infrastructure | Nicholson Street, Coburg and Holmes Street, Brunswick Crash Statistics and Pedestrian Movements - Response to Notice of Motion | 2/06/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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|-----------|------|----------------------------------|---|------------|
| 9/11/2022 | 7.7 | Director Place and Environment | Amendment C219more - 42 St Phillip Street, Brunswick East - Removal of Specific Control Overlay - Decision Gateway 2 | 14/11/2022 |
| 9/11/2022 | 7.8 | Director Place and Environment | Sale of Former Drainage Reserve Land Adjoining 22 & 20 Dods Street Brunswick | 2/12/2022 |
| 9/11/2022 | 7.9 | Director Business Transformation | Financial Management Report for the Period Ended 30 September 2022 | 14/11/2022 |
| 9/11/2022 | 7.10 | Director Business Transformation | Council Action Plan 2022-23 - First Quarter Performance Report | 11/11/2022 |
| 9/11/2022 | 7.11 | Director Business Transformation | Governance Report - November 2022 - Cyclical Report | 14/11/2022 |
| 9/11/2022 | 8.1 | Director Place and Environment | Notice of Motion - Built Form Controls for Brunswick Activity Centre | 21/05/2023 |
| 9/11/2022 | 8.2 | Director City Infrastructure | Notice of Motion - Temporary Bike Lanes for Sydney Road during LXP Works | 23/11/2022 |
| 9/11/2022 | 8.3 | Director Place and Environment | Notice of Motion - The Rent is Too High | 20/05/2023 |
| 9/11/2022 | 8.4 | Director Place and Environment | Notice of Motion - Establishing a Program to Facilitate Electric Vehicle Charging Where No Off-Street Parking Options Exist | 23/06/2023 |
| 9/11/2022 | 8.5 | Director Place and Environment | Brunswick Level Crossing Removal Consultation Processes | 21/06/2023 |
| 9/11/2022 | 8.6 | Director Community | Notice of Motion - Stop Hazara Genocide | 4/01/2023 |
| 7/12/2022 | 7.1 | Director Place and Environment | Elevated Rail Through Brunswick - Council's Response to State Government Project | 14/06/2023 |
| 7/12/2022 | 7.3 | Director Community | Community Heritage Action Plan 2022-2025 | 1/02/2023 |
| 7/12/2022 | 7.5 | Director Business Transformation | Citizenship Ceremonies | 27/04/2023 |
| 7/12/2022 | 7.6 | Director Place and Environment | Amendment C219more - 42 St Phillip Street, Brunswick East - Removal of Specific Control Overlay - Decision Gateway 2 | 20/05/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 7/12/2022 | 7.7 | Director Place and Environment | Amendment C221more - Development Contribution Plan Project Substitutions - Decision Gateway 2 - Adoption | 20/05/2023 |
| 7/12/2022 | 7.9 | Director Place and Environment | Notice of Intention to Declare a Special Charge Scheme - Sydney Road Brunswick Shopping Precinct | 20/05/2023 |
| 7/12/2022 | 7.10 | Director Place and Environment | Naming the Park at Cardinal Road - Voting Poll Results | 18/05/2023 |
| 7/12/2022 | 7.11 | Director Place and Environment | Merri-bek Naming Support Grant | 2/05/2023 |
| 7/12/2022 | 7.12 | Director Community | Community Engagement Policy Update | 27/04/2023 |
| 7/12/2022 | 7.13 | Director City Infrastructure | Traffic management opportunities for Cocoa Jackson Lane, Warburton Street and Horne Street, Brunswick - Response to Notice of Motion | 21/04/2023 |
| 7/12/2022 | 7.14 | Director City Infrastructure | Pedestrian Safety Treatment: Laneway at 185 Moreland Road, Coburg | 16/01/2023 |
| 7/12/2022 | 7.16 | Director City Infrastructure | Decision to Permanently Close John Street, Brunswick East | 2/06/2023 |
| 7/12/2022 | 7.18 | Director Place and Environment | Affordable Housing Action Plan 2022-26 | 20/05/2023 |
| 7/12/2022 | 7.19 | Director Community | Contract 2021-203 Management Of Councils Aquatic and Leisure Centres Financial Status | 1/02/2023 |
| 7/12/2022 | 7.20 | Director Business Transformation | 2022/23 First Quarter Financial Report | 15/12/2022 |
| 7/12/2022 | 7.21 | Director Business Transformation | Financial Management Report for the Period Ended 31 October 2022 | 15/12/2022 |
| 7/12/2022 | 7.22 | Director Business Transformation | Revised Councillor Gifts, Benefits and Hospitality Policy | 27/04/2023 |
| 7/12/2022 | 7.23 | Director Business Transformation | Councillor Appointments to Portfolios, Internal Committees, Advisory Committees, Reference Groups and other External Bodies | 27/04/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 7/12/2022 | 7.24 | Director Business Transformation | Governance Report - December 2022 - Cyclical Report | 21/12/2022 |
| 7/12/2022 | 7.25 | Director Place and Environment | Proposed change in lessee and new lease for H E Kane Memorial Kindergarten | 8/02/2023 |
| 7/12/2022 | 7.26 | Director Place and Environment | Proposed Telecommunications Lease - Part of 133-165 Daley Street Glenroy | 21/06/2023 |
| 7/12/2022 | 8.1 | Director Business Transformation | Notice of Motion - Review of Governance Rules | 27/04/2023 |
| 7/12/2022 | 11.1 | Director City Infrastructure | Installation of safety measures at the Urquhart Street pedestrian crossing before the 2023 school year | 22/06/2023 |
| 19/12/2022 | 4.1 | Director City Infrastructure | Contract ST-2022-314 - 33 Saxon Street Redevelopment Project | 24/04/2023 |
| 19/12/2022 | 4.2 | Director Community | Contract ST-2022-307 Fawkner Leisure Centre Redevelopment | 3/01/2023 |
| 8/02/2023 | 7.1 | Director Community | Library Hours Trial | 17/02/2023 |
| 8/02/2023 | 7.3 | Director City Infrastructure | Northern Regional Trails Strategy 2022 - Merri-bek Adoption | 2/06/2023 |
| 8/02/2023 | 7.5 | Director Business Transformation | Suburb Boundary Realignment - 119A and 121 Lygon Street Brunswick East | 23/02/2023 |
| 8/02/2023 | 7.6 | Director Business Transformation | Council Action Plan 2022-23 - Second Quarter Performance Report | 28/04/2023 |
| 8/02/2023 | 7.7 | Director Business Transformation | Financial Management Report for the Period Ended 31 December 2022 | 23/02/2023 |
| 8/02/2023 | 7.8 | Director City Infrastructure | Contract Variation: RFT-2021-217 – Wallace Reserve North and South Refurbishments | 27/02/2023 |
| 8/02/2023 | 7.9 | Director City Infrastructure | Contract Award RFT-2022-333 Concrete and Drainage Works | 10/02/2023 |
| 8/02/2023 | 7.11 | Director Business Transformation | Governance Report - February 2023 - Cyclical Report | 21/02/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 22/02/2023 | 4.1 | Director City Infrastructure | Contract Award RFT-2022-333 Concrete and Drainage Works | 31/05/2023 |
| 8/03/2023 | 7.1 | Director City Infrastructure | Fawkner Transport Study | 9/06/2023 |
| 8/03/2023 | 7.2 | Director City Infrastructure | Draft Fawkner Merri Creek Parkland Plan | 15/03/2023 |
| 8/03/2023 | 7.3 | Director City Infrastructure | RFT-2022-364 - JP Fawkner Reserve- East Pavilion Social Club and Therry West Pavilion Refurbishment | 4/04/2023 |
| 8/03/2023 | 7.4 | Director Place and Environment | Community Battery Proposal - Funding Application | 6/04/2023 |
| 8/03/2023 | 7.5 | Director Place and Environment | Glenroy Community Hub cafe - Expression of Interest update | 20/05/2023 |
| 8/03/2023 | 7.6 | Director Community | Winter and Annual Sporting Facilities Allocation Report | 22/03/2023 |
| 8/03/2023 | 7.7 | Director Community | Draft Allocation & Use of Sporting Facilities, Grounds & Pavilions Policy | 29/05/2023 |
| 8/03/2023 | 7.8 | Director Business Transformation | 2022/23 Mid-Year Financial Report | 4/04/2023 |
| 8/03/2023 | 7.9 | Director Business Transformation | Financial Management Report for the Period Ended 31 January 2023 | 4/04/2023 |
| 8/03/2023 | 7.10 | Director Business Transformation | Governance Report - March 2023 - Cyclical Report | 15/03/2023 |
| 8/03/2023 | 8.3 | Director Place and Environment | Notice of Motion - Community Engagement - Proposed Telecommunication lease ATC Cook Reserve | 20/06/2023 |
| 12/04/2023 | 7.1 | Director Place and Environment | Brunswick Level Crossing Removals Position Paper | 14/06/2023 |
| 12/04/2023 | 7.2 | Director Business Transformation | Proposed Merri-bek Council 4-year budget 2023-2027 | 14/04/2023 |
| 12/04/2023 | 7.3 | Director Community | Coburg Night Market | 28/04/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 12/04/2023 | 7.5 | Director Business Transformation | 2022/23 Third Quarter Financial Report | 14/04/2023 |
| 12/04/2023 | 7.6 | Director Business Transformation | Financial Reserves and Capital Management Policy | 14/04/2023 |
| 12/04/2023 | 7.7 | Director Place and Environment | Amendment C219 - 42 St Phillip Street, Brunswick - Removal of Specific Control Overlay- Decision Gateway 3 | 20/05/2023 |
| 12/04/2023 | 7.8 | Director City Infrastructure | RFT-2022-353 Lorne Street, Fawkner (Sydney Road to Wembley Road) Road Reconstruction Works Contract Award | 24/04/2023 |
| 12/04/2023 | 7.9 | Director Business Transformation | Review of Instrument of Delegation Council to Council Staff | 21/04/2023 |
| 12/04/2023 | 7.10 | Director Business Transformation | Governance Report - April 2023 - Cyclical Report | 14/04/2023 |
| 12/04/2023 | 8.3 | Director City Infrastructure | Notice of Motion - Kastorian Association – North Coburg | 23/06/2023 |
| 19/04/2023 | 4.1 | Director City Infrastructure | Contract ST-2022-314 - 33 Saxon Street Redevelopment Project | 27/04/2023 |
| 10/05/2023 | 7.1 | Director Place and Environment | Proposed Refusal of Telecommunication Lease - ATC Cook Reserve Glenroy | 21/06/2023 |
| 10/05/2023 | 7.3 | Director Place and Environment | Unit 1, 6 Sutherland Street Coburg | 21/06/2023 |
| 10/05/2023 | 7.4 | Director Business Transformation | Suburb Boundary Realignment - 8, 10, 12, 14, 16 and 18 Sussex Street, Pascoe Vale South | 31/05/2023 |
| 10/05/2023 | 7.5 | Director Place and Environment | Vibrant Brunswick - Brunswick Activity Centre Review of Land Use and Built Form Requirements | 9/06/2023 |
| 10/05/2023 | 7.6 | Director Place and Environment | Declaration of the Sydney Road Brunswick Shopping Precinct Special Charge Scheme 2023-2028 | 7/06/2023 |
| 10/05/2023 | 7.8 | Director Community | Community Grant Program Recommendations 2023 | 29/05/2023 |

Resolutions Completed during the current Council term – November 2020-June 2023

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| 10/05/2023 | 7.10 | Director Community | Friends of Aileu Annual Report | 29/05/2023 |
| 10/05/2023 | 7.11 | Director Business Transformation | Revised Procurement Policy 2021 - 2025 | 24/05/2023 |
| 10/05/2023 | 7.12 | Director Business Transformation | Financial Management Report for the Period Ended 31 March 2023 | 24/05/2023 |
| 10/05/2023 | 7.13 | Director Business Transformation | Council Action Plan 2022-23 - Third Quarter Performance Report | 15/05/2023 |
| 10/05/2023 | 7.14 | Director Business Transformation | Governance Report - May 2023 - Cyclical Report | 15/05/2023 |
| 10/05/2023 | 7.15 | Director City Infrastructure | RFT-2023-377 Hosken Reserve - Merlynston Tennis Pavilion (Modular) | 24/05/2023 |
| 10/05/2023 | 7.16 | Director City Infrastructure | Contract Variation: RFT-2021-150 - Sumner Park Pavilion Refurbishment | 24/05/2023 |
| 10/05/2023 | 7.17 | Director City Infrastructure | Contract Variation: RFT-2021-230 - 14 Frith Street, Brunswick Park Close to Home | 24/05/2023 |
| 10/05/2023 | 8.2 | Director Community | Notice of Motion - Closure of Fawkner Commonwealth Bank branch | 29/05/2023 |
| 10/05/2023 | 8.4 | Director Community | Notice of Motion - Support for Accessible Tram Stop event | 22/05/2023 |
| 10/05/2023 | 8.5 | Director Place and Environment | Notice of Motion - Proposals to Bypass Councils' Role in Planning | 7/06/2023 |

7.13 GOVERNANCE REPORT - JULY 2023 - CYCLICAL REPORT

Director Business Transformation, Sue Vujcevic

Governance and Strategy

Officer Recommendation

That Council:

1. Notes the summary of minutes from Advisory Committees to Council, at Attachment 1 to this report:
 - a) Human Rights and Inclusion Advisory Committee meeting held 27 April 2023
 - b) Sustainable Transport Advisory Committee meeting held 2 May 2023
 - c) Arts Advisory Committee meeting held 18 May 2023
 - d) Environmental Sustainability Advisory Committee meeting held 1 June 2023.
2. Endorses the recommendation of the Human Rights and Inclusion Advisory Committee:
 - a) That a joint forum with all Advisory Committees and Reference Groups is held regularly (annually or every 2 years).
3. Notes the Records of Meetings, at Attachment 2 to this report.
4. Notes responses to questions taken on notice during Public Question Time at the 7 December 2022, 10 May 2023, and 20 June 2023 Council meeting, at Attachment 3 to this report.
5. Endorses the Merri-bek City Council Audit and Risk Committee Performance Report 2022/23, at Attachment 4 to this report.
6. Approves the registration of Cr Riley to attend the Victorian Greenhouse Alliance Conference at the cost of \$110 (including GST).
7. Approves the Mayor Cr Panopoulos and the Deputy Mayor, Cr Davidson to attend the Asia Pacific Cities Summit and Mayors' Forum which is being held in Brisbane from 11 – 13 October 2023, at the estimated cost of \$3,700 each (excluding GST).
8. Approves Cr Riley to participate in a joint Council / Friends of Aileu delegation to travel to Timor-Leste in October 2023, with an estimated cost of \$4,000 (excluding GST).

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| REPORT |
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Executive Summary

The Governance report is prepared as a monthly standing report to Council which provides a single reporting platform for a range of statutory compliance, transparency, and governance related matters.

This Governance report includes:

- A summary of the minutes of Advisory Committee meetings held, with a recommendation that Council notes the minutes.
- Records of Meetings, with a recommendation that Council notes the records.
- Responses to Public Question Time items taken on notice at previous Council meetings, with a recommendation that Council notes the responses.
- An endorsement of the Merri-bek City Council Audit and Risk Committee Performance Report 2022/23 in accordance with the Audit and Risk Committee Charter.

- A request seeking Council approval for Cr Riley to attend the Victorian Greenhouse Alliance Conference on 4 August 2023.
- A request seeking Council approval for the Mayor Cr Panopoulos and the Deputy Mayor, Cr Davidson to attend the Asia Pacific Cities Summit and Mayors' Forum which is being held in Brisbane from 11 – 13 October 2023.
- A request seeking Council approval for Cr Riley to participate in a joint Council / Friends of Aileu delegation to travel to Timor-Leste in October 2023 in conjunction with representatives from Hume City Council.

Previous Council Decisions

Nil.

1. Policy Context

Reports from Advisory Committees to Council provided in accordance with the Terms of Reference.

The *Local Government Act 2020* (the Act) and the Governance Rules set out the requirements for keeping and reporting records of meetings held under the auspices of Council.

Council's Governance Rules contains provisions which enable the Chairperson to take a question On Notice, with a considered written response being provided to the questioner, in circumstances including where the question requires information that is either not available or accessible at the time of that meeting, or where the time allowed for Public Question Time has elapsed.

The Audit and Risk Committee's Charter requires that the annual performance report be presented to Council.

The Council Support, Expenses and Resources Policy requires that all overseas travel, and the attendance at ticketed events with a value of \$100 or more per ticket, be approved by a resolution of Council.

2. Background

The Governance Report is prepared as a monthly report to Council to provide a single reporting platform for a range of statutory compliance, transparency, and governance related matters.

In accordance with best practice principles and good governance practice, and to ensure compliance with the requirements of the Act, this report incorporates matters including reporting of Advisory Committees, records of meetings held under the auspice of Council, items relating to the delegation of Council powers and duties, and policy and strategy reporting.

3. Issues

Advisory Committee minutes

A summary of the following minutes of Advisory Committee meetings held are provided at **Attachment 1** for Council's information:

- a) Human Rights and Inclusion Advisory Committee meeting held 27 April 2023
- b) Sustainable Transport Advisory Committee meeting held 2 May 2023
- c) Arts Advisory Committee meeting held 18 May 2023
- d) Environmental Sustainability Advisory Committee meeting held 1 June 2023.

The Human Rights and Inclusion Advisory Committee have recommended that a joint forum with all Advisory Committees be held regularly, either annually or every 2 years. Council officers note the Committee's support for such events and advise that plans are already underway to hold a Joint Forum of Advisory Committees and Reference Groups in the next calendar year.

Records of Meetings held under the auspice of Council

Records of matters discussed at meetings organised or hosted by Merri-bek that involve Councillors and Council officers are kept in accordance with the Governance Rules.

Meeting Records must include meeting attendees, including organisations represented by external presenters; the title of matters discussed; and any conflicts of interests disclosed and whether the declarant of a conflict of interests recused themselves from the meeting.

Some examples include Councillor Briefings, meetings with residents/developers/clients/organisations/Government departments/statutory authorities and consultations.

Records of Meetings received since the June Council Meeting are presented at **Attachment 2** as follows:

- Councillor Briefing – 19 June 2023
- Councillor Briefing – 21 June 2023
- Planning Briefing – 26 June 2023.

On Notice responses – Previous Council meetings

At Council Meetings, questions and/or statements are taken On Notice during Public Question Time, where persons submitting questions are not in attendance or where the maximum allowable time for public questions has elapsed.

Questions taken On Notice are provided with a written response following the meeting for which they are submitted and reported to Council at the next practicable meeting. The questions are recorded in the meeting minutes. Statements taken On Notice are provided to Councillors for information, with an abbreviated/summarised version recorded in the meeting's minutes.

The on notice responses at **Attachment 3** to this report relate to questions from 7 December 2022, 10 May and 20 June 2023 Council meetings regarding:

- Kent Road Bike Lanes
- Animal registration fees
- Budget 2023-2027 and Council Action Plan 2023-2024 adoption.

Merri-bek City Council Audit and Risk Committee Performance Report 2022/23

The Audit and Risk Committee is required to report its performance annually to Council.

At the Audit and Risk Committee meeting on 6 June 2023, the Merri-bek City Council Audit and Risk Committee Performance Report 2022/23 was endorsed by the Committee for presentation to Council for endorsement.

The message from the independent Chair contained in the Merri-bek City Council Audit and Risk Committee Performance Report 2022/23 includes:

I am pleased to present this report which outlines the Audit and Risk Committee's achievements throughout the 2022-2023 period. I would like to thank Councillors, fellow independent members and Council staff for their valuable contribution and support. This report reflects Merri-bek City Council's commitment to continuous improvement in governance and risk management practices and showcases the progress made throughout the year. We hope that this report will provide insight into the Committee's work and highlight our pledge to continuous improvement.

The Merri-bek City Council Audit and Risk Committee Performance Report 2022/23 is shown at **Attachment 4**.

Attendance at the Victorian Greenhouse Alliance Conference - 4 August 2023

Cr Riley is seeking Council approval to attend the Victorian Greenhouse Alliance Conference on 4 August 2023. The cost to attend the conference is \$110 (including GST).

The VGA Annual Conference brings together Victorian local government councillors, executive leaders and officers, working on and interested in climate change projects and advocacy. Victorian councils started working together to form Greenhouse Alliances over 20 years ago, and they have been leading on climate action ever since.

The next conference will be at the Melbourne Convention and Exhibition Centre. The Victorian Greenhouse Alliances will once again partner with the Council Alliance for a Sustainable Built Environment (CASBE), with support from the Victorian Government's Supporting Our Regions to Adapt program and Sustainability Victoria.

This event is targeted at local government, with active participation from a range of organisations working directly with councils.

Asia Pacific Cities Summit and Mayors' Forum

The Mayor Cr Panopoulos and the Deputy Mayor, Cr Davidson are seeking Council approval to attend the Asia Pacific Cities Summit (APCS) and Mayors' Forum which is being held in Brisbane from 11–13 October 2023. The Mayor has submitted an application to the conference organisers to be considered as a presenter at the summit.

The APCS and Mayors' Forum has been welcoming city leaders, future makers and trailblazers for more than 25 years, creating a forum to share and propel government and business relations and showcase the capabilities of cities to the world. APCS offers an unsurpassed global opportunity for city and business leaders.

The APCS has become the hallmark event for those at the forefront of cities drawing the largest and most diverse gathering of mayors in the Asia Pacific. As an award-winning summit (Australian Event Awards Conference of the Year 2020), the alumni of participating cities now surpass 550.

In 2019, APCS attracted more than 1,400 delegates from 140 cities, representing a population of 405 million.

Over three days, more than 1,000 delegates will gather in Brisbane, including mayors, policy makers, business leaders, leading academics and industry professionals.

The central theme for this year's program is Shaping Cities for Our Future, with the sub themes being Cities of Connection, Cities of Sustainability and Cities of Legacy.

It is estimated that the cost of registration, travel, accommodation and expenses related to each councillor is \$3,700 (excluding GST). Councillor travel will be undertaken in compliance with the Council Support, Expenses and Resources Policy.

Council / Friends of Aileu delegation to Timor-Leste 2023

The Friends of Aileu Community Committee has indicated support for a joint Council / Friends of Aileu delegation to travel to Timor-Leste later this year.

Cr Mark Riley, Merri-bek Council's representative on the Friends of Aileu Community Committee has indicated his interest in participating in the delegation and his availability should the delegation proceed in October. It is, however, recognised that other councillors may wish to nominate their interest in the delegation.

The Hume Council representatives on the Friends of Aileu Community Committee, Cr Joseph Haweil and Cr Naim Kurt, have also indicated their interest in participating in the delegation and their availability should the delegation proceed in October.

The most recent delegation to Aileu was in July 2019 when Cr Riley, together with Cr Haweil and Cr Karen Sherry of Hume City Council, spent one week in Dili and Aileu accompanied by Christopher Adams, Project Officer East Timor.

This proposed 2023 delegation is the first such visit to Aileu since 2019, when the Project Officer accompanied Cr Riley (Merri-bek) and Crs Haweil and Sherry (Hume).

The proposed 2023 delegation is considered necessary to:

- Maintain the necessary personal and organisational relationships, and cultural exchange, with our Agreement partners, the Timor-Leste Ministry of State and Aileu Municipal Administration, and with other government and non-government project partners
- See first-hand the changing environment in which our Agreement and project partners are operating in Aileu and more broadly in Timor-Leste
- Better understand the ongoing development of the organisation, roles, responsibilities and capabilities of the Aileu Municipal Administration, and of the public sector more generally, as the Timor-Leste Government's decentralisation agenda is gradually implemented
- Better understand the ongoing development of the organisation, roles, responsibilities and capabilities of Friends of Aileu's non-government project partners
- Discuss Aileu's current and emerging issues and priorities relevant to the friendship and municipal cooperation relationships
- Inspect and assess projects and activities supported by the two Councils through the Friends of Aileu, and meet key stakeholders
- Collect photographic and video material to be used in future reports and promotion of the Friends of Aileu and the outcomes achieved through the projects and activities supported through our friendship and cooperation efforts.

Subject to approval for the delegation, a detailed program will be developed by the Project Officer in collaboration with the councillor representatives and our Agreement and project partners.

It is estimated that the cost of travel for a councillor is \$4,000. Councillor travel will be undertaken in compliance with the Council Support, Expenses and Resources Policy.

Human Rights Consideration

The implications of this report have been assessed in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

4. Community consultation and engagement

Advisory committees provide a valuable communication and consultation link between the organisation, Councillors, Council and the community.

Public Question Time provides an opportunity for the community to engage with and direct their questions and statements directly to the Council.

5. Officer Declaration for a Conflict of Interests

Council officers involved in the preparation of this report have no conflicts of interest in the matters contained therewith.

6. Financial and Resources Implications

The cost of the attendance of Cr Riley at the Victorian Greenhouse Alliance Conference is \$110 (including GST), which will also be met from the Mayor and Councillors budget.

It is estimated that the cost of registration, travel, accommodation and expenses for Councillors Panopoulos and Davidson to attend the Asia Pacific Cities Summit and Mayors' Forum in Brisbane is estimated to be around \$3,700 each (excluding GST), which will be met from the Mayor and Councillors budget.

It is estimated that the cost of travel, accommodation and car hire for Cr Riley to participate in the joint Council / Friends of Aileu delegation to Timor-Leste will be \$4,000, which will be met from existing budget allocations.

7. Implementation

Governance activity, including reports of Committees to Council, Records of Meetings and Community Question Time items will continue to be reported to Council monthly.

Subject to Council's decision, the next steps include:

- Merri-bek City Council Audit and Risk Committee Performance Report 2022/23 will be published on Council's website by 30 July 2023.
- Confirming the attendance of Cr Riley at the Victorian Greenhouse Alliance Conference on 4 August 2023.
- Confirming the arrangements for Councillors Panopoulos and Davidson to attend the Asia Pacific Cities Summit and Mayors' Forum in Brisbane from 11–13 October 2023.
- Confirming the arrangements for Cr Riley to participate in the joint Council / Friends of Aileu delegation to travel to Timor-Leste in October 2023.

Attachment/s

| | | |
|---------------------|---|------------|
| 1 ↓ | Reports from Advisory Committees to Council - July 2023 | D23/300755 |
| 2 ↓ | Records of Meetings - July 2023 | D23/300506 |
| 3 ↓ | Responses to Questions taken On Notice - July 2023 | D23/298702 |
| 4 ↓ | Audit and Risk Committee Performance Report 2022/23 | D23/268762 |

HUMAN RIGHTS AND INCLUSION ADVISORY COMMITTEE REPORT TO COUNCIL

A report of the Human Rights and Inclusion Advisory Committee meeting held on 27 April 2023 are provided for Council's information.

Councillors appointed to the Committee: Cr Sue Bolton

Key Items Discussed

- HRIAC membership – there is a need to recruit further members with the resignation of some members and lack of attendance by others.
- Reports and any recommendations from associated Reference Groups
- HRIAC and associated reference groups – Combined gathering in February
- Merri-bek Human Rights Policy - Priority actions in the implementation plan
- Inquiry into Australia's Human Rights Framework

Disclosures of Conflict of Interest

No conflict of interest was disclosed at the meeting.

Committee Recommendation

That a joint forum with all Advisory Committees and Reference Groups is held regularly (annually or every 2 years).

Attachment/s

There are no attachments for this report.

SUSTAINABLE TRANSPORT ADVISORY COMMITTEE

A report of the Sustainable Transport Advisory Committee meeting held on 2 May 2023 is provided for Council's information.

The Councillor appointed to the Sustainable Transport Advisory Committee for 2023 is Cr Pulford.

Key Items Discussed

Ben Rossiter, CEO of Victoria Walks gave a presentation on Walking for Transport. There was an open discussion on infrastructure to support walking, including:

- data needed to support prioritisation of projects for advocacy and funding
- review of crash data
- consideration of feedback data from 10 year program from last year
- consideration of previous advocacy items

Other topics discussed at the meeting included:

- Brunswick Level Crossing Removals
- Capital works program (10 Year Active Travel Plan and the draft budget open for public consultation)
- Priority projects
- Funding levels for active travel projects
- Council's planned submission to the Parliamentary Inquiry into the impacts of road user behaviour of vulnerable road users
- Consideration of impacts on passers-by during construction projects in open space

There was a request for update on 30 km/h trials at next meeting

Disclosures of Conflict of Interest

No conflict of interest was disclosed at the meeting.

Committee Recommendation

There were no recommendations from the committee to Council.

Attachment/s

There are no attachments for this report.

ARTS ADVISORY COMMITTEE

A report of the Arts Advisory Committee meeting held on 18 May 2023 is provided for Council's information.

Councillors appointed to the Arts Advisory Committee: Cr Monica Harte, Cr Lambros Tapinos (apology).

Key Items Discussed

- Arts and Culture Strategy progress
- Presentation about Next Wave, manager of Brunswick Mechanics Institute
- Public Art, including new artworks in the collection and deaccessioning process
- Recruitment of new Arts Advisory Committee members

Disclosures of Conflict of Interest

No conflict of interest was disclosed at the meeting.

Committee Recommendation

There were no recommendations from the committee to Council.

Attachment/s

There are no attachments for this report.

ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE

A report of the Environmental Sustainability Advisory Committee meeting held on 1 June 2023 is provided for Council's information.

Councillors appointed to the Environmental Sustainability Advisory Committee: Cr Angelica Panopoulos.

Key Items Discussed

- Ethos Urban made a presentation on the Sportsfield Surface Study that has been commissioned by Council. Discussions included the health impacts of the materials used for surfaces (natural turf, hybrid and synthetic), maintenance of natural surfaces, alignment with other upcoming policies and guidance on making decisions in the future on the choice of surface types for sportsfields and other applications such as tennis courts.
- The scope and key questions being explored in the development of the Open Space Strategy was presented to the group. This project is currently in its first phase of community engagement. This strategy will provide an overall framework to guide decisions in the development and use of open space and will seek to identify barriers and opportunities.

Disclosures of Conflict of Interest

No conflict of interest was disclosed at the meeting.

Committee Recommendation

There were no recommendations from the committee to Council.

Attachment/s

There are no attachments for this report.

Record of Meeting

Meeting: Councillor Briefing (online)

Date: 19 June 2023

Meeting time: 6.00pm



This Record is kept in accordance with the Governance Rules adopted by Council most recently on 8 August 2022.

Rule 9.1 provides that a record of the matters discussed at meetings organised or hosted by Council that involve Councillors and Council staff will be kept. The record will include the attendees at the meeting, including the organisations represented by external presenters, the title of matters discussed and any conflicts of interest were disclosed and the person with the conflict of interest left the meeting.

| Attendees | | | |
|---|--|---|--------------|
| Councillors | Cr Angelica Panopoulos, Mayor | Cr Monica Harte | |
| | Cr Helen Davidson, Deputy Mayor | Cr Annalivia Carli Hannan | |
| | Cr Mark Riley | Cr James Conlan | |
| | Cr Sue Bolton | | |
| Apologies | Cr Adam Pulford, leave of absence | Cr Lambros Tapinos | |
| | Cr Oscar Yildiz | Cr Helen Pavlidis | |
| Council Staff (name and position) | Cathy Henderson, Chief Executive Officer Eamonn Fennessy, Director Community Joseph Tabacco, Director Place and Environment Anita Curnow, Director City Infrastructure Sue Vujcevic, Director Business Transformation Jemma Wightman, Chief Financial Officer | | |
| External participants | Nil | | |
| Items discussed | | Conflict disclosed by, general or material and the nature | Left meeting |
| 1 | Council Meeting Agenda | | |

Name and title of Council officer completing record: Sue Vujcevic, Director Business Transformation

This form is kept in accordance with the Information Privacy Principles and Merri-bek City Council's Privacy Policy and practices as stated on Merri-bek's [website](#).

Record of Meeting

Meeting: Councillor Briefing

Date: 21 June 2023

Meeting time: 6.00pm



This Record is kept in accordance with the Governance Rules adopted by Council most recently on 8 August 2022.

Rule 9.1 provides that a record of the matters discussed at meetings organised or hosted by Council that involve Councillors and Council staff will be kept. The record will include the attendees at the meeting, including the organisations represented by external presenters, the title of matters discussed and any conflicts of interest were disclosed and the person with the conflict of interest left the meeting.

| Attendees | | |
|---|--|--|
| Councillors | Cr Angelica Panopoulos, Mayor Cr Helen Davidson, Deputy Mayor Cr Mark Riley | Cr Monica Harte Cr Lambros Tapinos Cr James Conlan |
| Apologies | Cr Sue Bolton Cr Oscar Yildiz Cr Annalivia Carli Hannan | Cr Adam Pulford, leave of absence Cr Helen Pavlidis |
| Council Staff (name and position) | Cathy Henderson, Chief Executive Officer Eamonn Fennessy, Director Community Joseph Tabacco, Director Place and Environment Anita Curnow, Director City Infrastructure Sue Vujcevic, Director Business Transformation Yvonne Callanan, Manager Governance and Strategy Jarryd Murphy, Acting Senior Project Manager Stephen Petrie, Senior Project Manager Kamal Singh, Acting Manager Capital Works Planning and Delivery Amber Stuart, Unit Manager Arts and Culture Lisa Dempster, Manager Cultural Development | |
| External participants | John Watson, Chair of Audit and Risk Committee | |
| Items discussed (list topics discuss, excluding welcome & next meeting) | Conflict disclosed by, general or material and the nature | Left meeting |

This form is kept in accordance with the Information Privacy Principles and Merri-bek City Council's Privacy Policy and practices as stated on Merri-bek's [website](#).

| | | | |
|---|--|--|--|
| 1 | Audit and Risk Committee Annual Committee Performance Report (including presentation of the Strategic Internal Audit Plan) | | |
| 2 | Major Capital Works Update | | |
| 3 | Draft Arts and Culture Strategy | | |

Name and title of Council officer completing record: Sue Vujcevic, Director Business Transformation

This form is kept in accordance with the Information Privacy Principles and Merri-bek City Council's Privacy Policy and practices as stated on Merri-bek's [website](#).

Record of Meeting

Meeting: Planning Briefing

Date: 26/6/2023

Meeting time: 6:00pm



This Record is kept in accordance with the Governance Rules adopted by Council most recently on 8 August 2022.

Rule 9.1 provides that a record of the matters discussed at meetings organised or hosted by Council that involve Councillors and Council staff will be kept. The record will include the attendees at the meeting, including the organisations represented by external presenters, the title of matters discussed and any conflicts of interest were disclosed and the person with the conflict of interest left the meeting.

| Attendees | | | |
|---|---|--|---------------------|
| Councillors | Cr Angelica Panopoulos, Mayor | Cr Helen Davidson, Deputy Mayor | |
| | Cr Helen Pavlidis | Cr James Conlan | |
| | Cr Lambros Tapinos | Cr Mark Riley | |
| | Cr Monica Harte | Cr Oscar Yildiz | |
| | Cr Sue Bolton | Cr Annalivia Carli Hannan | |
| Apologies | Cr Adam Pulford, leave of absence | | |
| Council Staff (name and position) | Joseph Tabacco – Director Place and Environment Kim Giaquinta – Unit Manager Strategic Planning Phillip Priest – Group Manager City Development Mark Hughes – Unit Manager Urban Planning Ryan Hay – Planning Coordinator | | |
| External participants | N/A | | |
| Items discussed | | Conflict disclosed by, general or material and the nature | Left meeting |
| 1 | Heritage Shopfronts Along Sydney Road Coburg | - | - |
| 2 | MPS/2021/257/B – 1A Champ Street, Coburg | - | - |
| 3 | MPS/2022/773 – 477 Sydney Road, Coburg | - | - |
| | 81A Bell Street, Coburg (former Coburg High) - VCAT decision affirming refusal | - | - |
| 5 | Brunswick Tram Depot – 807 Sydney Road, Brunswick | - | - |
| 6 | 12 &14 Linden St, Brunswick East (MPS/2022/769 & MPS/2022/722) | - | - |

Name and title of Council officer completing record: Phillip Priest – Group Manager City Development

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Brunswick Victoria 3056

merri-bek.vic.gov.au



Xref: PQT Dec 22
Doc. No. D22/560848
Enq: Lee Dowler
Tel: 9240 1111

Ms Pauline Carmichael
[REDACTED]

Dear Ms Carmichael

PUBLIC QUESTION TIME ON NOTICE RESPONSE FROM DECEMBER 2022 COUNCIL MEETING

I write in response to your question submitted to the 7 December Council meeting. I apologise for the delay in responding.

Question

Will Council's Public Liability and Professional Indemnity insurance cover the trial bike lanes on Kent Road, Pascoe Vale and any damage to vehicles or personal injury?

Answer to Question

Council's public liability insurance policy provides cover against personal injury or property damage suffered by a member of the public as a direct result of any negligent acts or omissions of Council.

Whether or not any damage to vehicles or personal injury experienced on Kent Road, Pascoe Vale in the area of the bike lane trial would be covered would depend on the specific circumstances of such damage or injury and would be considered on a case by case basis.

Thank you for your interest in community engagement and public participation.

Yours sincerely
[REDACTED]

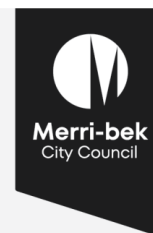
Anita Curnow
DIRECTOR CITY INFRASTRUCTURE

28 / 06 / 2023

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Xref: D23/212428
Doc. No. D23/284562
Enq: Anita Curnow
Tel: 9240 1111

Ms Marion Attwater



PUBLIC QUESTION TIME ON NOTICE RESPONSE FROM MAY 2023 COUNCIL MEETING

I write to you in response to your question submitted to the 10 May Council meeting, as follows:

Question - Fees for the registration, or renewal of registration, of dogs and cats

When was the last time that Councillors made a resolution to fix specific fees for the registration, or renewal of registration, of dogs and cats?

Thank you for your interest in community engagement and public participation. I provide you with the answer to your question.

Answer to Question

The Council budget is adopted every year through the making of one or more resolutions. This includes resolving to adopt the fees and charges that are included in the budget document.

As such, Councillors made a resolution on the fees for registration / renewal of registration of dogs and cats at the 2022/23 Council Budget adoption on 23 June 2022.

It is anticipated that a further such resolution (for the 2023/24 Budget year) will be made tonight, 20 June 2023.

Yours sincerely



Anita Curnow
DIRECTOR CITY INFRASTRUCTURE

20 / 06 / 2023

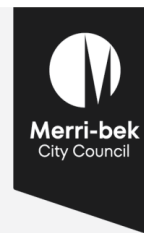
Merri-bek Language Link

| | | | | | | | | |
|----------|---------|-----------|------------|------------|-----------|--|----------------------|-----------|
| Italiano | Italian | 9280 1911 | Türkçe | Turkish | 9280 1914 | 普通话 | Chinese (Simplified) | 9280 0750 |
| Ελληνικά | Greek | 9280 1912 | Tiếng Việt | Vietnamese | 9280 1915 | National Relay Service: 13 36 77 or relayservice.com.au | | |
| عربي | Arabic | 9280 1913 | नेपाली | Nepali | 9280 0751 | | | |

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merri-bek.vic.gov.au



XRef: PQ June 2023
Doc. No. D23/290597
Enq: Anita Curnow
Tel: 9240 1111

Ms Pauline Carmichael
[REDACTED]

Dear Ms Carmichael

PUBLIC QUESTION TIME ON NOTICE RESPONSE FROM JUNE 2023 COUNCIL MEETING

I write to you in response to your questions submitted to the 20 June 2023 Council meeting, as follows:

Question - in regards to item 7.1 of 20 June 2023 meeting agenda

I refer to report 7.1 in Council meeting agenda 8 June 2022 Significant community engagement took place on the 10-year active transport (walking and riding) 10 year capital program. On page 18 of the report, it says that there were 292 survey responses and 932 pinned comments on the interactive map from 289 contributors and, in particular 215 submissions in relation to bicycle feedback and 82 submissions in relation to pedestrian feedback. In regards to the survey, which asked responders to rank project priorities in the 1-5 year and 6-10 year programs, the responses were summarised into "themes".

There appears to be so much time and resources by Council officers, Councillors and the general public spent on trying to change priorities. I understand that priorities can change, for example the growth of Coburg High School and the uptake of active transport by its students and also the growth of the Pentridge area. I do not understand, however, the point of doing this important community engagement work for the survey results not to be reported transparently.

The survey was pretty simple – what are your priorities? There was an enormous number of pinned comments but most of them seemed to me to be pointed around several hot spots. I completed the survey and put a pin comment so I want to know the result. I want to see the submissions so that I can see if the community responses are aligned to the proposed 10-year program. For example if 80% of the survey respondents prioritised the Craigieburn Shared Path stages as the highest priority then that should tell Council how important that is to the community.

As it stands the community does not know how their feedback is being weighted in the officer recommendations and it seems too easy for the priorities to be changed based on how well you lobby.

So my question is – can the survey results and report of pinned comments by streets/roads and a copy of all the submissions please be made available to the community?

Merri-bek Language Link

| | | | | | | | | |
|----------|---------|-----------|------------|------------|-----------|--|----------------------|-----------|
| Italiano | Italian | 9280 1911 | Türkçe | Turkish | 9280 1914 | 普通话 | Chinese (Simplified) | 9280 0750 |
| Ελληνικά | Greek | 9280 1912 | Tiếng Việt | Vietnamese | 9280 1915 | National Relay Service: | | |
| عربي | Arabic | 9280 1913 | नेपाली | Nepali | 9280 0751 | 13 36 77 or relayservice.com.au | | |

Answer

Thank you for your interest in community engagement and public participation. As you note in your question, there was a large response to the survey undertaken as part of the development of the 10 Year Active Travel Capital Plan in 2022.

You have also mentioned that there were a large number of pins with associated comments focused on particular areas. These clusters of pins were able to provide officers with insights into the level of interest in addressing barriers to active travel or taking up opportunities for active travel improvements.

Council uses the Institute of Public Participation (IAP2) method of designing and implementing community engagement. This can spread from the lowest level of interaction – Inform – where Council simply advises people of things they may need or want to know, through to Empower – where Council hands over the decision making to others entirely. The engagement on the 10 Year Active Travel Plan was at the Consult level – asking for people’s feedback but not specifically committing to responding to everyone with individual responses, rather, providing summaries of the key themes emerging.

As such, it is not intended to retrospectively provide specific responses to every individual comment or suggestion made with people’s pins on the map.

Where priorities change, such as due to land use change or school growth as you mention, it is appropriate to revisit priorities that have emerged. Officers review the available information and make informed recommendations on these matters.

It is worth noting that the June 2022 Council report on the 10 Year Active Travel Plan also included the following summary of some of the emerging priorities that came out in the consultation for that Plan.

“Key changes made to the draft program that went out to public engagement include:

- Nominating the east-west bike riding routes for the second half of the program (years 5 to 10) to allow for extensive community consultation to determine the appropriate treatment and route that best addresses community needs and feedback.
- Starting design and development of a missing link near Coburg High School in Year 3 (this suggestion came through the engagement process and is considered to have strategic merit to warrant inclusion in the early years of the program)”

The engagement during preparation of the budget included commentary about bringing forward one of the east-west bike riding routes (Victoria Street) and addressing the removal in the draft budget of the Urquhart Street bike route (Pentridge Boulevard to Merri Creek).

Officers provided advice to Councillors on opportunities for both of these projects to be brought forward for design, and in the case of the Urquhart Street project, partial construction. Councillors resolved to include both projects in the budget.

Yours sincerely



Anita Curnow
DIRECTOR CITY INFRASTRUCTURE

26 / 06 / 2023



Merri-bek
City Council

Merri-bek City Council Audit and Risk Committee

Performance Report 2022- 2023



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Message from the Audit and Risk Committee Chair

I am pleased to present this report which outlines the Audit and Risk committee's achievements throughout the 2022 -2023 period. I would like to thank Councillors, fellow independent members and Council staff for their valuable contribution and support. This report reflects Merri-bek City Council's commitment to continuous improvement in governance and risk management practices and showcases the progress made throughout the year. We hope that this report will provide insight into the committee's work and highlight our pledge to continuous improvement.

John Watson

Audit and Risk Committee Chair

Merri-bek City Council

1. Introduction

The Merri-bek City Council Audit and Risk Committee (the Committee) has continued to undertake its role in providing independent advice to the Council and management of Merri-bek City Council (Council) throughout the period 1 July 2022 to 30 June 2023 as covered by this report.

Pursuant to 53(2) of the Local Government Act 2020 (the Act), the Committee does not have any delegated powers, including executive powers, management functions, or delegated financial responsibility. The Committee's role is to advise the Council on how to best fulfil its responsibilities and facilitate decision making by providing a forum for improving communications between the Council members and senior management, finance, risk and compliance managers, internal and external auditors.

The Committee assists Council with discharging its responsibilities under the Act including:

- monitoring the compliance of Council policies and procedures with:
 - the overarching governance principles;
 - the Act and the regulations and any Ministerial directions; and
 - other relevant laws and regulations;
- monitoring internal controls;
- monitoring Council financial and performance reporting;
- monitoring and provide advice on risk management and fraud prevention systems and controls;
- overseeing internal audit function;
- overseeing external audit functions and
- monitoring related party transactions.

To fulfil its role, some of the key activities undertaken by the Committee during this period were to:

- review the draft Financial Statements and recommend their adoption to Council
- review the Annual Performance Statement and recommend its adoption to Council
- monitor compliance obligations and challenge the existence and effectiveness of accounting and financial systems and other systems of internal control and business risk management
- review the audit plans, results, and effectiveness of the organisation through the Internal Audit Program

Overall, through its work, the Committee's aim is to add to the credibility of Council by promoting ethical standards. Under the guidance of the Committee Chair, Mr John Watson, strategic and operational risk issues were considered and mitigated.

In fulfilling its responsibilities, the Committee has provided input and advice in relation to the Internal Audits completed by contracted Internal Auditors, Crowe Australasia (Crowe) for Council during the reporting period.

During the year, Crowe made an annual declaration of independence to the Committee, declaring that they had maintained and would continue to maintain their independence.

2. Audit and Risk Committee membership

The Committee is comprised of seven people appointed by Council, with three members being Councillors and four members being independent of Council. The membership of the Committee during the reporting period is set out below:

2.1 Council representatives

Mayor Angelica Panopoulos
 Councillor Mark Riley
 Councillor Adam Pulford

2.2 Independent members

Mr John Watson (Chairperson)
 Ms Lisa Tripodi
 Mr Jeff Rigby
 Ms Marilyn Kearney

3. Meetings and attendance

A total of four meetings were held during the reporting period. Committee members maintained very good attendance throughout the year as shown in Table 1.

The four meetings were held on:

- 6 September 2022
- 20 December 2022
- 14 March 2023
- 6 June 2023

A summary of committee attendance is displayed in table 1.

Table 1 – Membership, meeting dates and attendance

| Member | Role | 6/09/2022 | 20/12/2022 | 14/3/2023 | 6/6/2023 |
|---------------------------|--------------------|-----------|------------|-----------|----------|
| John Watson | Independent Chair | ✓ | ✓ | ✓ | ✓ |
| Lisa Tripodi | Independent Member | ✓ | ✓ | ✓ | ✓ |
| Jeff Rigby | Independent Member | ✓ | ✓ | ✓ | ✓ |
| Marilyn Kearney | Independent Member | ✓ | ✓ | ✓ | ✓ |
| Mayor Angelica Panopoulos | Council Member | ✓ | ✓ | ✓ | ✓ |
| Cr Mark Riley | Council Member | ✓ | ✓ | X | ✓ |
| Cr Adam Pulford | Council Member | ✓ | O | ✓ | X |

Key

- ✓ = In attendance
- X = Apology
- O = not required

Representatives for the Victorian Auditor General's Office (External Auditors), RSD Audit attended most meetings. Representatives from Crowe the internal audit contractor for the period, attended all four meetings.

Senior management representatives from Council also attended each Committee meeting. These included the Chief Executive Officer, Director Business Transformation, Chief Financial Officer and Manager Governance and Strategy. In addition, there was attendance by other Directors when there were Department related items on the Agenda. A summary attendance by regular attendees is shown in table 2.

Table 2 – Regular Attendees, meeting dates and attendance

| Regular Attendee | Role | 6/09/2022 | 20/12/2022 | 14/3/2023 | 6/6/2023 |
|------------------|---|-----------|------------|-----------|----------|
| Phil Delahunty | Engagement Leader, RSD Audit until December 2022 (auditor for VAGO) | ✓ | X | ○ | ○ |
| Josh Porker | Principal, RSD Audit from December 2022 (auditor for VAGO) | ○ | ○ | ✓ | ✓ |
| Blessing Muncan | Team leader RSD Audit (auditor for VAGO) | X | X | ✓ | ○ |
| Martin Thompson | Partner, Crowe | ✓ | ✓ | ✓ | ✓ |
| Lynda Cooper | Senior Manager, Crowe | ✓ | X | X | ○ |
| Cathy Henderson | Chief Executive Officer | ✓ | ✓ | ✓ | ✓ |
| Anita Curnow | Director City Infrastructure | ✓ | ✓ | ✓ | ✓ |
| Sue Vujcevic | Director Business Transformation | ✓ | ✓ | ✓ | ✓ |
| Eamonn Fennessy | Director Community | ✓ | ✓ | ✓ | X |
| Joseph Tabacco | Director Place and Environment | ✓ | ✓ | ✓ | ✓ |
| Yvonne Callanan | Manager Governance and Strategy | ✓ | ✓ | ✓ | ✓ |
| Simon Rennie | Chief Financial Officer | ○ | ✓ | ○ | ○ |
| Jemma Wightman | Chief Financial Officer (from May 2023) | ✓ | ○ | ✓ | ✓ |
| Glenn Johnston | Acting Unit Manager Finance | ○ | ✓ | ○ | ○ |
| Robert Raiskums | Manager Information Technology | ✓ | ✓ | ✓ | ✓ |
| Brian Harris | Manager People and Safety | ✓ | ✓ | ✓ | ✓ |
| Trisha Love | Manager Organisational Performance | ○ | ○ | ✓ | ○ |
| Sophie Barison | Unit Manager Integrity, Risk and Resilience | ✓ | ✓ | ✓ | ✓ |

Key

- ✓ = In attendance
- X = Apology
- = not required

4. Internal Audit

4.1 Internal audit contract

A key responsibility of the Committee is to monitor Council's internal audit program. The internal audit function of Council is supported by the engagement of independent Internal Audit professionals to provide analysis and recommendations aimed at improving Council's governance, risk, and management controls. Representatives from Crowe attended each Committee meeting and presented the audit results for each audit they had undertaken, responded to questions, and provided and welcomed advice from the Committee. Crowe is Council's internal auditor until September 2024 when an extension option will be considered.

4.2 Internal Audit plan 2022-23

A three year Strategic Internal Audit Plan rolling plan is in place. The Committee reviews the plan annually and the following 2022-23 Internal Audit plan below (table 3) was approved by the committee in June 2022. The committee monitors the delivery of the plan at each meeting.

Table 3 – Internal audit plan

| Internal audit project | Jul. 22 | Aug. 22 | Sept. 22 | Oct. 22 | Nov. 22 | Dec. 22 | Jan. 23 | Feb 23 | Mar. 23 | Apr. 23 | May 23 |
|---|---------|---------|----------|---------|---------|---------|---------|--------|---------|---------|--------|
| Internal Audit Support | | | | | | | | | | | |
| Development of three year strategic internal audit rolling plan | | | | | | | | | ■ | ■ | |
| Annual review of SIAP | | | | | | | | | ■ | | |
| Preparation and attendance and Audit and Risk Committee | | | ▲ | | | ▲ | | | ▲ | | |
| Annual Internal Audit Program | | | | | | | | | | | |
| Conflict of Interest | ■ | | ▲ | | | | | | | | |
| Child Safe Standards | | ■ | ■ | | | ▲ | | | | | |
| Cyber Security - Essential 8 | | | ■ | ■ | | ▲ | | | | | |
| Follow Up | | | | | ■ | ■ | | | ▲ | | |
| Immunisation management | | | | | ■ | ■ | | | ▲ | | |
| Payroll | | | | | | | | ■ | ■ | | |
| Procurement (above threshold)/Tendering | | | | | | | | ■ | ■ | | |
| Public Health & Wellbeing Act Compliance | | | | | | | | | ■ | ■ | |

Key

■ Audit field work and report writing

▲ Denotes Audit Committee Meeting to which the Internal Audit Report was presented

Final internal audit reports were reviewed and discussed by the Committee at each of the 4 meetings. The status of Internal and External Audit recommendations was reported to the Committee at each committee meeting and off track audit actions were explained and extensions requested.

In addition to the above 8 audits, in October 2022 a further two audits were completed. A Safety Process Audit was completed to utilise the 'Capacity to Respond' audit not utilised in 2021-22 year and an additional audit was completed by BDO (in addition to the above internal audit plan) who were appointed to complete an end- to-end review of payroll processes and internal controls.

4.3 Internal audit reports reviewed

At the completion of each audit, Crowe issue an audit report. The report contains an unbiased assessment of the effectiveness of Council's processes. It includes an overall audit rating, audit findings, and a list of recommendations.

A total of 12 internal audits reports were presented to the Audit and Risk Committee during the reporting period (the Management of Contaminated Land audit and the Cash Handling audit were completed late 2021-22 and presented in September 2022).

Table 4 – 2022/23 Internal Audits completed and summary of findings

| Audit Title and Committee Meeting Date Report was Presented | | Summary of Findings |
|---|--|--|
| 1 | Management of Contaminated Land 6 September 2022 | Crowe Australasia completed a Management of Contaminated Land audit and found that the current controls in place to manage contaminated land maintained by Council needed strengthening. Findings were identified which related to: <ul style="list-style-type: none"> - Contaminated land register - Policy and guidelines improvement - Defining management roles and responsibilities - A centralised register for statutory obligations |
| 2 | Cash Handling 6 September 2022 | Crowe Australasia completed a Cash Handling audit and found that the current controls in place over the cash handling practices maintained by Council needed to be strengthened. Findings were identified which relate to: <ul style="list-style-type: none"> - Cash Handling Operating Procedures - Pathways system user access - End of day Cash Count - Cash discrepancies - Audit Process - End of day Procedures - Petty Cash - Physical security |
| 3 | Management of Conflict of Interest 6 September 2022 | Crowe Australasia completed a Management of Conflict-of-Interest audit and found that the current controls in place over the management of conflict of interest needed strengthening. Findings were identified which related to: <ul style="list-style-type: none"> - Training and Awareness - Sports Ground Seasonal Tenancy Allocations - Roads Unit - Management Reporting and Review |
| 4 | Safety Process 20 December 2022 | Crowe Australasia completed a Safety Process Standards audit and found that the current controls in place over safety processes maintained by Council needed strengthening. Findings were identified which related to: <ul style="list-style-type: none"> - Heavy Vehicle Safety Framework - Workplace Audit and Inspection Program - Suitability of Traffic Management Plans - Review of Safe Work Procedures - Monitoring of work sites |
| 5 | Child Safe Standards 20 December 2022 | Crowe Australasia completed a Child Safe Standards audit and found that the current controls in place over the management of child safe practices need strengthening. Findings were identified which related to: <ul style="list-style-type: none"> - Governance practices - Child Safety and Wellbeing Policy and Procedures |

| | | |
|----|--|---|
| | | <ul style="list-style-type: none"> - Training and Awareness - Incident reporting - Monitoring and Evaluation |
| 6 | <p>Cyber Security – Essential 8</p> <p>20 December 2022</p> | <p>Crowe Australasia completed a Cyber Security audit and concluded that the current controls in place over cyber security practices can be further strengthened. Findings were identified which related to:</p> <ul style="list-style-type: none"> - Restricting administrative privileges - Patch Operating Systems - Improvement opportunities in cyber security governance - Multi-factor authentication - Patch applications - Application control |
| 7 | <p>Follow Up</p> <p>14 March 2023</p> | <p>Crowe Australasia completed a Follow up of closed action items and concluded that of 38 recommendations only 2 required further action.</p> |
| 8 | <p>Immunisation Management</p> <p>14 March 2023</p> | <p>Crowe Australasia completed an Immunisation Management audit and were satisfied with the current controls in place. Findings were identified which related to:</p> <ul style="list-style-type: none"> - Informed consent process - Customer Service feedback - Management reporting - Strategic planning - Staff training |
| 9 | <p>Payroll Management</p> <p>6 June 2023</p> | <p>Crowe Australasia completed a Payroll Management audit and concluded that the current controls in place over the payroll function need to be strengthened.</p> <ul style="list-style-type: none"> - Findings were identified which related to: - Policies and procedures - Termination and Manual entry processes - Segregation of Duties - Payroll Checklists - Reporting |
| 10 | <p>Payroll End- to-End Review</p> <p>6 June 2023</p> | <p>BDO completed an End-to-End Payroll Review and identified areas for improvement including:</p> <ul style="list-style-type: none"> - Access to payroll shared folder and iChris system - Access to the online banking system - Policies and procedures - Payroll team structure and capability - Team Dynamics - Change Management - High volume of cumbersome manual procedures - Shared payroll email address - Education and training |
| 11 | <p>Procurement (above the threshold) and management of Panels</p> <p>6 June 2023</p> | <p>Crowe Australasia completed a Procurement – above the threshold/tendering audit and concluded that the current controls in place would benefit from further strengthening. Findings were identified which related to:</p> <ul style="list-style-type: none"> - Conflict of Interest - Tender threshold non-compliance reporting - Tender evaluation process |
| 12 | <p>Public Health & Wellbeing Act Compliance</p> | <p>Crowe Australasia completed a Public Health & Wellbeing Act Compliance audit and concluded that the current controls in place can be further strengthened.</p> <p>Findings were identified which related to:</p> |

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|--|-------------|--|
| | 6 June 2023 | <ul style="list-style-type: none"> - Operating Framework - Peer Review Process - Management of Conflict of Interest - Annual Inspections - Follow-up Inspections - Customer Complaints - Management Reporting |
|--|-------------|--|

4.4 Implementation of audit recommendations

The Committee continued to encourage management to implement Internal Audit recommendations in a timely manner to ensure that better practices and controls in Council's services are achieved.

In order to monitor progress of audit actions, an Audit Actions progress report is provided to the Committee at each meeting. The report records the recommendations from Internal Audits completed by Crowe as well any External Audits completed by VAGO. The report outlines the number of open, closed and off-track actions. In most cases the organisation was able to implement audit actions in a timely manner. Any exceptions were highlighted and explained to the committee in the Audit Actions progress report.

The total number of new recommendations raised by Crowe and BDO during 2022/23 was 107 – many of these recommendations contained multiple sections.

5. External Audit

In August 2021 the Victorian Auditor General's Office (VAGO) appointed RSD Audit to complete external audits of Merri-bek City Council. Phil Delahunty assumed the lead role as Partner of RSD Audit for the Audit and Risk Committee meetings from August 2021 until December 2022 at which time Josh Porker replaced him.

RSD Audit's approach focuses on key financial reporting risks. This involves understanding of significant financial reporting processes and a combination of internal control testing and substantive audit procedures to assess the residual risk of material error.

The VAGO Closing Report 30 June 2022 and Final Management Letter 2021/22 was presented to the Committee at its meeting of 6 September 2022.

6. Oversight of annual financial reports

During the year, the Audit and Risk Committee considered the accounts for the year ended 30 June 2022 in the meeting held 6 September 2022. This work was undertaken by the Committee in a timely manner so that final clearance of all financial statements was received within the deadline imposed under the Local Government Act.

7. Duties and responsibilities

Annual Assessment against the Committee Charter

The Committee are required to undertake an annual assessment of its performance against the Audit and Risk Committee Charter and incorporate this into the Annual Committee Performance Report in accordance with the Charter and section 54(4a) of the Local Government Act 2020. The 2022-23 work plan is aligned to the 2021 Audit and Risk Committee Charter.

In the reporting period, the Committee dealt with all matters scheduled for consideration in the 2022-23 work plan with the exception of Assessing adequacy of Council process to manage insurable risk, which has been delayed from the 6 June 2023 to 5 September 2023 meeting so that the outcome of the insurance renewal process (which is finalised on 30 June 2023) can be reported to the committee.

The review of the Audit and Risk Performance Report 2022-23 was brought forward (from the September 2023 meeting) to enable the Chair to present to a Councillor Briefing and to align the presentation of the 2023-24 Strategic Internal Audit Plan prior to the commencement of the new financial year as required by the Charter.

Appendix 1 shows the 2022-23 workplan with exceptions highlighted in blue.

8. Overall assessment of Merri-bek City Council's risk, control and compliance framework

The Committee's overall assessment is that Council has continued to maintain a strong internal control environment and its management of strategic and operational risk, financial and compliance is effective. The organisation has continued to work well with the committee and has demonstrated a high level of commitment to being open to audit findings, genuine in addressing any issues or improvement opportunities, and consistent in the fulfilment of its commitments.

It is the independent view of the Committee that the governance culture of Merri-bek City Council is supporting the development of a robust risk, control and compliance framework which continues to strengthen and adapt to changes in Merri-bek City Council's operations.

APPENDIX 1- COMMITTEE ASSESSMENT AGAINST THE CHARTER

Merri-bek City Council Audit and Risk Committee Work Plan 2022-2023

| Action | Frequency | Audit and Risk Committee Charter Reference | Title of Report / Section of Agenda where action is addressed | 6 September 2022 | 20 December 2022 | 14 March 2023 | 6 June 2023 |
|---|-----------|--|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Assess Council's policy framework and procedures to ensure: - the embedding of the governance principles - the strengthening of Council's policy framework - policies are reviewed as per schedule | Quarterly | 4.1.3 | Committee Work Plan | | | | |
| Business Transformation | | | | <input checked="" type="checkbox"/> | | | |
| City Infrastructure | | | | | <input checked="" type="checkbox"/> | | |
| Community | | | | | | <input checked="" type="checkbox"/> | |
| Place and Environment | | | | | | | |
| Monitor Council processes for compliance of Council policies and procedures | Quarterly | 4.1.1 | Committee Work Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review Register of Delegations | Annually | 4.1.3 | Committee Work Plan | | | | <input checked="" type="checkbox"/> |

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|--|------------|-------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Review report on Gifts, Benefits and Hospitality | Biannually | 4.1.3 | Committee Work Plan | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Review report on Councillor Expenses | Biannually | 4.1.3 | Committee Work Plan | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Review Report on Interstate and Overseas Travel | Biannually | 4.1.3 | Committee Work Plan | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Review CEO credit card transactions (complete list) | Biannually | 4.1.3 | Committee Work Plan | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Review the Procurement Framework (with a focus on probity and transparency of policies, processes, and procedures). | Annually | 4.1.2 | Procurement Framework | | | <input checked="" type="checkbox"/> | |
| Monitor improvements in financial management through a 3-year Financial Management Improvement Plan. | Quarterly | 4.1.4 | Finance Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review the CEO Employment Matters Policy and Terms of Reference for CEO Employment Matters Advisory Committee and ensure compliance with the Act | Annually | 4.1.5 | Committee Work Plan | <input checked="" type="checkbox"/> | | | |
| Monitor work by the Council to mitigate and plan for climate change risk | Quarterly | 4.1.6 | Climate Risk & Resilience | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monitor Council's controls for unusual transactions above acceptable risk | Quarterly | 4.2.2 | Financial Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monitor Council's commercial interests including compliance with relevant laws and regulations | Annually | 4.3 | Committee Work Plan | <input checked="" type="checkbox"/> | | | |

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| Review management reports on any breakdowns in key controls | Quarterly | 4.2.1 | Risk Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review systems and controls implemented to monitor compliance with legislation and regulations through internal audit and external audit reporting. | Quarterly | 4.3.1, 4.3.2 | Memorandums of Audit Planning and Audits Completed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review Council's procedures to receive, retain and treat complaints through a report on: - Complaints Handling framework and performance; - Public Interest Disclosure framework and handling. | Annually | 4.3.3 | Risk Management | | | | <input checked="" type="checkbox"/> |
| An overview of Council's handling of complaints and public interest disclosures | Quarterly | 4.3.3 | Risk Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| An overview of Council's handling of accounting, internal accounting controls or auditing matters or other matters likely to affect the Council or its compliance with relevant legislation and regulations. | Quarterly | 4.3.3 | Financial Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Obtain assurance that adverse trends are identified and review management's plans to deal with these. | Quarterly | 4.3.4 | Recent Reports and Publications | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monitor actions arising from Audit and Risk Committee meetings and the Recent Reports and Publications report | Quarterly | | Business Actions Progress | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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| Review management disclosures in financial reports on the effect of significant compliance issues | Quarterly | 4.3.5 | Financial Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Committee members will complete Personal Interest Returns. | Biennially | 4.3.6 | Committee Work Plan | (Not applicable in 2022-23 because PIR's were completed in 2021-22) | | | |
| Committee members will confirm the understanding of their obligations following the biennial review of the Committee Charter. | Biennially | 4.3.6 | Committee Work Plan | (Not applicable in 2022-23 because this occurred when the Charter was reviewed and signed in 2021-22) | | | |
| Receive assurance that Council has appropriate systems and procedures in place for collecting and analysing information and data to measure performance against the Council Plan through a report on annual Council Plan implementation. | Annually | 4.4.1 | Committee Work Plan | | <input checked="" type="checkbox"/> | | |
| Review the process for the management and governance of the use of data, information, and knowledge through a report from the Chief Information Officer. This includes the controls covering the public release of information. | Annually | 4.4.2; 4.4.11 | Committee Work Plan | | <input checked="" type="checkbox"/> | | |
| Review any changes in accounting policies and procedures and the methods of applying them ensuring they are in accordance with the stated financial | Annually | 4.4.3 | Financial Management | | <input checked="" type="checkbox"/> | | |

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|---|------------|------------------------------------|------|-------------------------------------|--|-------------------------------------|--|
| reporting framework disclosures with management. | | | | | | | |
| <p>Review the mid-year and end of year VAGO report:</p> <ul style="list-style-type: none"> - assess significant estimates and judgements in financial reports by asking management and VAGO about the processes used in making material estimates and judgements and the basis for these. - Review the appropriateness of accounting policies and disclosures to present a true and fair view; - Review the process for the consolidation of financial information of Council related entities into the financial reports of the Council. - Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements. - Seek the external auditor's independent opinion on management's technical compliance with accounting standards; proper application of the accounting principles; clarity in financial disclosure practices as used or proposed in the financial report. | Biannually | 4.5.5; 4.4.6; 4.4.7; 4.4.8; 4.4.10 | VAGO | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |

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|---|-----------|----------------------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Recommend to the Council whether the financial report including the performance statement should be approved based on the Committee's assessment of them. | Annually | 4.4.9 | Finance Management | <input checked="" type="checkbox"/> | | | |
| Monitor Management Financial and performance reporting | Quarterly | 4.4 | Finance Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Monitor improvement in risk management through a 3-year Risk Management Improvement Plan | Quarterly | 4.5.1 | Risk Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Receive an annual risk report, which provides: <ul style="list-style-type: none"> · the risk profile for Council · an overview of the Enterprise Risk Management Framework and implementation strategy · an overview of the processes for identification and control of risks in accordance with risk appetite · an overview of management of each strategic risk · An overview of key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported. · Seek assurance that the Business | Annually | 4.5.2; 4.5.3; 4.5.4. 4.5.5 | Risk Management | | <input checked="" type="checkbox"/> | | |

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|--|-----------|---------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Continuity Plan is in place, current and active (through testing). | | | | | | | |
| Report on significant litigation and claims | Quarterly | 4.5.5 | Risk Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Assess adequacy of Council process to manage insurable risks. | Annually | 4.5.6 | Risk Management | | | | <input type="checkbox"/> |
| Seek assurance that the Business Continuity Plan is in place, current and active (through testing). | Annually | 4.5.7 | Risk Management | | | | <input checked="" type="checkbox"/> |
| Seek assurance that the Disaster Recovery Plan is in place, current and active (through testing). | Annually | 4.5.7 | Risk Management | <input checked="" type="checkbox"/> | | | |
| Receive an annual Fraud Risk report, which provides: <ul style="list-style-type: none"> · an overview of fraud risks identified and the action to establish and implement treatment plans. · the Fraud and Theft Incident Register (as an attachment); · Actions arising from Fraud Reviews; · An overview of fraud prevention and detection activities undertaken. | Annually | 4.5.8; 4.5.9; 4.5.10; 4.5.11 | Risk Management | <input checked="" type="checkbox"/> | | | |
| CEO reporting to the Committee of all suspected and actual frauds, thefts, and material breaches of legislation. | Quarterly | 4.5.9 | Section 3B of the agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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| To increase staff awareness of activities that amount to Fraud, report on completion rate of Fraud awareness training. | Annually | 4.5.11 | Risk Management | <input checked="" type="checkbox"/> | | | |
| Review of Internal Audit Contract & Contractor Performance | Annually | 4.6.1 | Committee Work Plan | | | <input checked="" type="checkbox"/> | |
| Review strategic annual internal audit plan to ensure it addresses key risks through the Annual Internal Audit Plan report. | Annually | 4.6.3 | Memorandums of Audit Planning and Audits Completed | | | <input checked="" type="checkbox"/> | |
| At the commencement of each meeting, the Chair is to seek assurance that there have been no obstructions to the work by the internal auditor. | Quarterly | 4.6.4 | Section 3B of the agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review and approve Memorandum of Audit Planning | Quarterly | 4.6.5 | Memorandums of Audit Planning and Audits Completed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Provide the opportunity for audit committee members to meet with the internal auditors without management being present | Quarterly | 4.6.6 | Pre-meeting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Critically review internal audit reports completed since previous meeting | Quarterly | 4.6.7 | Memorandums of Audit Planning and Audits Completed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review internal audit progress against Strategic Annual Internal Audit Plan | Quarterly | 4.6.8 | Memorandums of Audit Planning and Audits Completed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review outstanding audit actions | Quarterly | 4.6.9 | Audit Action Progress Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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|---|-------------|--------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Follow up reviews on previous audit actions | Annually | 4.6.10 | Memorandums of Audit Planning and Audits Completed | | | <input checked="" type="checkbox"/> | |
| External auditor to outline external audit plan, including proposed audit strategies and how they might relate to identified risk areas. | Annually | 4.7.1 | VAGO | | | <input checked="" type="checkbox"/> | |
| At the commencement of each meeting, the Chair is to seek assurance that there have been no obstructions to the work by the external auditor. | Quarterly | 4.7.2 | Section 3B of the agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Upon completion of external audit, confirm if there have been any significant resolved or unresolved disagreements with management. | As required | 4.7.2 | Section 3B of the agenda | | | | |
| Review outcomes of external audit, including findings and recommendations. | Annually | 4.7.3 | VAGO | | | | <input checked="" type="checkbox"/> |
| Review external audit management letters | Annually | 4.7.4 | VAGO | <input checked="" type="checkbox"/> | | | |
| Meet with external auditor in absence of management 15 minutes before each meeting (as required). | Quarterly | 4.7.5 | Pre-Meeting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Review other VAGO reports for impacts on Council through the Recent Reports and Publications Report. | Quarterly | 4.7.6 | Recent Reports and Publications | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| | | | | | | | |
|--|-------------|-------|---|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Review the processes for the identification, nature, extent, and reasonableness of related-party transactions. | Annually | 4.8.1 | Financial Management | | | | <input checked="" type="checkbox"/> |
| Review of the Committee Charter | Biennially | | Committee Work Plan | (Not applicable in 2022-23 because Charter was reviewed in 2021-22) | | | |
| Set Committee Meeting schedule | Annually | | Committee Work Plan | | <input checked="" type="checkbox"/> | | |
| Review Committee Work Plan | Annually | | Committee Work Plan | | | | <input checked="" type="checkbox"/> |
| Committee Member Induction | As required | | | | | | |
| Assessment of Committee & Committee Member Performance | Biennially | | Committee Work Plan | <input checked="" type="checkbox"/> | | | |
| Performance of the Committee against its Charter | Annually | 4.3.8 | Committee Work Plan | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> |
| Prepare an Audit and Risk Report (describing activities and including findings and recommendations) and provide to the CEO for reporting to Council. | Biannual | | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Provide Audit and Risk Committee Minutes to Council | Quarterly | | Summary of Audit and Risk Committee Minutes | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

8. NOTICES OF MOTION

8.1 HOPE STREET TRAFFIC AND SAFETY CONCERNS

Cr Mark Riley

Motion

That Council:

1. Engages with the residents who organised the survey to understand the specific speed and driver behaviour issues that are contributing to their concerns regarding safety in Hope Street, before the end of August 2023.
2. Identifies measures that may be suitable to address these issues, especially any low cost, short-term measures that could be implemented, including consideration of traffic calming measures including the suggested speed limit reduction and raising this with the Department of Transport and Planning if appropriate.
3. Implements measures (where possible) as soon as possible, and more substantial measures be referred to the appropriate identified projects list for prioritisation and future funding consideration.

1. Background

Cr Riley's background:

Hope Street is a vibrant and active street used by vehicle drivers, cyclists, people with disabilities, pedestrians and their pets. While it provides essential access for the community, some residents are concerned that the 50km/h speed limit is too fast for a street as busy and narrow as Hope Street.

Merri-bek City Council's traffic data for Hope Street (a 'collector road') shows that:

- Between 2500 and 4500 vehicles travel along Hope Street daily
- The speed limit along most of Hope Street is 50km/h. The maximum speed recorded every hour is almost 60km/h. This increases to up to 70km/h per hour at night.
- Hope Street encounters a higher proportion of heavy vehicles than comparable Collector Roads, sometimes as high as 8% of vehicle share daily.

A concerned group of Hope Street and nearby residents have been concerned about the speed and volume of car and heavy vehicle traffic on Hope Street.

They organised themselves and undertook a survey of householders and residents gauge broader concerns for users of Hope St and with a focus on safety.

The survey sought the views of walkers, riders, other active transport users and of course motor vehicle users. The imminent level crossing elevation proposals were also seen as an opportunity to seize in planning ahead for improvements in safety and community amenity.

The survey organisers noted that there were safety issues caused by the 50km/h speed limit including:

- Vehicle drivers traveling so fast that they cannot safely avoid cyclists and pedestrians, especially children crossing the street who are shorter than parked cars and therefore less visible.
- The narrowness of Hope Street does not always allow sufficient time and space for drivers to safely give way to oncoming vehicles.

- Cars parked near intersections along Hope Street make it difficult for drivers entering onto Hope Street to see oncoming traffic.

The survey was conducted in April/May 2023 some of the highlight results showed that respondents.

Some highlights:

- We received 297 reasonably complete responses.
- We have good coverage over the length of Hope St (Page 1), and across age groups (Page 2).
- There is overwhelmingly a high level of concern about the current traffic conditions (Page 3) - There is very strong support for undertaking improvements (Page 10).
- There is very strong support for most of the specific interventions we suggested (Page 10), with "lowering the speed limit to 40km/h" attracting the most support.
- We have 127 names/contact details of people who wish to be involved in further discussions (but we have deleted these identifying details from the attached report).

2. Policy Context

Officer's comments:

Council's Integrated Transport Strategy identifies Hope Street between Sydney Road and Melville as a Collector Road. Collector Roads are recommended to have a speed limit of 50 km/h as they "provide links between arterial and local roads".

Council is currently planning for the implementation of 40 km/h speed limit on all local streets in 2023/24, including the section of Hope Street west of Melville Road.

3. Financial Implications

Officer's comments:

Actioning these resolutions could be achieved for less than \$5,000, subject to resource availability (see below).

Any identified traffic calming measures would need to be prioritised in line with the remainder of the capital works program which considers crash history, speed and volumes and other factors.

As envisaged in Cr Riley's motion, any more substantial measures would then need to be referred for future budget consideration or identify if there are grant opportunities.

4. Resources Implications

Officer's comments:

Officers will meet with the key resident contact(s) before the end of August to ensure the problem is understood and discuss the results of the survey undertaken by residents.

Identification of actions will be progressed as officer resources permit, in the last quarter of 2023.

Implementation of these measures then depends on relative priority and funding availability.

8.2 CONSIDERATION OF AIRBNB AND SHORTSTAY ACCOMMODATION TAX

Cr James Conlan

Motion

That Council receives a report to the September 2023 Council meeting that considers:

1. The best available estimate of the number and availability of short-stay properties relative to the number of owner-occupied and rented dwellings in Merri-bek.
2. The ability of Council to limit the number and availability of short-stay accommodation in Merri-bek using powers available to Council.
3. The ability of Council to impose financial costs to short stay accommodation providers, in the form of taxes, fines and/or charges, using powers available to council. The examples of Warrnambool, Bass Coast Shire, Frankston and Mornington Peninsula Councils could be drawn upon.
4. The viability of options to effect positive change through policy or strategic advocacy.

1. Background

Cr Conlan's background

Short stay accommodation providers, like Airbnb, are skyrocketing across many cities, including Melbourne.

While short stay accommodation is generating huge profits for some land-owners, an unregulated short stay market can have a devastating impact on local rental markets. When properties are converted to Airbnb listings, entire homes can be taken out of the rental market, reducing the supply of rentals and pushing up prices for renters.

According to the short stay accommodation public tracking website, Inside Airbnb, there were 861 Airbnb listings in Merri-bek (as of 28 June 2023). 98% of these listings were for short term rentals and 58% were entire homes. The average price for Merri-bek's Airbnb listings is \$306 per night, producing an average income for listing owners of \$7,897 per year (based on advertised listing prices) and 41% of hosts have multiple listings.

These properties may be returning a nice profit for the owners who list them, but the phenomenon is adding to the cost-of-living and rental stress being felt by renters across Merri-bek. Other councils, such as Yarra, Warrnambool, Bass Coast Shire, Frankston and Mornington Peninsula Councils, have already taken action on this issue.

Warrnambool City Council recently introduced a \$400 fee for short-stay accommodation providers (see: <https://www.abc.net.au/news/2023-02-07/warrnambool-introduces-short-stay-accommodation-provider-fee/101938376>). Mornington Peninsula Shire, Bass Coast Council and Yarra Ranges Council all charge fees for short stay properties. Some local governments have introduced a differential rating scheme too, e.g., the Borough of Queenscliff at 110% of residential rates.

In November 2021, the NSW government introduced short stay regulations, limiting the number of days a property could be on the market to 180 days of the year and no more than three consecutive months.

Overseas, many main cities regulate their short stay market, including Amsterdam (30-day cap), New York (banned entire-home short stays), London (90-day cap, or seek planning permission from council), Philadelphia (where owners require a hotel licence to rent out their homes), Paris (120 day cap, and limited to a person's primary residence), Berlin (no limitations on a primary residence, 90-day limit for second residence), Ireland (no limitations on a primary residence, 90-day limit for second residence).

In the face of a cost-of-living and a rental crisis, and in a city where 34.7% of our population rents (2016 data), it is worth Merri-bek City and the Merri-bek community considering options in this space.

2. Policy Context

Officer's comments:

The way in which Council currently rates properties is the same across all property types and is based on Capital Improved Value. There is no distinction made between whether a property is owner-occupied or rented.

Council's General Local Law 2018 currently contains local laws regarding the appearance and safety of private property as well as prohibition against causing excessive noise. There are no local laws regarding how landowners can rent or lease their properties.

In all residential zones across Victoria, Accommodation is a permissible land use. The Accommodation land use definition includes (amongst other things) bed and breakfast, group accommodation and residential hotel. All of these land uses refer to accommodating people away from their normal place of residence in their definition but there is no distinction made between short-term and long-term accommodation. In residential zones, these uses are either as of right (don't need a planning permit) or require a planning permit, depending on their size.

The use of buildings for short-term or long-term rental is not a relevant factor in the way in which buildings are classified in State and National building legislation.

The extent to which short stay accommodation is having a direct impact on the supply of long-term rental properties is unclear. Similarly, further investigation would be required to understand the value of contribution to the local economy that visitors to Merri-bek contribute.

3. Financial Implications

Officer's comments:

Legal advice will need to be sought to assist with understanding the options available to Council. It is anticipated that this will cost between \$10,000 and \$15,000 and can be met within Council's existing legal services budget.

The costs associated with officers preparing a Council report can be met within existing budgets.

4. Resources Implications

Officer's comments:

The resourcing required for officers to prepare a report can be met within existing resourcing. With the need for legal advice, it is anticipated that a secondary report can be presented to a future Council meeting.

8.3 MERRI-BEK COMMUNITY CAMPAIGN SUPPORT FOR YES TO A VOICE

Cr Mark Riley

Motion

That Council:

1. Notes that Merri-bek City Council's 2021 Statement of Commitment supports the call contained in the Uluru Statement from the Heart and its aspirations for justice, truth-telling, Makarrata (agreement-making) and a voice.
2. Allocates resources to a community based Yes campaign to enable collateral (e.g., printing, core flutes, banners) to be produced, up to \$5,000 in value.
3. Utilises Merri-bek libraries and civic reception areas as distribution sites.
4. Acknowledges that there is diversity of opinion both within and outside First Nations communities on the nature and timing of an Aboriginal and Torres Strait Islander Voice.

1. Background

Cr Riley's background:

Merri-bek City Council has a long history of proactive and respectful efforts towards reconciliation with Aboriginal and Torres Strait Islander people.

Merri-bek City Council unanimously recommitted to a Statement of Commitment to Wurundjeri Woi-wurrung People and Aboriginal and Torres Strait Islander Communities of the City of Merri-bek in October 2021, after entering into an initial statement of commitment in May 1998.

The 2021 Statement sets out Council's support for many actions and strategies, including: "Council supports... The call contained in the Uluru Statement from the heart and its aspirations for justice, truth-telling, Makarrata (agreement-making) and a voice." A First Nations Voice to Parliament, protected by the Constitution, is a key element of the Uluru Statement from the heart.

In March 2023, the Prime Minister Anthony Albanese announced the proposed referendum question, which has since passed through the lower house and the Senate. The referendum question which Australians will be asked to consider and is contained in the Bill is: 'A Proposed Law: to alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice. Do you approve this proposed alteration?'

An Aboriginal and Torres Strait Islander Voice to Parliament will advise the Federal Parliament about policies and laws and the best ways to deliver real and practical change in their communities, particularly on practical issues like health, life expectancy, education and employment. This is why a 'Yes' result to the referendum is important.

This Notice of Motion is furthering this local government's commitment to the Wurundjeri Woi-wurrung Traditional Owners and to all Aboriginals and Torres Strait Islander people who live, work and visit our City, to justice and reconciliation.

2. Policy Context

Merri-bek City Council has an adopted position dating from May 2021 supporting the Uluru Statement from the Heart, in the Statement of Commitment to Wurundjeri Woi-wurrung People and Aboriginal and Torres Strait Islander Communities of the [then] City of Moreland.

On 4 May 2021 Council unanimously resolved to endorse the renewed Statement of Commitment. The renewed Statement of Commitment had previously been approved by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation Board in March 2021. A joint signing ceremony took place in October 2021.

The Statement of Commitment is available on Council's website and includes a section which endorses the Uluru Statement from the Heart including Justice, Truth-telling, Makarrata and a Voice:

"Council supports

- *A process towards self-determination and local, regional or national Treaty or Treaties that enshrine the rights of Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander Australians.*
- *The right for Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander people to enjoy their identity and culture, maintain and use their language, maintain their kinship ties and maintain their distinctive spiritual, material and economic relationship with the land and waters as defined in the Victorian Charter of Human Rights and Responsibilities.*
- *Campaigns for Aboriginal and Torres Strait Islander people's rights, especially to land and waterways.*
- *The call contained in the Uluru Statement from the heart and its aspirations for justice, truth-telling, Makarrata (agreement-making) and a voice.*
- *The right of all Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander people in the City of Moreland to respect and equality and to live free from discrimination based on age, sex, gender identity, race, disability and any type of disadvantage."*

3. Financial Implications

The motion, if passed, would allocate up to \$5,000 towards communication and information materials.

4. Resources Implications

Implementation of the resolution, if adopted, can be accommodated within existing staffing resources.

8.4 QUANTIFYING HOUSING NEED IN MERRI-BEK

Cr James Conlan

Motion

That Council receives a report outlining options to begin collecting construction commencement and completion data and translating this onto a publicly accessible portal, similar that of City of Melbourne.

1. Background

Cr Conlan's background:

The housing crisis is a complex problem with many factors and solutions proposed by different commentators and stakeholders. One of the crucial factors to addressing the housing crisis is to fully understand the data around housing supply and demand. A key gap in the supply side data metrics is around housing construction rates.

While Council currently does collect data on planning permit approvals, it does not collect data on construction rates. While Council knows how many planning permits it issues each year, planning permits are simply pieces of paper - they don't tell us how many buildings are actually started or completed.

Other councils, like Melbourne City Council have a data portal which maps and counts building commencement and completion rates, and maps these onto a publicly accessible portal. Such data would be incredibly useful for council in gaining a more holistic understanding of the housing challenges at a local level.

2. Policy Context

Officer's comments:

Council's 'Supplying Homes in Moreland' report was completed in 2019 and outlines the housing supply that Merri-bek needs to meet future demand for housing. This report relied on development data provided by the State Government, including the number of new dwellings constructed between 2005 and 2016. Council officers have also undertaken research on housing demand and housing capacity, culminating in the 2018 report 'A Home in Moreland' and the 2022 'Housing Capacity Study'. All of these pieces of research help Council understand the type and number of new houses that are needed to house Merri-bek's growing and diverse population, how more housing and more affordable housing can be supplied and the capacity of land in Merri-bek to meet demand. These reports are publicly available and can be found at:

[Housing and employment research \(merri-bek.vic.gov.au\)](https://www.merri-bek.vic.gov.au/housing-and-employment-research)

This research will need to be reviewed and updated in the near future to take into account updated population forecasts and development data. It is expected that this review will commence in 2024.

Given that most building permits are issued and monitored by Private Building Surveyors, it is difficult for Council to have ready access to data about construction commencements and completions. In addition to relying on data collected by the State Government, subscriptions to development data collected by private companies may be an option, along with Council resourcing the gathering of this data 'in house'.

3. Financial Implications

Officer's comments:

The costs associated with investigating options and preparing a Council report can be met within the existing budgets of the relevant Business Units.

4. Resources Implications

Officer's comments:

The resources required to investigate options and prepare a Council report can be met within the relevant Business Units.

8.5 CLOSURE OF GLENROY POST OFFICE

Cr Angelica Panopoulos

Motion

That Council:

1. Notes that the Mayor has written to Australia Post Chief Executive Officer and Managing Director, Paul Graham and the Federal Minister for Communications, Michelle Rowland:
 - a) Informing Mr Graham and Ms Rowland that Council opposes the decision to close the Australia Post Glenroy branch as an essential service to the community that will likely cause negative impacts. This includes the fact that there is a higher than average proportion of people without internet access at home and high number of elderly and culturally and linguistically diverse people in Glenroy. Many people in the community will lose their ability to undertake banking, bill paying, postage, parcel pick up and passport services independently in their local suburb.
 - b) Urging Australia Post to reconsider its decision and keep the Glenroy branch open.
 - c) Requesting Australia Post conduct a community impact assessment before any decision about closing a Post Office is made and that this assessment be made publicly available upon completion.
 - d) Requesting an opportunity to meet each of them to discuss the concerns further.
2. Notifies Federal Member for Wills, Peter Khalil, and State Member for Broadmeadows, Kathleen Matthews-Ward of the Mayor's meeting requests and invites the Federal and State members to participate in any meeting that is organised.
3. Provides support and assistance to any community campaigns against the closure of the Glenroy Post Office, including encouraging community awareness of, and participation in the current community petition to Australia Post and any further community campaigns that may arise.
4. Writes to the Communications Workers Union Victoria – Postal and advises them about the Council and community concerns regarding the impacts of the closure of the Glenroy Post Office.

1. Background

Cr Panopoulos' background:

Australia Post recently announced a sudden decision of the closure of the Glenroy Post Office.

Many in the Glenroy community were shocked to hear of the upcoming closure of the Glenroy Post Office. It is an essential service for many in the community and is vital for banking, bill paying, postage, parcel pick up and passport services. It is especially important to consider the fact that Glenroy is home to a higher than average proportion of people without home internet access, and a high number of elderly and culturally and linguistically diverse people in Glenroy.

The Glenroy Post Office has been a core part of the Glenroy shopping precinct for over 20 years, and is a vital community asset. The closure of this branch would mean that local residents no longer have access to a Post Office that they can easily walk and catch public transport to. This will also likely disadvantage those without access to a car who will now have to travel further to reach the next nearest Post Office.

Given how busy the Post Office is, many are surprised to learn that it will be closing. It is unclear why this decision was made and, as such, it should be standard process for Australia Post to conduct a publicly available community impact assessment before any decision about closing a Post Office is made.

2. Policy Context

Officer's comments:

This request is aligned with Council's Human Rights Policy, which gives priority to people who are recognised as being at greatest risk from social and economic life because of access barriers.

The closure of the Glenroy Post Office would provide barriers to segments of our community relying on in person community services such as banking, bill paying and parcel pick up. Segments which would be impacted include elderly and those with lower levels of English as a first language, and who don't have digital access or competency.

Glenroy has a high number of elderly community members residing in Glenroy (5.9% of the total Glenroy population aged 80 years and over, compared to 4% for Greater Melbourne) and the significant culturally and linguistically diverse community; 48.9% of people in Glenroy speak a language other than English (compared to the Greater Melbourne average of 34.1%).

Glenroy is also home to a higher-than-average proportion of people without home internet access; Merri-bek's Health Profile 2020 found that 16% of households had no internet access.

Other people impacted could be those who walk or catch public transport to access services, especially those without access to a car (around 10% of the Glenroy population, higher than the Greater Melbourne average of 8.2%) who will now have to travel further to access a post office.

3. Financial Implications

Officer's comments:

The cost of planned activities and actions are available within existing budget allocations.

4. Resources Implications

Officer's comments:

This motion can be actioned within existing resource allocations.

8.6 PARKING PERMIT CONSULTATION

Cr Angelica Panopoulos

Motion

That Council, given its decision to maintain the status quo on residential parking permits as part of the adoption of the 4-year Budget 2023-2027, amends the approach to consultation in relation to the Parking Management Policy (as resolved at its meeting held 14 April 2021), and proceed without seeking feedback on free residential parking permits.

1. Background

Cr Panopoulos' background:

In April 2021, Council resolved to consult residents on a range of topics relating to parking and transport in the municipality. One such topic was regarding free residential parking permits. Since then, Council has discussed this topic at briefings and in the Draft Budget discussion at the Council meeting in April.

Council did not resolve to provide free residential parking permits for residents during any Budget or related Fees and Charges processes, instead maintaining the status quo. Additionally, there were 26 eligible community budget ideas and 121 budget submissions submitted by community members throughout the budget process. None of these requested free residential parking permits or consultation on whether to provide free residential parking permits.

Given Council unanimously approved the Budget last month and voted to maintain existing policy, it would not be reasonable to consult residents on a potential change that contradicts Council's most recent decision. This proposal would also indirectly contradict the Council Plan's core theme of "Moving and living safely in Merri-bek", through encouraging more on-street parking, thus adding to congestion on our streets.

There are also relevant additional policy and practicality considerations. These are the following:

Ensuring best use of scarce on-street parking

Residential and business parking permits are used as one way to encourage the best possible use of valuable on-street parking space. The more access granted to parking permits that exempt people from the time restrictions on parking signs, the fewer parking spaces that are available for the target users of the time-limited parking.

There would also be fewer parking spaces available for those permit holders. An unintended consequence of policy change would mean more residents obtain a permit, and so more people would be competing for the same number of parking spaces on-street.

Where residents can park their vehicles off-street, having a cost for residential parking permits means the incentive remains to park off-street. If parking permits are free, there is no incentive to park off-street, and so people would consume parking spaces on-street, taking up the spaces that may be necessary for other car-users.

Cost impact of free residential parking permits

Council has been charging for on-street parking permits for many years. Most other metro-Melbourne Councils do this too.

Residential 1 (Resi 1) parking permits are available for eligible households where there is timed parking, giving an exemption from the time restrictions. There are a few locations across the municipality that are Permit Only zones.

Residential 2 (Resi 2) parking permits (a second permit) are only available to eligible households without off-street parking (that is, without a driveway), and provide the same restriction.

Throughout the municipality, there are about 0.7% of households with 2 permits and 3.2% of households with 1 permit.

Approximately 96.8% of households do not have a parking permit – noting that not all streets have timed restrictions in them.

Concession card-holders are also eligible for concession rates on their parking permit.

To offer the first permit free would mean reduction in income of approximately \$90,000 per annum. This is a significant impact on the revenue supporting Council's many services. As such, if it were determined that residential parking permits should be free, it would be necessary to refer this reduction in the overall operating position to the budget process.

Parking Management Policy

Exhibition of proposed changes with the proposed change to the scope of consultation with the community about the Parking Management Policy, the remaining items to be addressed from the April 2021 Council resolution with respect to the Parking Management Policy should proceed to consultation as envisaged.

2. Policy Context

Officer's comments:

In December 2020, Council resolved that, with respect to the Moreland Integrated Transport Strategy 2019, it:

- Reaffirms the objective of mode shift to more sustainable transport options, noting that this requires strong investment in public transport, cycling, walking and other sustainable transport infrastructure, as well as incentives and encouragements to take up sustainable transport.

Council also stated that it:

- Recognises that using sustainable alternatives to driving is difficult for many in Moreland, partly due to lack of investment in the public transport system by the state government, particularly in the North of Moreland.

In light of these two resolutions, Council also resolved to set aside two actions of the Moreland Integrated Transport Strategy 2019, namely, that Council:

- Abandons the planned future parking restrictions arising from the Moreland Integrated Transport Strategy in all Major Activity Centres (Coburg, Brunswick and Glenroy) and all Neighbourhood Activity Centres, in favour of an approach to parking restrictions based on local need and usage.
- Abandons the planning scheme amendment proposed in the Moreland Integrated Transport Strategy, which would have allowed the removal of minimum car parking rates in developments and the setting of maximum car parking requirements in activity centres.

These resolutions were actioned in 2021, including the removal of parking restrictions in the two Neighbourhood Activity Centres that had already seen the implementation of the new restrictions, following a community survey.

There was a further resolution in December 2020 for a report to return to Council in April 2021 covering a range of changes to the Parking Management Policy. This report was brought to Council in April 2021, and the resolutions in the table below were made with respect to the proposed updates to the Parking Management Policy for community consultation. An update on the current status of these resolutions is also provided.

| Item | Resolution wording | Current status |
|-------------|--|--|
| | That Council: | |
| 3 | Endorses the Draft Parking Management Policy (PMP) 2021 at Attachment 2 for community consultation, which includes the following changes to the existing PMP 2019: | Community consultation on the Draft PMP is scheduled in coming months |
| a) | Formalising transitional parking policies developed in anticipation of implementing MITS parking restrictions that remain relevant including: | The updated Draft PMP accounts for this. |
| i. | Allowing all residents who have an accessible parking permit to access a resident parking permit regardless of where they live | The updated Draft PMP accounts for this. |
| ii. | Allowing residents who live in properties subdivided after August 2011 to apply for an exemption to access visitor permits, where they can provide evidence from a relevant professional that they have a special need for these based on factors such as age, disability, health or specific threat to personal safety | The updated Draft PMP accounts for this. |
| iii. | Providing a 50 per cent discount on business parking permits for registered charities and not-for-profits, schools and early years services | The updated Draft PMP accounts for this. |
| b) | Allowing businesses (not only residents) to access service parking permits to cater for tradespeople, removalists, etc. | The updated Draft PMP accounts for this. |
| c) | Revising the home visit permit for organisations that provide services to clients' homes in Moreland to be based on daily permits as needed rather than annual permits. | The updated Draft PMP accounts for this. |
| d) | Delegating authority to officers to make parking changes affecting no more than two parking spaces for safety or operational reasons consistent with the User Priority Guidelines in the PMP, and changes affecting more than two parking spaces where this is recommended by a road safety audit to address a safety issue. | The updated Draft PMP accounts for this. |
| e) | Providing additional decision making guidance for the appeals process to allow consideration of undue disadvantage arising from special circumstances and where it is reasonable to make an exemption. | The updated Draft PMP accounts for this. |
| f) | Removing references to implementation of MITS 2019 parking restrictions, other than relating to the Brunswick West and Hadfield areas where consultation will occur to determine whether there is community support to retain these restrictions. | The updated Draft PMP accounts for this (noting that the consultation has occurred and given lack of community support, all references to MITS 2019 parking restrictions will be removed). |
| g) | Minor changes to car share permit eligibility, operation and fees. | The updated Draft PMP accounts for this. |

| Item | Resolution wording | Current status |
|-------------|--|--|
| | That Council: | |
| h) | Other minor changes such as updates to position titles, text revisions for greater clarity and reference to the new ePermit system. | The updated Draft PMP accounts for this. |
| i) | Other minor changes required to give effect to this motion. | The updated Draft PMP accounts for this. |
| 5 | Endorses the Draft PMP for community consultation as outlined in section 7 of this report subject to the allocation of the necessary funds outlined in section 6 of this report which will be referred to the third quarter budget review process. | Resources have been identified to support this community consultation and this will proceed. |
| 6 | Notes benchmarking of parking permit eligibility and cost, as well as processes for considering changes to parking restrictions, at Attachment 3 and determines to undertake community consultation as part of the PMP consultation on the following change: | Council noted this in April 2021. |
| a) | The cost for the first standard residential parking permit be free. | This item is subject to Cr Panopoulos's motion at this meeting. |

The retention of the charge for the first parking permit, which was resolved by Council to be included in the 2023/24 Budget at the June 2023 Council meeting at \$46.80 and \$23.20 (concession) respectively, is recommended by officers on the following grounds:

- The unintended consequences of flooding the streets with vehicles from residences that have off-street parking and have not seen the need to secure a residential parking permit with the costs above, thereby reducing parking available for those prepared to pay for a permit.
- The relatively low cost of a parking permit compared to the cost owning and operating a vehicle and the common expectation that in areas of high parking demand, parking should be valued to manage demand.
- The existence of the concession charge for the first parking permit which eases the burden on residents less able to pay.
- The financial implications of not collecting the revenue from these permits (see next section).

Only 3.2 per cent of Merri-bek households have a first parking permit. It is likely that residents in parts of the municipality not directly affected by this charge will respond to this consultation without the perspective of the parking demand pressures.

3. Financial Implications

Officer's comments:

Incorporating Cr Panopoulos's proposed change into the scope of the matters covered in the community consultation is cost neutral as the community consultation on the Parking Management Policy has not yet commenced and removing this item will not alter the cost of the community consultation.

If the community consultation on the first standard residential parking permit being free proceeded and this led to Council deciding to consider implementing this initiative, the cost would be of the order of \$90,000 per annum and this would need to be considered in future budgets against other strategic priorities of Council.

4. Resources Implications

Officer's comments:

If the decision is made by Council not to consult on the first residential parking permit being free, this can be readily accounted for in the current work to consult the community on the updated Draft Parking Management Policy.

As this would also simplify the consultation, it would also reduce the effort required in bringing the final Parking Management Policy to Council for adoption.