

MANNINGHAM

## COUNCIL MEETING

# AGENDA

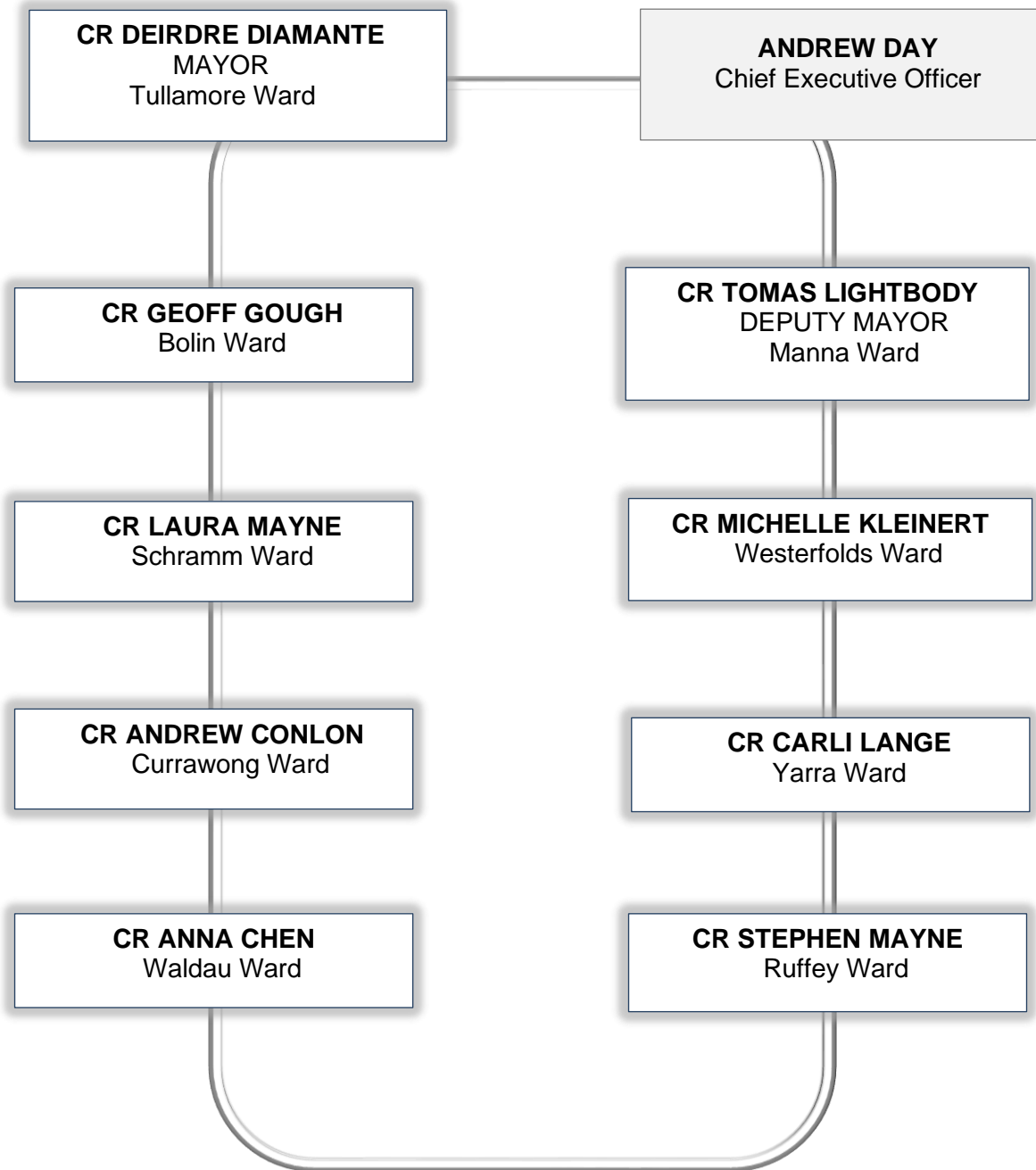
<b>Date:</b>	<b>Tuesday, 26 September 2023</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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

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

*This meeting will be livestreamed. Members of the public who address Council will be heard on the live audio stream, and audio of them speaking will be recorded. All reasonable efforts will be made to avoid capturing live or recorded video footage of public attendees however there might be incidental capture.*

# COUNCIL MEETING SEATING PLAN



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**1 OPENING PRAYER AND STATEMENTS OF  
ACKNOWLEDGEMENT**

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

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Confirmation of the Minutes of the Council Meeting held on 22 August 2023 and the Council Meeting held on 12 September 2023.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

**9 PLANNING PERMIT APPLICATIONS**

There are no planning permit applications that require a decision of Council this month.

**10 CITY PLANNING**

There are no City Planning reports.

## 11 CONNECTED COMMUNITIES

### 11.1 Advisory Committees Membership Recruitment For 2024

File Number:	IN23/571
Responsible Director:	Acting Director Connected Communities
Attachments:	<ol style="list-style-type: none"><li>1 Arts Advisory Committee Terms of Reference <a href="#">↓</a></li><li>2 Healthy Ageing Advisory Committee Terms of Reference <a href="#">↓</a></li><li>3 Youth Advisory Committee Terms of Reference <a href="#">↓</a></li><li>4 Disability Advisory Committees Terms of Reference <a href="#">↓</a></li></ol>

#### PURPOSE OF REPORT

*The purpose of this report is to inform Council of the development of Terms of Reference for a new advisory committee – the Arts Advisory Committee, together with the amendment of existing advisory committees’ Terms of Reference ahead of membership recruitment.*

#### EXECUTIVE SUMMARY

*Advisory committees provide a formal way for Council to seek input and guidance from the community based on demonstrated lived experience, skills or knowledge related to the respective committee’s subject matter. The Terms of Reference intend for each committee’s membership to provide a representative cross section of the Manningham community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan.*

*Council has recently endorsed the establishment of two new advisory committees which require membership recruitment:*

- Arts Advisory Committee; and
- Healthy Ageing Advisory Committee.

*The following two advisory committees will come to the conclusion of their respective terms of reference at the end of 2023 and will require a new membership from 2024:*

- Youth Advisory Committee; and
- Disability Advisory Committee.

*Each advisory committee is governed by the Council-endorsed standard Terms of Reference which is then adapted for the specific purpose and membership of each advisory committee. An amended standard Terms of Reference template was endorsed by Council on 22 August 2023. The various Terms of Reference subject to this report, are based on the amended standard.*

*Each advisory committee’s Terms of Reference require individual endorsement from Council. This will then allow a call for expressions of interest for membership nomination.*

**1. RECOMMENDATION****That Council:**

- A. Endorses the draft Terms of Reference for one new advisory committee:**
- Arts Advisory Committee;
- B. Endorses the draft amended Terms of Reference for the following advisory committees:**
- Youth Advisory Committee;
  - Disability Advisory Committee;
- C. Notes that the Terms of Reference for the Healthy Ageing Advisory Committee were endorsed at the Council meeting of 22 August 2023;**
- D. Notes a call for Expressions of Interest for membership nomination to the:**
- Arts Advisory Committee,
  - Healthy Ageing Advisory Committee,
  - Youth Advisory Committee and
  - Disability Advisory Committee
- will commence following Council endorsement of the draft Terms of Reference for each committee.**

**2. BACKGROUND**

- 2.1 Council utilises a range of advisory committees to support better representation of Manningham's diverse community in Council decision making.
- 2.2 Within the Connected Communities directorate, there are currently six advisory committees as follows:
- Youth Advisory Committee;
  - Disability Advisory Committee;
  - Health and Wellbeing Advisory Committee;
  - Gender Equality and LGBTQIA+ Advisory Committee;
  - Multicultural Communities Advisory Committee; and
  - Recreation and Sport Advisory Committee.
- 2.3 Two new advisory committees will also be established:
- Arts Advisory Committee; and
  - Healthy Ageing Advisory Committee.
- 2.4 A new Arts Advisory Committee will be established to guide best practice and strategic advice to Council regarding public art commissions, other art acquisitions and cultural planning more broadly. The new Arts Advisory Committee will provide recommendation and advice so that Manningham maintains a vibrant, diverse, culturally relevant, and economically impactful and sustainable arts sector.
- 2.5 A new Healthy Ageing Advisory Committee will also be established to provide a direct link between Council and people who have expertise, skills and/or lived experience relevant to healthy ageing and knowledge of the needs and aspirations of older residents. Council endorsed the Terms of Reference for this Committee on 22 August 2023.

- 2.6 The current membership period for the Disability and Youth Advisory Committees expires at the end of 2023 and will require a new call for expressions of interest and committee membership endorsement.
- 2.7 Membership recruitment will follow the endorsement of Terms of Reference for the respective advisory committees. The call for Expressions of Interest will be promoted across local media channels including Council's website, Manningham Matters, social media and/ or by invitation to relevant local or peak agencies or community organisations.
- 2.8 Every effort, including targeted recruitment where appropriate, will be made to ensure a representative cross section of the Manningham community is nominated and endorsed to serve on the committees, as intended by the respective Terms of Reference for each advisory committee.
- 2.9 A review panel comprising the committee Chairperson and supported by officers, will review the applications, and make recommendations regarding the preferred applicants. Membership recommendations will be reported back to Council in December 2023 for endorsement.
- 2.10 The new membership for each advisory committee will commence in early 2024.

### 3. DISCUSSION / ISSUE

- 3.1 Draft Terms of Reference for the new advisory committee, Arts Advisory Committee (Attachment 1); which require membership recruitment are attached.
- 3.2 Draft Terms of Reference for the following two advisory committees, which will come to the conclusion of their respective Terms of Reference at the end of 2023, are attached:
  - Youth Advisory Committee (Attachment 3); and
  - Disability Advisory Committee (Attachment 4).
- 3.3 The Health Ageing Advisory Committee Terms of Reference were endorsed by Council on 22 August 2023 (Attachment 2).

### 4. COUNCIL PLAN / STRATEGY

#### 4.1 Council Plan

##### **Goal 1.1: A healthy, resilient and safe community**

Work with our partners and Advisory Groups to improve access to health and wellbeing services and programs for all people in our community.

##### **Goal 1.2: Connected and inclusive community**

Improve Council practice for inclusive communication and engagement.

Develop and deliver diverse community arts and public art programs that enable a celebration of local culture.

##### **Goal 2.1: Inviting places and spaces**

Improve activation of places and neighbourhoods for people to recreate, gather and participate in community life.

##### **Goal 4.1: Grow our local business, tourism and economy**

Support the development of local creative industries.

**Goal 5.2: A Council that values customers and community in all that we do**

Work with our partners and advisory networks to advocate and raise awareness of inclusive practices for key priority areas - considering people from First Nations, LGBTIQ+ communities, youth, culturally diverse communities and people with a disability.

- 4.2 Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability and culture.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 Advisory committees provide a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The Committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.

- 5.2 Finance / Resource Implications

The administration of advisory committees is resourced through the operational budgets of the respective service areas.

**6. IMPLEMENTATION**

- 6.1 Communication and Engagement

Stakeholder Groups	<ul style="list-style-type: none"> <li>1. Individual community members with direct lived experience of relevant topics (eg. disability).</li> <li>2. Peak bodies representing relevant topics/industries.</li> <li>3. Individual professionals working within relevant topics/industries but not formally representing organisations or peak bodies.</li> </ul>
Is engagement required?	Yes
Where does it sit on the IAP2 spectrum?	Consult Involve
Approach	<p>Officers have prepared a communications plan for the call for expressions of interest in anticipation of Council's endorsement of the respective Terms of Reference for each advisory committee.</p> <p>Expressions of Interest will be sought in the local media, Manningham Matters, on Council's website and social media and specialist advertising platforms as relevant (eg. artshub) and/or by invitation to relevant local or peak agencies or community organisations.</p> <p>Inclusive techniques will be used to ensure access for the broadest reach possible such as the use of easy English documents.</p>



## 6.2 Timelines

6.2.1 The following timeline for membership recruitment is proposed.

Date	Milestone	Purpose
27 September	Applications open	Advertisements commence seeking expressions of interest for membership vacancies.
18 October	Applications close	End of the membership recruitment period.
October / November	EOI assessments	Review panel comprising the committee Chairperson and supported by officers.
12 December	Council Meeting	Seek endorsement from Council on the review panels recommendations for the new membership.

6.2.2 The review panel recommendations will be provided to Council for consideration in December 2023 for the new membership to commence their roles in early 2024.

6.2.3 Once members have been appointed, the advisory committees will continue to convene quarterly meetings, at a time and place determined by the respective committee Chairperson in consultation with the relevant advisory committee memberships.

## 7. DECLARATIONS OF CONFLICT OF INTEREST

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

## Manningham Arts Advisory Committee Draft Terms of Reference 2023

<b>What is the Manningham Arts Advisory Committee?</b>	The Manningham Arts Advisory Committee (MAAC) will provide strategic advice to Council on how to ensure Manningham maintains a vibrant, diverse, culturally relevant, and economically impactful and sustainable arts sector. The MAAC will strengthen the voice of artists and arts professionals and help ensure Manningham's arts programming reflects and engages with the contemporary community.
<b>1. Purpose</b>	The MAAC provides a formal way for Council to seek input and guidance from the community. The guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The MAAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of the MAAC is to provide a direct link between Council and artists, creative industries professionals and arts audiences in the community.</p> <p>MAAC members will:</p> <ul style="list-style-type: none"> <li>• Provide advice regarding best practice for the commissioning and management of public art and indoor artworks that are to be accessioned into the Manningham Art Collection.</li> <li>• Provide broad advice and recommendations relating to arts and cultural planning matters.</li> <li>• Be invited to form sub-committees or join tender panels for the assessment of public artwork commissions and commissions/acquisitions of indoor artworks for the Manningham Art Collection.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans, specifically those relating to the arts, economic development, urban design and community infrastructure.</li> <li>• Contribute to the work of other advisory committees where relevant as subject matter experts.</li> <li>• Report to Council via an annual report regarding MAAC's activities, advice and achievements.</li> </ul>
<b>3. Delegated Authority and Decision Making</b>	<ul style="list-style-type: none"> <li>• Advisory committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>

<b>4. Chairperson</b>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor nominated by Council on an annual basis. If the Chairperson is absent, a Councillor representative will chair the meeting in order to maintain a quorum.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of the meeting procedures.</li> </ul>
<b>5. Membership</b>	<ul style="list-style-type: none"> <li>• At least one councillor appointed annually who acts as Chairperson.</li> <li>• A range of volunteer committee members (up to eight [8]) appointed by Council through an expression of interest, selection and endorsement process to provide an even mix of: <ul style="list-style-type: none"> <li>○ Representatives of professional arts sector organisations, service providers or tertiary institutions;</li> <li>○ Professional artists living or practising locally, or with a demonstrated close connection to Manningham with relevant skills and experience; and</li> <li>○ Preferably a minimum of one member who identifies as First Nations.</li> </ul> </li> <li>• Council officers comprising: <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager;</li> <li>○ Service area coordinator to act as Secretariat; and</li> <li>○ Subject matter experts.</li> </ul> </li> </ul>
<b>6. Co-opted Membership</b>	Representatives from peak bodies, service providers and Council may be invited to attend MAAC meetings to provide specific advice on an as-needs basis and do not contribute to the MAAC quorum.
<b>7. Quorum</b>	50% plus one comprising: <ul style="list-style-type: none"> <li>• One councillor or delegated representative; and</li> <li>• Five community or arts sector representatives.</li> </ul> Together with one officer as Secretariat.
<b>8. Membership Criteria</b>	Applications will be assessed against the specific criteria as follows: <ul style="list-style-type: none"> <li>• Either: <ul style="list-style-type: none"> <li>○ Represent a professional arts sector organisation, service provider or tertiary institution; or</li> <li>○ Be a professional artist living or practising locally, or with a demonstrated close connection to Manningham, with relevant skills and experience.</li> </ul> </li> <li>• Have a strong understanding of contemporary ideas and issues relating to the arts sector.</li> <li>• Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality, arts practice and geographic location.</li> <li>• Demonstrated commitment to actively and constructively contributing to the MAAC with or without support (eg. interpreting service).</li> <li>• Willingness and ability to engage in open and respectful discussions that add value to the MAAC.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>• Willingness to sign a Code of Conduct for committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>

<p><b>9. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>• Expressions of interest for the full MAAC membership will be sought in the local media, on Council’s website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council’s website) within the advertised nomination period;</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>○ Applications will be assessed by officers and recommendations will be presented at a Council meeting for formal approval; and</li> <li>○ Advisory committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above</li> </ul> </li> <li>• Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent’s term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join MAAC for the remainder of the previous incumbent’s term.</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9)</li> <li>○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>
<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• Council officers are bound by the Employee Code of Conduct.</li> <li>• Committee members are bound by an Advisory Committee Member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity;</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including one’s self;</li> <li>○ Disclose any actual or perceived conflict of interest;</li> <li>○ Undertake Council values, <i>WE ARE Manningham</i>:                 <ul style="list-style-type: none"> <li>▪ Working Together;</li> <li>▪ Excellence;</li> <li>▪ Accountable;</li> <li>▪ Respectful; and,</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one’s own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%. Members should provide an apology, preferably in writing to the Chairperson and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of the committee;</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not respond as a representative of the committee;</li> <li>○ Committee members are also bound by Council’s Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> <li>● A breach of the Code of Conduct may result in committee membership terminating.</li> </ul>
<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>● Councillor representatives are endorsed annually by Council.</li> <li>● Volunteer organisational and artist representatives are endorsed for a two (2) year period:             <ul style="list-style-type: none"> <li>○ A member of the committee may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>○ Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> <li>○ If a committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul> </li> </ul>
<p><b>12. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>● The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions:</li> <li>● Each agenda must commence with an Acknowledgement of Country.</li> <li>● An agenda, prepared in consultation with the chairperson, will be circulated to committee members a minimum of seven (7) days prior to the meeting.</li> <li>● Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>● Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>● Draft minutes of the MAAC meeting will be circulated to Committee members within two weeks of the meeting.</li> <li>● Confirmed MAAC meeting minutes to be placed on the Councillor Hub.</li> <li>● The MAAC will submit a written report and/or presentation to Council by November each year; summarising MAAC’s activities and achievements for the preceding 12 months, and ensuring continued alignment with Council’s strategic objectives.</li> <li>● The report on MAAC’s activities and achievements for the preceding 12 months will be published on the Council website.</li> </ul>

4 | Manningham Arts Advisory Committee – Draft Terms of Reference August 2023  
 Approved by Council: XX XXX 2023 Review Date: Feb 2026



<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with MAAC members.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior council officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any advisory committee meeting to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by councillors, MAAC members, or officers prior to the agenda item discussion, with the relevant committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>
<p><b>14. Review</b></p>	<ul style="list-style-type: none"> <li>• MAAC's Terms of Reference, membership, and productivity will be reviewed annually to ensure currency and effectiveness.</li> <li>• The Councillor Chair is responsible for reporting to Council on the Committee's progress on behalf of the Committee.</li> <li>• The terms of reference may be revoked at any time by Council.</li> <li>• MAAC will sunset four (4) years from the date of adoption.</li> </ul>



<b>Definition of Key Terms</b>	Advisory Committee	Manningham Council's Advisory Committee Policy 2019 - 2023 defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.  Advisory committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a life span beyond one year and are aligned with a Council plan or strategy.
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a Councillor.
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.
	Council	The Councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of committee members required for a committee meeting to proceed.
	Secretariat	The senior officer appointed to administer the advisory committee, such as the service area Coordinator.
Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.	

## Healthy Ageing Advisory Committee Terms of Reference – August 2023

<b>What is the Healthy Ageing Advisory Committee (HAAC)?</b>	The Manningham Healthy Ageing Advisory Committee (HAAC) provides strategic advice to Council regarding the needs of older people. The HAAC will strengthen the voice of older residents to engage with Council and support the community to be inclusive for all Manningham residents.
<b>1. Purpose</b>	The HAAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The HAAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of the HAAC is to provide a direct link between Council and people who have expertise, skills and/or lived experience relevant to healthy ageing and knowledge of the needs and aspirations of older residents.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of older people with an ability to advise on current and emerging trends in the community or relevant sector.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham’s Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025. This includes: <ul style="list-style-type: none"> <li>○ Ongoing actions to foster a dementia-friendly community and an Age Friendly City;</li> <li>○ Harnessing the wealth of knowledge and experience held by our older residents for the betterment of our community; and</li> <li>○ Better understanding regarding how we can improve outcomes for older people who feel isolated or lonely.</li> </ul> </li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via an annual report regarding the Advisory Committee’s activities, advice and achievements.</li> </ul>
<b>3. Delegated authority and decision making</b>	<ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>



<sup>1</sup> Manningham Healthy Ageing Advisory Committee - Draft Terms of Reference August 2023  
Approved by Council: \_\_\_\_\_ Review Date: \_\_\_\_\_



<b>4. Chairperson</b>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis. If the Chairperson is absent, they are able to nominate another person to chair.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> </ul>
<b>5. Membership</b>	<ul style="list-style-type: none"> <li>• At least one councillor appointed annually who acts as Chairperson.</li> <li>• A range of up to ten volunteer committee members endorsed by Council following an expression of interest, nomination and assessment process, to provide an even mix of: <ul style="list-style-type: none"> <li>○ Local community organisations and/or service providers who can add value through their knowledge and practice; and</li> <li>○ Community members with relevant skills and experience.</li> </ul> </li> <li>• Up to three officers comprising: <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager;</li> <li>○ Service area Coordinator to act as Secretariat; and</li> <li>○ Subject matter expert.</li> </ul> </li> </ul>
<b>6. Co-opted Membership</b>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice on an as-need basis, and do not contribute to the Advisory Committee's quorum.</li> </ul>
<b>7. Quorum</b>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>• One councillor or delegated representative;</li> <li>• Five community or service provider representatives.</li> </ul> <p>Together with one officer as Secretariat.</p>
<b>8. Membership Criteria</b>	<p>Applications will be assessed on the following criteria:</p> <ul style="list-style-type: none"> <li>• Have lived experience and/or possess knowledge and understanding of the needs and issues addressed by the HAAC.</li> <li>• Older people aged over 65 years who live, work or study in Manningham.</li> <li>• Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>• Bring a variety of experiences, capabilities and backgrounds.</li> <li>• Have an interest in civic participation, community involvement or advocacy.</li> <li>• Willingness and ability to engage in open and respectful discussions that add value to the HAAC.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>• Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>



<p><b>9. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>• Expressions of interest for HAAC membership will be sought in the local media, on Council’s website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council’s website) within the advertised nomination period;</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>○ Applications will be assessed by Officers and recommendations will be presented at a Council meeting for formal approval;</li> <li>○ Advisory Committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above.</li> </ul> </li> <li>• Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent’s term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent’s term;</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and</li> <li>○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>
<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Councillors are bound by the Councillor Code of Conduct.</li> <li>• Council officers are bound by the Employee Code of Conduct.</li> <li>• Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity;</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including one’s self;</li> <li>○ Disclose any actual or perceived conflict of interest;</li> <li>○ Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>• Working Together;</li> <li>• Excellence;</li> <li>• Accountable;</li> <li>• Respectful; and</li> <li>• Empowered.</li> </ul> </li> <li>○ Take reasonable care of one’s own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of HAAC;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the committee;</li> </ul> </li> </ul>



<p><b>10. Membership Responsibilities (con't)</b></p>	<ul style="list-style-type: none"> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> <li>● A breach of the Code of Conduct may result in HAAC membership terminating.</li> </ul>
<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>● Councillor representatives are appointed annually by Council.</li> <li>● Volunteer community representatives are appointed for the full four (4) year period:</li> <li>● A member of HAAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>● Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> <li>● If a committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>
<p><b>12. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>● The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions for the HAAC:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country; and</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>● Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>● Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>● Draft minutes of the committee meeting will be circulated to Committee members within two weeks of the meeting.</li> <li>● Confirmed committee meeting minutes be placed on the Councillor Hub</li> <li>● The HAAC will submit a written report and/or presentation to Council by November each year; summarising HAAC's activities and achievements for the preceding 12 months and ensuring continued alignment with Council's strategic objectives.</li> <li>● The report on HAAC's activities and achievements for the preceding 12 months will be published on the Council website.</li> </ul>



<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with HAAC members.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any advisory committee meeting to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>
<p><b>14. Review</b></p>	<ul style="list-style-type: none"> <li>• The HAAC Terms of Reference, membership and productivity will be reviewed at least once every four years to ensure currency and effectiveness.</li> <li>• The Councillor Chairperson is responsible for reporting to Council on the Committee’s progress and achievements on behalf of the Committee.</li> <li>• The Terms of Reference may be revoked at any time by Council.</li> <li>• The HAAC will sunset four years from the date of adoption.</li> </ul>

<p><b>Definition of Key Terms</b></p>	<p>Advisory Committee</p>	<p>Manningham Council’s <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council’s goals and objectives under the Council Plan.</p> <p>Advisory committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
	<p>Chairperson</p>	<p>The person appointed to facilitate an advisory committee meeting, in this case, a councillor.</p>
	<p>Co-opted membership</p>	<p>Appointment to membership of an advisory committee by invitation of the existing members.</p>



<b>Definition of Key Terms (con't)</b>	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of committee members required for a committee meeting to proceed.
	Secretariat	The senior officer appointed to administer the advisory committee, such as the service area Coordinator.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.



## Manningham Youth Advisory Committee (MYAC) Draft Terms of Reference August 2023

<b>What is the Manningham Youth Advisory Committee?</b>	The Manningham Youth Advisory Committee (MYAC) provides the opportunity for young people aged 16 to 25 years to contribute to the development of Council plans and policies. This will strengthen the voice of young people to be reflected in key strategic documents and directions.
<b>1. Purpose</b>	MYAC provides a formal mechanism for Council to ensure the voice of young people is reflected in Council's decision-making processes, strategy and policy development, and help Council to achieve its goals and objectives under the Council Plan. MYAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of MYAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to young people.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices of people from young people aged 16 to 25 years with an ability to advise on current and emerging trends in the community or relevant sector.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan 2021-2025, Health and Wellbeing Strategy 2021-2025 and Health and Wellbeing Strategy 2021-2025. Such actions include working with Manningham Youth Services and other partners to support young people to engage in education, employment and in community life.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other Advisory Committees where relevant as subject matter experts.</li> <li>• Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.</li> </ul>
<b>3. Delegated Authority and Decision Making</b>	<ul style="list-style-type: none"> <li>• Advisory Committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>

<p><b>4. Membership</b></p>	<ul style="list-style-type: none"> <li>• Up to three Councillors appointed annually by Council, including the co-chair.</li> <li>• Up to 15 young people (and a minimum of eight) aged between 16 to 25 years encompassing diverse interests and intersectionality, including gender, LGBTIQA+, cultural backgrounds, abilities, ages and other factors to ensure a diversity of views.</li> <li>• Two representatives from Manningham Youth Services Youth Committee, directly nominated by Manningham Youth Services.</li> <li>• Council officers comprising:             <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director or Manager</li> <li>○ Service area coordinator to act as Secretariat; and</li> <li>○ Subject matter expert/s as relevant to the agenda.</li> </ul> </li> <li>• Manningham Youth Services Coordinator.</li> </ul>
<p><b>5. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice as relevant to the agenda, and do not contribute to the Advisory Committee's quorum.</li> </ul>
<p><b>6. Quorum</b></p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>• One Councillor or delegated representative.</li> <li>• Seven MYAC members.</li> </ul> <p>Together with one officer as Secretariat.</p>
<p><b>7. Membership Criteria</b></p>	<p>Appointment will be based on the following criteria:</p> <ul style="list-style-type: none"> <li>• A mix of ages and genders of young people represented, ranging between 16 and 25 years.</li> <li>• A variety of experiences, abilities, and backgrounds.</li> <li>• Young people who live, work or study within the municipality.</li> <li>• An interest in civic participation, community involvement or advocacy.</li> <li>• Ability to contribute in a meaningful way with a mix of skills and attributes to complement other members of the MYAC.</li> <li>• Commitment to regularly attend and actively participate in meetings.</li> <li>• Willingness to work within the Advisory Committee structure to consider the needs of all young people in Manningham.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year. Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment.</li> </ul>
<p><b>8. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>• Expressions of interest for the full MYAC membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period.</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible.</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them.</li> <li>○ Nominations will be assessed by officers and the MYAC Councillor representative, based on appropriate membership mix responsive to the criteria above. Sufficient nominations will be recommended to create a rolling membership pool and allocated either the first or second year of committee membership.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Recommended nominations will be presented to Council for formal endorsement of the MYAC membership.</li> <li>● Vacancies may be filled by drawing on the rolling pool in the first instance.</li> <li>● If the pool is exhausted, suitable candidates may be co-opted from the most recent expression of interest for the remainder of the previous incumbent's term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the Councillor chair, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join MYAC for the remainder of the previous incumbent's term</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required; and</li> <li>○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul> </li> </ul>
<p><b>9. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Councillors are bound by the Councillor Code of Conduct.</li> <li>● Council officers are bound by the Employee Code of Conduct. Committee members are bound by an Advisory Committee Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including oneself</li> <li>○ Disclose any actual or perceived conflict of interest</li> <li>○ Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>▪ Working Together</li> <li>▪ Excellence</li> <li>▪ Accountable</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one's own health and safety and that of others</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%</li> <li>○ Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of MYAC;</li> <li>○ Committee members must defer any media enquiries to the Councillor Chairperson in the first instance and should not to respond as a representative of the committee;</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Councillor Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> </li> </ul>





	<ul style="list-style-type: none"> <li>• A breach of the Code of Conduct may result in MYAC membership terminating.</li> </ul>
<p><b>10. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• <b>Volunteer community representatives are appointed from a rolling pool of endorsed nominees, for a one-year period across a two-year term, with the option to extend for a further one-year.</b></li> <li>• A member of MYAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Councillor Chairperson and the Secretariat.</li> <li>• <b>Vacancies will be filled by drawing on the rolling pool of endorsed nominees.</b></li> <li>• Service providers and community organisations may appoint and/or substitute a representative at their discretion.</li> <li>• If a Committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>
<p><b>11. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country.</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to MYAC members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the MYAC meeting will be circulated to committee members within two weeks of the meeting.</li> <li>• Confirmed MYAC meeting minutes will be placed on the Councillor Hub.</li> <li>• <b>An annual report summarising MYAC's activities and achievements for the preceding twelve (12) months and ensuring continued alignment with Council's strategic objectives.</b></li> <li>• The report on the Committees activities and achievements for the preceding 12 months will be published on the Council website</li> </ul>
<p><b>12. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• <b>Five meetings per annum will be pre-scheduled, at a time and place determined by the Councillor Chairperson in consultation with MYAC members.</b></li> <li>• Additional meetings will be subject to approval by both the Councillor Chairperson and the relevant senior Council Officer.</li> <li>• With the exception of co-opted members, meetings are closed to the public.</li> <li>• Any Councillor may attend any advisory committee meeting to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> </ul>

	<ul style="list-style-type: none"> <li>• Committee members must not disclose information that they know or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Councillor Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by Councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>
<p><b>13. Review</b></p>	<ul style="list-style-type: none"> <li>• The Committee’s Terms of Reference, membership, and productivity will be reviewed annually to ensure currency and effectiveness.</li> <li>• The Councillor Chair is responsible for reporting to Council on MYAC’s progress and achievements on behalf of the committee.</li> <li>• The terms of reference may be revoked at any time by Council.</li> <li>• <b>The MYAC will sunset four (4) years from the date of adoption.</b></li> </ul>

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<b>Definition of Key Terms</b>	Advisory Committee	Manningham Council's Advisory Committee Policy 2019 - 2023 defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.  Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a life span beyond one year and are aligned with a Council plan or strategy.
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a Councillor.
	Co-chair	The people jointly facilitating an advisory committee meeting, in this case a Councillor and MYAC member, with the Councillor co-chair to act as mentor to the MYAC member co-chairs.
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.
	Council	The Councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of committee members required for a committee meeting to proceed.
	Secretariat	The senior appointed to administer the advisory committee, such as the service area Coordinator.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.

## Manningham Disability Advisory Committee Draft Terms of Reference – August 2023

<b>What is the Disability Advisory Committee?</b>	The Manningham Disability Advisory Committee (MDAC) will provide strategic advice to Council on how to understand and respond to the needs of people with disability. The MDAC will strengthen the voice of people with disability when engaging with Council, and support the community to be inclusive for all Manningham residents.
<b>1. Purpose</b>	MDAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The MDAC will act in an advisory capacity only, and has no delegated authority to make decisions on behalf of Council.
<b>2. Role and Objectives</b>	<p>The role of the MDAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience in disability.</p> <p>MDAC members will:</p> <ul style="list-style-type: none"> <li>• Provide a representative sample of expert, independent and authentic voices to the needs of people with disability and their carers, with an ability to advise on current and emerging trends in the community or relevant sector.</li> <li>• Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham’s Council Plan 2021-2025 and the Health and Wellbeing Strategy 2021-2025.</li> <li>• Provide strategic advice and direction on the development and review of key Council strategies, policies and plans.</li> <li>• Contribute to the work of other advisory committees where relevant as subject matter experts.</li> </ul>
<b>3. Delegated authority and decision making</b>	<ul style="list-style-type: none"> <li>• Advisory committees provide advice to Council and officers to assist their decision making.</li> <li>• In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.</li> </ul>
<b>4. Chairperson</b>	<ul style="list-style-type: none"> <li>• Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis. If the Chairperson is absent, they are able to nominate another person to chair.</li> <li>• Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting.</li> <li>• The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.</li> </ul>



<p><b>5. Membership</b></p>	<ul style="list-style-type: none"> <li>• At least one Councillor appointed annually who acts as Chairperson.</li> <li>• A range of volunteer committee members (up to ten [10]) endorsed by Council through an expression of interest, nomination and assessment process to provide a mix of:             <ul style="list-style-type: none"> <li>○ Local community organisations and/or service providers, if relevant (maximum 20%)</li> <li>○ Community members with relevant skills and experience comprising:                 <ul style="list-style-type: none"> <li>• 60% people with disability; and</li> <li>• 20% family or carer of a person/s with disability.</li> </ul> </li> </ul> </li> <li>• Council officers comprising:             <ul style="list-style-type: none"> <li>○ A senior Council Officer, either Director, or Manager;</li> <li>○ Service area coordinator to act as Secretariat; and</li> <li>○ Subject matter expert/s.</li> </ul> </li> </ul>
<p><b>6. Co-opted Membership</b></p>	<ul style="list-style-type: none"> <li>• Representatives from peak bodies, service providers and council may be invited to attend advisory committee meetings to provide specific advice on an as-needed basis, and do not contribute to MDAC’s quorum.</li> </ul>
<p><b>7. Quorum</b></p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> <li>• One councillor or delegated representative;</li> <li>• Five community or service provider representatives.</li> </ul> <p>Together with one officer as Secretariat.</p>
<p><b>8. Membership Criteria</b></p>	<p>Applications will be assessed against the specific criteria as follows:</p> <ul style="list-style-type: none"> <li>• Community members have lived experience of disability, with preferred ration: 60% people with disability, 20% family or carer of a person/s with disability or 20% local community organization/ service provider.</li> <li>• Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location.</li> <li>• Provide direct links to and active participation in their local community and/or relevant organisations by living, working or studying in Manningham.</li> <li>• Possess knowledge and understanding of the needs and issues addressed by MDAC.</li> <li>• Demonstrate commitment to actively and constructively contributing to MDAC with or without support (e.g. interpreting service).</li> <li>• Willingness and ability to engage in open and respectful discussions that add value to MDAC.</li> <li>• Availability to attend 80% of the meetings scheduled throughout the year.</li> <li>• Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).</li> </ul>
<p><b>9. Membership Appointment</b></p>	<ul style="list-style-type: none"> <li>• Expressions of interest for the full MDAC membership will be sought in the local media, on Council’s website or by invitation to relevant local or peak agencies or community organisations:             <ul style="list-style-type: none"> <li>○ Nominations shall be submitted via the Council form (available on Council’s website) within the advertised nomination period;</li> <li>○ Inclusive techniques will be used to ensure access for the broadest reach possible;</li> <li>○ Applicants will be supported to access, complete and submit the form in the way that best suits them;</li> <li>○ Applications will be assessed by officers and recommendations will be presented at a Council meeting for formal endorsement; and</li> </ul> </li> </ul>



<p><b>Membership Appointment (con't)</b></p>	<ul style="list-style-type: none"> <li>○ MDAC membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above.</li> <li>● Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term:             <ul style="list-style-type: none"> <li>○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join MDAC for the remainder of the previous incumbent's term;</li> <li>○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and</li> </ul> </li> <li>● Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</li> </ul>
<p><b>10. Membership Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Councillors are bound by the Councillor Code of Conduct.</li> <li>● Council officers are bound by the Employee Code of Conduct.</li> <li>● Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following:             <ul style="list-style-type: none"> <li>○ Act with integrity;</li> <li>○ Act with impartiality and exercise responsibility in the interests of the local community;</li> <li>○ Not seek to confer an advantage or disadvantage on any person, including one's self;</li> <li>○ Disclose any actual or perceived conflict of interest;</li> <li>○ Undertake Council values, WE ARE Manningham:                 <ul style="list-style-type: none"> <li>▪ Working Together;</li> <li>▪ Excellence;</li> <li>▪ Accountable;</li> <li>▪ Respectful; and</li> <li>▪ Empowered.</li> </ul> </li> <li>○ Take reasonable care of one's own health and safety and that of others;</li> <li>○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting;</li> <li>○ Commit to active contribution to the work of MDAC;</li> <li>○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the committee;</li> <li>○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and</li> <li>○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.</li> </ul> </li> <li>● A breach of the Code of Conduct may result in MDAC membership terminating.</li> </ul>



<p><b>11. Appointment Terms</b></p>	<ul style="list-style-type: none"> <li>• Councillor representatives are appointed annually by Council.</li> <li>• Volunteer community representatives are appointed for the full four (4) year period:</li> <li>• A member of MDAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat;</li> <li>• Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and</li> <li>• If a committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.</li> </ul>
<p><b>12. Committee Administration</b></p>	<ul style="list-style-type: none"> <li>• The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions:             <ul style="list-style-type: none"> <li>○ Each agenda must commence with an Acknowledgement of Country; and</li> <li>○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting.</li> </ul> </li> <li>• Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training.</li> <li>• Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed.</li> <li>• Draft minutes of the MDAC meeting will be circulated to committee members within two weeks of the meeting.</li> <li>• Confirmed MDAC meeting minutes will be placed on the Councillor Hub.</li> <li>• MDAC will submit a written report and/or presentation to Council by November each year; summarising the MDAC's activities and achievements for the preceding 12 months, and ensuring continued alignment with Council's strategic objectives.</li> <li>• The report on the Committees activities and achievements for the preceding 12 months will be published on the Council website.</li> </ul>
<p><b>13. Meeting Procedures</b></p>	<ul style="list-style-type: none"> <li>• Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with the Advisory Committee.</li> <li>• Additional meetings will be subject to approval by both the Chairperson and the relevant senior officer.</li> <li>• With the exception of co-opted members, meetings are closed to the general public.</li> <li>• Any councillor may attend any advisory committee meetings to observe.</li> <li>• Committee members provide advice, as far as practicable, on a consensus basis.</li> <li>• Committee members are supported by Council to participate in meetings remotely if unable to physically attend.</li> <li>• Committee members must not disclose information that they know, or should reasonably have known is confidential information.</li> <li>• Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</li> <li>• Any actual or perceived conflicts of interests should be declared by councillors, committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.</li> </ul>



<b>14. Review</b>	<ul style="list-style-type: none"> <li>• MDAC’s terms of reference, membership, and productivity will be reviewed at least once every four years to ensure currency and effectiveness.</li> <li>• The Councillor Chairperson is responsible for reporting to Council on the Committee’s progress and achievements on behalf of the Committee.</li> <li>• The terms of reference may be revoked at any time by Council.</li> <li>• The MDAC will sunset four years from the date of adoption.</li> </ul>
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<b>Definition of Key Terms</b>	Advisory Committee	<p>Manningham Council’s <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council’s goals and objectives under the Council Plan.</p> <p>Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
	Chairperson	The person appointed to facilitate an Advisory Committee meeting, in this case, a councillor.
	Co-opted membership	Appointment to membership of an Advisory Committee by invitation of the existing members.
	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Disability	The Victorian Disability Act 2006 defines disability as: A sensory, physical or neurological impairment or acquired brain injury or any combination thereof, which is, or is likely to be, permanent; and causes reduced capacity in at least one of the areas of self-care, self-management, mobility or communication; and requires significant ongoing or long term episodic support; and is not related to ageing; or an intellectual disability; or a developmental delay.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person’s lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Cty Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of Committee members required for a Committee meeting to proceed.
	Secretariat	The officer appointed to administer the Advisory Committee. This could be a senior Council Officer, either Director, Group Manager or Manager.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.



5 | Manningham Disability Advisory Committee – Draft Terms of Reference August 2023  
 Approved by Council: Review Date:



## 11.2 Manningham Economic Development Strategy 2023-2028 (Final)

File Number: IN23/584  
Responsible Director: Acting Director Connected Communities  
Attachments: 1 Broader Community Engagement Summary [↓](#)  
2 Manningham Economic Development Strategy 2023-2028  
[↓](#)

### PURPOSE OF REPORT

*The purpose of this report is to provide Council with the final Manningham Economic Development Strategy 2023-2028 for adoption.*

### EXECUTIVE SUMMARY

*The Economic Development Strategy 2011-2030 was last reviewed in 2018. Due to factors such as the impact of COVID-19 on both the operation of business and the way in which people now work, an update has been completed, that being the Manningham Economic Development Strategy 2023-2028 (the Strategy).*

*The Strategy has been designed to focus on reinvigorating and supporting existing businesses whilst exploring opportunities for new investment. A suite of research documents provided an examination of the current state of the local economy whilst identifying what is required to build a strong inclusive economy.*

*Public consultation has been sought through two phases using multiple platforms. The uptake from the community was low with comments included in the final Strategy where appropriate.*

*A Gender Impact Assessment has demonstrated that future work could benefit by reaching further areas of Manningham's diverse community.*

### 1. RECOMMENDATION

**That Council endorse the Manningham Economic Development Strategy 2023-2028 shown at Attachment 2.**

### 2. BACKGROUND

2.1 The previous Economic Development Strategy 2011-2030 was last reviewed in 2018. Given the dramatic shift in the economic landscape for local business due to the impact of COVID-19, Council recognised this Strategy was redundant. The final Manningham Economic Development Strategy 2023-2028 (the Strategy) is intended to focus on reinvigorating and supporting existing businesses, together with the development of opportunities to attract new industry precincts. The Strategy will be focused on key themes, which were determined through research and the consultation process.

- 2.2 After a competitive tender process, SGS Economics & Planning (the consultant) was appointed to undertake the project. The consultant provided three preliminary documents which set the scene for the current and future potential of Manningham's economy. This consisted of:
- An Economic Development Profile Report;
  - SWOT Analysis; and
  - Needs Analysis.
- 2.3 The Economic Development Profile Report showed the current economic status of Manningham's economy as well as a scorecard comparison against Greater Melbourne. The SWOT analysis was developed after consultation with business owners, subject matter experts and Councillors. The Needs Analysis identified nine areas requiring strategic review.
- 2.4 A draft Strategy was prepared and presented to SBS on 4 April 2023, together with the Economic Development Profile Report, SWOT Analysis and Needs Analysis. At this meeting, councillors expressed a preference for further targeted engagement with the business community to refine actions and outcomes.
- 2.5 Officers subsequently undertook further engagement with the business community which comprised:
- 2.5.1 Engaging with businesses at the Manningham Business Network breakfast.
  - 2.5.2 Established a Your Say campaign which included a dedicated survey which was promoted through direct contact, the business e-news and social media platforms.
  - 2.5.3 Engaging with Councillors in small groups to broadly discuss the draft Strategy and gain further insight.
- 2.6 Officers updated the draft Strategy and presented to Council on 25 July 2023 at which point it was endorsed to go to public exhibition.
- 2.7 The draft Strategy was available for broader community consultation for the period 27 July – 18 August 2023.

### 3. DISCUSSION / ISSUE

- 3.1 Despite promoting the Strategy consultation through a number of mediums including print, social media and utilising professional networks, only five submissions were received. This phase of engagement has now been completed and a summary is provided in **Attachment 1**.
- 3.2 A Gender Impact Assessment was undertaken as part of the process to develop the Strategy. The purpose of gender impact assessments is to create better and fairer outcomes, and make sure all people have equal access to opportunities and resources.
- 3.3 The Gender Impact Assessment provided value in that the Strategy was able to be viewed through multiple lenses. This process demonstrated that despite the level of consultation completed, further work should be undertaken in the future to reach more of Manningham's diverse community.

- 3.4 The learnings from the Gender Impact Assessment will allow considerations to be incorporated into future projects and work plans that form the action plan in the Strategy.
- 3.5 As part of the consultation process, informal feedback from Councillors suggested an extension in the term of the Strategy period. The Strategy has now been amended to extend across the full period of next Council term to 2028.
- 3.6 The final Manningham Economic Development Strategy 2023-2028 is presented in **Attachment 2**.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 The **Council Plan** supports the establishment of a new Economic Development Strategy.

Theme: Vibrant and Prosperous Economy

Goal 1: Grow our local business, tourism and economy

**5. IMPACTS AND IMPLICATIONS**

- 5.1 Finance / Resource Implications

The Strategy has been created with the intention of being delivered within existing budgets. However, new initiatives and resource requirements may result in future budget requests.

**6. IMPLEMENTATION**

- 6.1 Communication and Engagement

Stakeholder Groups	1. Manningham business owners and operators 2. Manningham community 3. Investors
Is engagement required?	Yes
Where does it sit on the IAP2 spectrum?	Consultation undertaken to date: Collaborate and Empower  Upon adoption: Inform
Approach	Website information, social media posts, direct contact with businesses and trader groups

- 6.2 Timelines

6.2.1 Following endorsement of the Strategy, implementation will commence, with periodic review to ensure relevance to community.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

**Attachment 1 - Broader Community Engagement Summary**

Comment received	Officer Comment	Response
More diversity in restaurants not specific to cater for one ethnicity.	This is a decision determined by individual businesses.	No update to Strategy.
The comment in the Business Development action around developing a Co-Work Space; I think would be super beneficial. A Co-Work space was trialed in 2019 in MC2 upstairs and was good. I linked attending as another point of business-to-business networking and it provided another opportunity for MBN to funnel small business owners into the MAB (Manningham Business Network). Although a Co-Work didn't suit much of my work, I attended frequently to be an active business community member.	This action is already in the Strategy.	7.3 Theme 2: Accessible vibrant places.
Would love to see more green space and buildings being able to be used with cheaper rent options for community groups. Community groups can bring in more spending on small businesses in the streets and areas around them.	Future rental options in Council buildings for community groups to be considered by relevant departments. Commercial rent to be determined by individual property owners and market forces. The level of green space to be considered in future master plan development.	No update to Strategy.
Submission received with no content.	No action to be taken.	No update to Strategy.
Pines Learning (full response below) discusses synergies between their work and the intent of the Strategy.	Common themes and areas to support RTO's are included in the Strategy.	7.7 Theme 6: An inclusive economy.



This paper provides a response to the **2023 Manningham Economic Development Strategy (draft)** as invited by Manningham City Council as part of its extensive community consultation process.

#### **About us:**

Pines Learning is one of Melbourne's leading providers of lifelong learning opportunities in a community setting. We are situated in a purpose built MCC facility next door to the Pines Shopping Centre which is shared with Manningham U3A.

**Our Vision:** *Pines Learning connects our resilient and inclusive community to learning, work and a fulfilling life*

**Our Mission:** *Acknowledging, respecting and supporting the life journey of all people in our community by maintaining a strong, values-based learning organisation*

#### **1. Current registrations and accreditations:**

- Registered training organisation (RTO) with the Victorian Skills Authority and the Victorian Registrations and Qualifications Authority (VRQA) with a 'Skills First' contract through the Victorian Government Department of Jobs, Skills, Industry and Regions
- Learn Local organisation registered with and funded by the Adult Community and Further Education Board, Victorian Government Department of Jobs, Skills, Industry and Regions
- Neighbourhood House registered with and funded by the Victorian Government Department of Families, Fairness and Housing
- Australian Children's Education and Care Quality Authority (ACECQA) and funded by the Commonwealth Department of Education for the delivery of 30 long day care places
- Victorian Government Department of Education for the delivery of both three- and four-year-old kindergarten
- Victorian Government Department of Jobs, Skills, Industries and Regions for the delivery of Reconnect

#### **2. Our purpose:**

Pines Learning is a NFP community-based education and training organisation that provides either direct or scaffolded supports to people in Manningham by building community and individual capacity and capability through education. We achieve this using community development principles and practice approaches, a strong focus on individual and community needs that build personal empowerment, increased personal and civic participation and independence. Our sophisticated and multi-faceted agenda is designed to achieve our vision and mission by:

- building skills development that enhances career and work prospects through bespoke, nuanced and quality assured pre-accredited and accredited training
- providing opportunities for community connection and engagement through a range of community programs for those seeking personal growth, fun, fitness and life skills
- Provision of high-quality family grouped long day care including both 3- and 4-year-old kindergarten onsite at Pines Early Learning and Care

- Opportunities for engagement, connection and specific services for community members at risk of social, educational, economic disadvantage and isolation
- Culturally and ethnically specific connections through English language skills development
- Actively seeking partnerships, strong networks, collaborative relationships to maximise resources for community benefit
- Retaining a highly skilled, diverse and committed Board of Management

**3. Summary of Pines Learning response against the six key themes outlined in the MCC Economic Development strategy (draft):**

Themes	Pines Learning Response
<b>Community Engagement and Inclusivity</b>	Both Manningham City Council and Pines Learning are prioritising the fostering of an inclusive and resilient community. Our strategic vision at Pines Learning aligns seamlessly with the Council's ambition.
<b>Education and Skill Development</b>	<p>Pines Learning focus on skills development, capability building, industry and learner needs complements Council's vision of promoting innovation and creating new job opportunities.</p> <p>Flexible, funded, quality assured opportunities for participation in education and training at Pines Learning are available to all learners in Manningham, are aligned with industry needs and delivery is designed to meet learner need (online, blended or face to face).</p> <p>Pines Learning offers significant value to Council's Economic Development strategy through:</p> <ol style="list-style-type: none"> <li>1. <b>Workforce development:</b> Pines Learning provides access at a community level to programs that enhance the skills and knowledge of the local workforce, making them more competitive and adaptable to evolving industry needs</li> <li>2. <b>Supporting industry:</b> Pines Learning currently delivers industry training in Health and Community services that is industry led. Qualifications are offered in early childhood, aged care and disability. Training content delivery is based on industry feedback and consultation and is supported by pre-accredited training programs designed specifically to ensure learner success in these critical industry areas. Our industry partners strongly recommend to potential workers that they undertake their training at Pines Learning.</li> <li>3. <b>Increased employability:</b> Through the provision of lifelong learning, digital skills, core and employability skills, English Language, literacy and numeracy skills as well as accredited training in critical industry areas, Pines Learning provides opportunities and enables adults to acquire new skills or update existing ones, leading to better job prospects and reduced unemployment rates within the community</li> <li>4. <b>Early Learning and care:</b> Pines Learning is licenced for the full suite of childcare programs, including long day care, 3- and 4-year-old kindergarten. As a</li> </ol>

Themes	Pines Learning Response
	<p>community-based provider, Pines Learning can seek additions to current licencing if MCC required increased services in these areas.</p> <ol style="list-style-type: none"> <li>5. <b>Business innovation:</b> Access to bespoke, nuanced and quality assured adult education and training brings innovative ideas and approaches to local businesses, promoting growth, diversification and improved competitiveness</li> <li>6. <b>Community development:</b> Pines Learning community programs and pre-accredited training opportunities provides a focal point for community engagement, bringing people together, fostering social cohesion and contribution to the overall quality of life</li> <li>7. <b>Cultural diversity and inclusion:</b> Pines Learning provides and promotes diversity by providing opportunities for individuals from different backgrounds to learn, share experiences and contribute their perspectives to the local community</li> <li>8. <b>Adapting to the digital world:</b> Pines Learning assists community members to stay up to date with technological advancements, which is crucial not only for local industries seeking to stay up to date but also for residents seeking to improve their connectedness to work, learning and life</li> </ol>
<b>Collaborations and Partnerships</b>	<p>Our aim for productive collaborations across sectors fosters synergies with Council's agenda of partnerships for economic growth. Our engagement with MCC, especially through Manningham Learns strategic focus, the Pines Library redevelopment, provides significant potential for improved both adult and early learning services and cements this collaboration.</p>
<b>Sustainability and Growth</b>	<p>Pines Learning strategic goals both reflect and intersect with Council's strong agenda for sustainable business practices and enhancing the region's attractiveness.</p>
<b>Expansion into New Regions</b>	<p>Pines Learning has a strategic ambition of expansion into regions such as Doncaster Hill which can directly contribute to the Council's goal of geographic economic growth. This initiative can help elevate the socio-economic profile of these areas by the provision for example, of adult learning opportunities and early learning services.</p>
<b>Stakeholder Engagement</b>	<p>Pines Learning has just completed a comprehensive stakeholder engagement survey as part of the PL Marketing and Communications Plan. It is very evident from this work that Pines Learning can support the Council's strategy of deepening connections with local communities, businesses, and investors.</p>

**4. Key considerations**

**a. Demographic challenges**

Pines Learning based its 2023 – 2036 strategic planning on the following evidence drawn from Manningham and DET data:

- This region (INMM and IEM) has the highest number of mature aged people seeking employment.
- There are over 12000 people in Manningham needing living support (aged care, independent living, people with disabilities)

- Independent support (aged care, disability support) is amongst the highest employment needs
- 85% of those completing Pines Learning studies are employed in Manningham
- There are no other RTOs outside Manningham Learns in the region
- There is projected population growth in Doncaster Hill
- Significant population growth in Doncaster and Doncaster Hill but no Learn Local / Neighbourhood House provision
- Growing number of young families with the fastest growing early years in Doncaster East resulting in high demand for kindergarten places across MCC LGA
- Combatting loneliness in community with significant projected increase in lone people particularly over 70s
- Need for youth mental health support, youth engagement and youth employment
- Connecting CALD cohorts (Persian community, Chinese / Asian community in particular)

#### 5. Economic benefits of Pines Learning to Manningham City Council priorities

- Based on operating 11 hours per day over 355 days, Pines Learning contributed \$7.085m in community benefit in 2022. This equates to \$3.78 in community value for every \$1 income<sup>i</sup>.
- Alignment of Pines Learning focus with the key themes on the Manning Economic Development Strategy demonstrates a synergy of intent and activity with a demonstration of significant community value return to the community from the investment in services provided.
- Extending the capacity for Pines Learning to provide its services in those areas of high population growth and unmet demand provides the opportunity to further increase the community value already provided.
- Pines Learning welcomes the opportunity to discuss the development of co-working spaces, and how we might support such a development with bespoke skills training to support and encourage the success of such a workplace.

**Please contact Sally Brennan, (General Manager) if you require any clarification or further information.**

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<sup>i</sup> 2022 Community Value report from Neighbourhood Houses of Victoria drawn from the 2018 Deloitte Social Impact Analysis methodology





# Manningham Economic Development Strategy 2023-2028





SGS Economics and Planning worked with Council to develop the Economic Development Strategy 2023-28. The local context was explored through stakeholder engagement and utilising Council's strong understanding of the local business community. Other inputs in drafting the Strategy include SGS's background economic analysis on the state of the economy and global and national trends. A focus on what is important right now, as well as bigger picture thinking was a feature of the process.



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## **Acknowledgement of Country**

**Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways that is now known as Manningham.**

**Council pays respect to Elders past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham.**

**Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all.**

**Manningham Council also values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.**



# EXECUTIVE SUMMARY

Manningham Economic Development Strategy 2023-2028 (the Strategy) is a six-year plan designed to support business and employment in Manningham. It addresses the significant changes in the business and employment environment, including the impact of the COVID-19 pandemic, global economic trends, and cost-of-living.

The Strategy goes beyond growth measures and job numbers to consider a well-functioning economy that ensures a fair distribution of wealth and opportunity whilst staying within environmental boundaries. The Strategy emphasises the importance of supporting activity centres and high-quality infrastructure and services to foster a strong economy and vibrant communities.

The Strategy is built around six key themes:

1. **Local businesses and their networks: Fostering local enterprise and building business networks to support economic growth and development.**
2. **Accessible vibrant places: Creating vibrant and high-quality centres that support local businesses and attract visitors.**
3. **Landscapes and lifestyle: Promoting the sustainable use of green spaces and preserving Manningham's environmental assets while enhancing residents' lifestyles.**
4. **Room for growth: Providing suitable land for industry growth and expansion.**
5. **An economy for climate change: Embracing de-carbonisation and circular economy trends to adapt to climate change and foster sustainable employment development.**

## 6. **Inclusive economy: Creating an economy that offers pathways into employment and promotes equity, diversity, and community engagement.**

Each theme is accompanied by specific objectives, outcomes, and actions to be implemented. The Strategy aims to generate resilient, sustainable, and vibrant community groups by leveraging local competitive advantages and addressing key challenges in retaining, developing, and attracting local economic opportunities.

Effective implementation of the Strategy requires commitment and understanding from key stakeholders. Cross-sector relationships for business development, investment attraction, and innovation are essential for success. The Strategy outlines Council's role as a provider, facilitator, and advocate in implementing projects, programs, and campaigns to create a vibrant and prosperous economy.

The Strategy is supported through our offer of a prosperous city with an enviable lifestyle, an inclusive economy, a supportive council, opportunities for new business, and a desire to innovate. The Strategy envisions a strong and supported business community, vibrant activity centres, sustainable economic growth, and a transition towards a net zero emissions economy.

The Strategy's success will be measured by its impact on economic growth, employment opportunities, community well-being, and environmental sustainability. It serves as a roadmap for stakeholders to collaborate and work towards creating a thriving and resilient economy in Manningham.

# 1. GLOSSARY

## **Business Victoria**

Part of the State Government Department of Jobs, Skills, Industry and Regions (DJSIR).

## **Circular economy/production**

A systems solution framework that reduces material use, redesigns materials to be less resource intensive, and recaptures “waste” as a resource to manufacture new materials and products. In practice, it implies reducing waste to a minimum by sharing, leasing, reusing, repairing, refurbishing, and recycling existing materials and products as long as possible.

## **Eastern Alliance for Greenhouse Action (EAGA)**

A formal collaboration of eight councils in Melbourne’s east, working together on regional programs that reduce greenhouse gas emissions and facilitate adaptation.

## **Economic development**

Programs, policies or activities that seek to improve the economic well-being and quality of life for a community through innovation, job creation and business support.

## **Evening-time economy**

Refers to economic activities that occur in the evening focussing on local creativity, arts and culture as well as dining and related experiences.

## **Innovation**

In economic terms, innovation describes the development and application of ideas and technologies that improve goods and services or make their production more efficient.

## **Local Learning and Employment Network (LLEN)**

Gateway LLEN supports students with work placement in the local government areas of Monash, Boroondara, Whitehorse, and Manningham.

## **Melbourne East Regional Economy Development Group (MEREDG)**

A network of six councils in Melbourne’s east which work collaboratively on regional economic development initiatives that support the regional economy.

## **Net zero emission**

Refers to achieving an overall balance between greenhouse gas emissions produced and greenhouse gas emissions taken out of the atmosphere.

## **Northern Alliance for Greenhouse Action (NAGA)**

A network of nine councils in Melbourne’s north, working together to create a zero-carbon society and provide maximum protection against the impacts of climate change.

## **Public Value**

Is an approach used to help us prioritise outcomes for the benefit and wellbeing of our community, including future generations.

## **Registered Training Organisation (RTO)**

Registered Training Organisations (RTOs) deliver nationally recognised training in the Vocational Education and Training (VET) sector.



MANNINGHAM ECONOMIC DEVELOPMENT STRATEGY 2023-2028

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## 2. INTRODUCTION

### 2.1 Background and purpose

The Strategy responds to the significant changes in the business and employment environment due to the impact of the COVID-19 pandemic, global economic trends, and cost-of-living. The Strategy is a six-year plan to support business and employment in Manningham.

#### What is economic development?

Economic development typically refers to growing an economy. This means growth in economic activity such as more exports of locally manufactured products, or more visitors spending money on retail and hospitality offerings. Growth, in turn, allows businesses to invest in new equipment, hire more people and pay higher wages. Greater economic activity also means higher government revenues and more money to spend on better quality services for the community. Economic development enables a higher standards of living for people in Manningham.

The Strategy will provide an understanding of how well a local economy functions beyond just growth measures and the number of jobs. Growth requires a well-functioning economy and must include a fair distribution of wealth and opportunity. It must stay within environmental boundaries to allow for a stable climate and healthy ecosystems. Economic prosperity is also closely linked to the liveability of an area.

Supporting activity centres, community events, and access to high-quality infrastructure and services enables a strong economy and welcoming and inclusive communities.

The Strategy aims to:

“Generate resilient, sustainable and vibrant community groups. This is achieved through planning and programs that leverage local competitive advantages and address key challenges facing the city’s capacity to retain, develop and attract local economic opportunities. By bringing together strategic objectives across Council, the Strategy focuses on actions that create long-term community health by positioning Manningham as a great place to learn, live, play and work.”

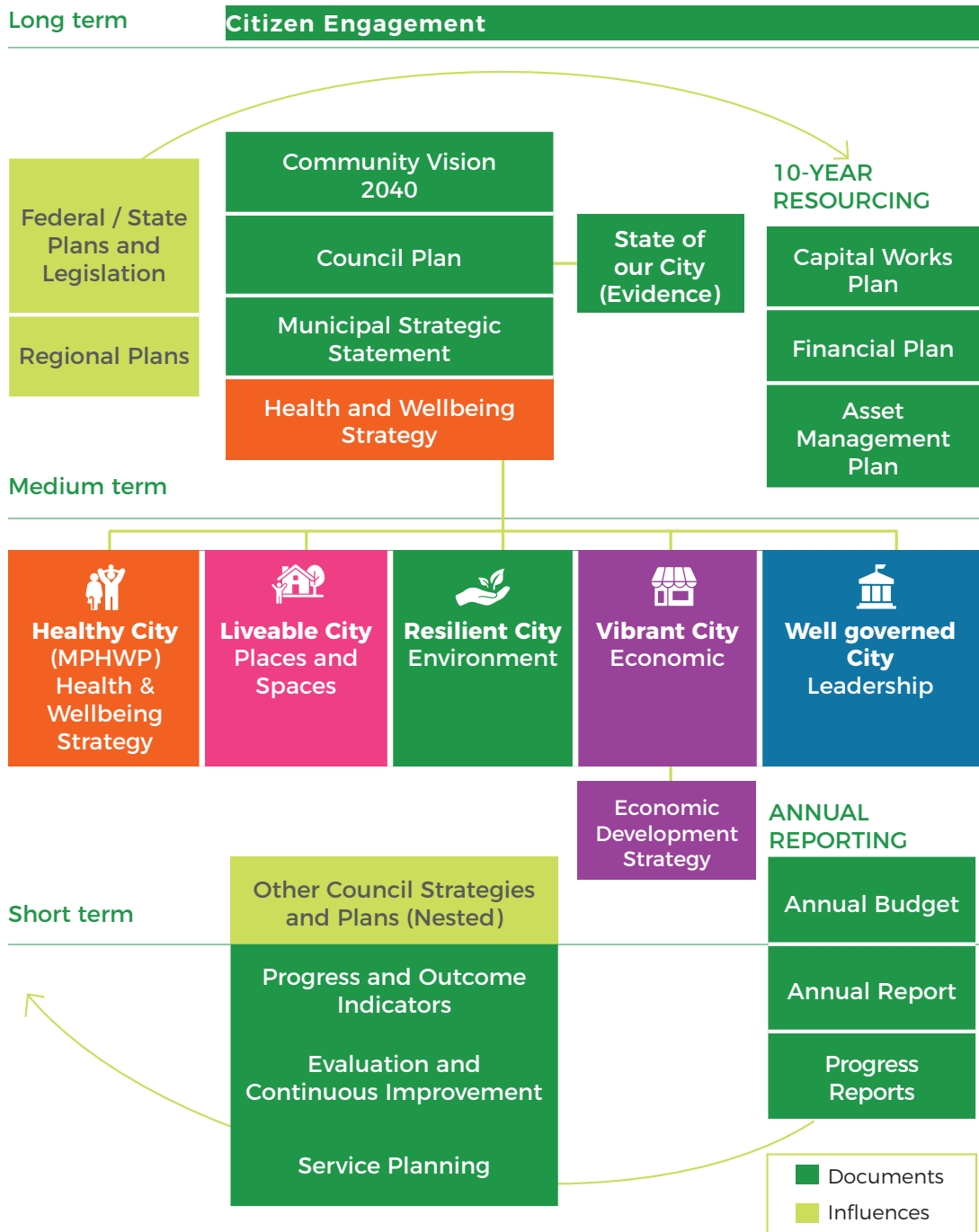
### 2.2 Gender Impact Assessment

The Strategy has undergone a Gender Impact Assessment and is committed to considering gender and intersectionality in future initiatives and actions.

### 2.3 Strategic alignment




The Strategy sits beneath the Council Plan, aligning with and supporting Council and community ambitions in many existing strategic areas.





## Our City

Stretching from Bulleen in the west to Wonga Park in the east, Manningham has a well-dispersed and diverse range of centres for shopping, services, community facilities and recreation, from local neighbourhood shopping centres to major shopping centres The Pines and Doncaster Hill.

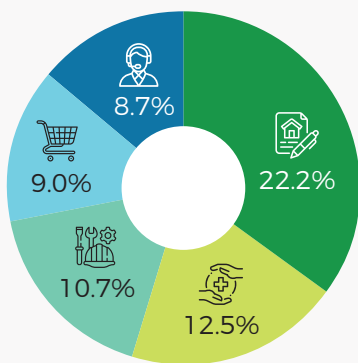
- 11,500  hectares of housing
- 126,000  residents
- 4,000+  hectares of designated green wedge area








## Gross Regional Product \$5.2 billion

Generated by **14,800** local businesses, government institutions and **33,000** local jobs.

### Top 5 value-add industries:

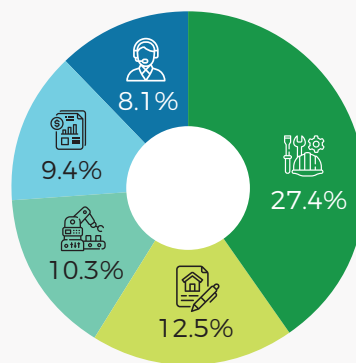



-  Rental, Hiring and Real Estate Services
-  Health Care and Social Assistance
-  Construction
-  Retail Trade
-  Professional, Scientific & Technical Services

## Regional Exports \$1.6 billion

Representing **4.2%** of the **\$36.6 billion** regional exports generated in Eastern Melbourne.

### Top 5 regional exports:



-  Construction
-  Rental, Hiring and Real Estate Services
-  Manufacturing
-  Financial & Insurance Services
-  Professional, Scientific & Technical Services

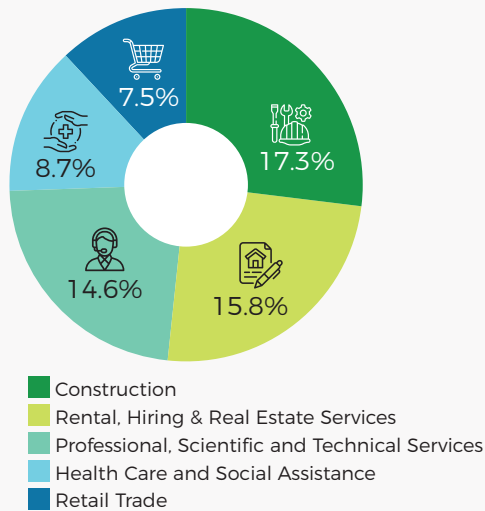
MANNINGHAM ECONOMIC DEVELOPMENT STRATEGY 2023-2028

### Local businesses

14,800



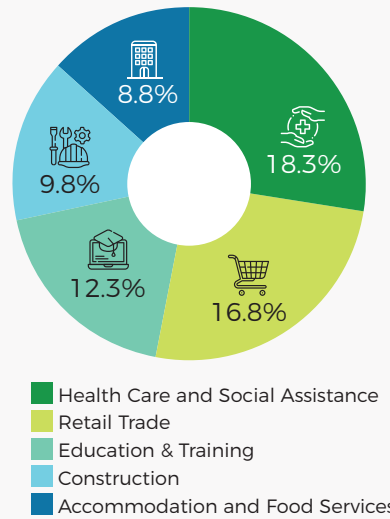
#### Top 5 business sectors



### Local jobs

33,600

#### Top 5 employing industries

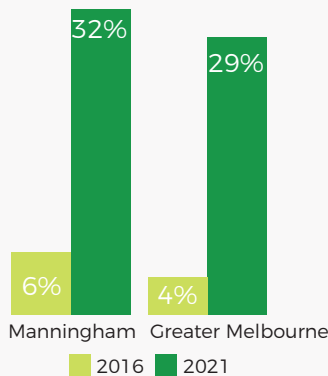


- Health Care and Social Assistance
- Retail Trade
- Education & Training
- Construction
- Accommodation and Food Services

57,700

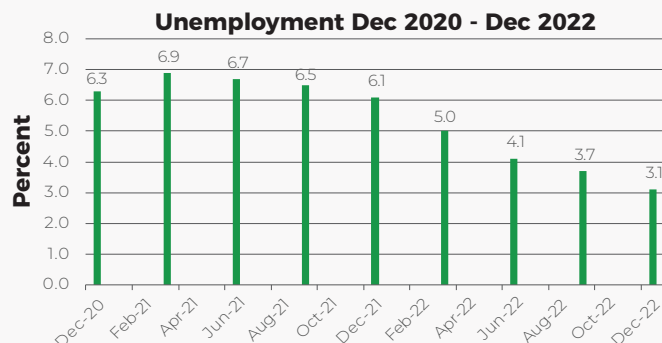
Of our residents are employed however an estimated 54% leave Manningham every day for work

### Working from home



### Unemployment


Our workforce is strong with low unemployment which has shifted back to pre-pandemic levels



Australian Bureau of Statistics (2022): Count of Australian Businesses  
 Australian Bureau of Statistics (2022): 2021 Australian Census  
 Small Area Labour Market (2022)  
 SGS Economics and Planning (2022): Australia's Economic Wellbeing dataset  
**MANNINGHAM ECONOMIC DEVELOPMENT STRATEGY 2023-2028**



## SWOT Analysis


Independent insight.

<p><b>STRENGTHS</b></p> <p><b>WHAT DO WE DO WELL? WHAT UNIQUE RESOURCES AND ASSETS DOES THE AREA HAVE?</b></p> <ul style="list-style-type: none"> <li>• A family orientated, friendly community</li> <li>• Strong retail sector</li> <li>• Great mix of urban and natural environments</li> <li>• Great access to Melbourne CBD (by road)</li> <li>• A multicultural community</li> <li>• Highly skilled population (particularly in business management)</li> <li>• A growing health services sector</li> <li>• High rates of working from home means more spending locally</li> <li>• A wide network of small local retail centres</li> <li>• Location in the growing Eastern Region of Melbourne</li> <li>• The presence of local learning centres</li> <li>• A relatively prosperous community</li> </ul>	<p><b>WEAKNESSES</b></p> <p><b>WHAT NEEDS IMPROVING?</b></p> <ul style="list-style-type: none"> <li>• Small economic base</li> <li>• Exporter of high skilled workers, importer of low skilled</li> <li>• Poor public transport connections</li> <li>• Difficult to access health services</li> <li>• Poor access to tertiary education</li> <li>• Low supply of industrial and commercial land</li> <li>• Lack of 25-44 year old residents</li> <li>• High number of isolated elder residents</li> <li>• Housing affordability (renting and buying)</li> <li>• Car centric retail centres</li> <li>• Limited evening-economy</li> <li>• Lack of strong, formal business networks and events</li> </ul>
<p><b>OPPORTUNITIES</b></p> <p><b>WHERE CAN DEVELOPMENT BE SUPPORTED? WHAT ARE THE FUTURE INDUSTRIES?</b></p> <ul style="list-style-type: none"> <li>• Leveraging the skilled workforce locally</li> <li>• A more decentralised Melbourne from COVID-19 (more residents staying local for work, study and recreation)</li> <li>• The transition to an environmentally sustainable economy (renewables, design, electric vehicles, construction etc.)</li> <li>• Build support for economic development in the community</li> <li>• Support local leadership and develop business networks</li> <li>• Improve the vibrancy of local centres to support retail, local services and hospitality</li> <li>• Develop best-practice business support, planning and asset management programs at Council</li> <li>• The development of creative industries and tourism</li> <li>• Appropriate agriculture and tourism in the green wedge</li> <li>• Expansion of health services in local centres to improve access and create jobs and business opportunities</li> <li>• The development of employment land next to North East Link</li> <li>• Improve business capacity and skills to innovate</li> <li>• Continue to develop local learning opportunities fit for local business needs by supporting local learning centres</li> </ul>	<p><b>THREATS</b></p> <p><b>OUTSIDE FACTORS WE NEED TO MANAGE</b></p> <ul style="list-style-type: none"> <li>• Interest rate rises and cost of living pressures</li> <li>• Balancing local resident wishes with economic activity</li> <li>• Climate change and natural hazards</li> <li>• Competition for investment with other areas of Melbourne</li> <li>• Loss of small service businesses (like mechanics)</li> <li>• Acute worker shortages in some occupations</li> <li>• A shrinking workforce (aging population)</li> <li>• Shifts to online retail</li> <li>• Residents needing to leave the local community as they can't afford housing</li> </ul>



## 2.4 Structure of the Strategy

The figure (right) outlines how the Strategy is structured and linked together. The Strategy outlines our offer, followed by articulating what our economy could be in the future. Six themes, based on the needs deemed to be of most significance, are then outlined. Under the themes sit our objectives and action plan, outlining how we will achieve success.



## 3. OUR OFFER

### A prosperous city with an enviable lifestyle

Our diverse strengths are recognised through our community vision:

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

### A inclusive economy

Growing our economy will go beyond simply trying to improve measures such as economic growth and the number of jobs. We are committed to an inclusive economy with increasing living standards for all driven by values of equity, transparency, sustainability, and community engagement.

### A supportive council

Manningham's economic development depends upon the skills of thousands of local business owners and entrepreneurs. We aim to support local businesses and the industries of the future to grow, employ, and innovate. Economic development will emphasise the importance of place and growth from within, building on regional strengths.

### Opportunities for new business

There are opportunities in Manningham for entrepreneurs and new businesses looking for a start or new location. We have a highly skilled population, a growing economy, good access to the Melbourne CBD and the growing eastern region and a wide network of activity centres ready for new business to call home. Manningham will attract suitable investment that aligns with the community vision and integrates with the local economy.

### A desire to innovate

Our community faces many challenges, from the cost of living to rapid technological shifts and climate change. We will rise to these challenges and meet opportunities through new ways of thinking and building towards a sustainable and innovative economy.

## 4. OUR FUTURE

We will build on our existing strengths, protect our natural environment, and enhance our lifestyles while sustainably growing the economy and meeting the challenges of the 21st century.

Our business community will be strong and supported by government and the community. Our businesses will work together to grow, sharing knowledge and skills. Our centres, from local neighbourhood to major activity centres, are accessible and vibrant. Our centres support local living and working from home, provide easy access to services, leisure activities, and stay open into the evening to celebrate our creativity and hospitality.

Our community faces many challenges, including climate change, but we can also grasp the opportunities.

We will attract entrepreneurs and leaders of the future to Manningham, and suitable businesses can find a home in our centres and employment precincts. Innovation will be critical to a sustainable economy that protects natural areas. Innovative businesses and new investments will see our economy transitioning towards net zero emissions and more circular production models.

We will develop our future together. Our economy will lift everyone through diverse employment and education opportunities. As Manningham grows and we preserve our natural landscapes and lifestyles, we will be a destination of choice for living, work, investment, and recreation.



MANNINGHAM ECONOMIC DEVELOPMENT STRATEGY 2021-2023

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# 5. OUR THEMES

Our key themes for economic development have been created to respond to the identified needs and are deemed to be most influential in creating a stronger economy.

The themes are:

1. Local businesses and their networks.
2. Accessible vibrant places.
3. Landscapes and lifestyle.
4. Room for growth.
5. An economy for climate change.
6. Inclusive economy.

Each theme is detailed on pages 20-31 and includes the objective/s, why, outcomes, and actions on how it will be achieved.

The action plans are based on key outcomes underneath the following considerations:

- To support and develop local businesses.
- To responsibly attract investment.
- To enable innovation and embrace opportunities.

An action table has been developed for each of the six themes.

Each action includes Council's role as per Table below.

Council's Role	Example
<b>Provider:</b> To implement projects, programs, and campaigns for use by businesses and community for a vibrant and prosperous economy.	Initiate campaigns, incentives and business or educational support programs.
<b>Facilitator:</b> To establish partnerships and collaborate with stakeholders, to create economic participation opportunities.	Partner with key stakeholders and provide contribution (knowledge, expertise, funding, network opportunities) to roll-out programs.
<b>Advocator:</b> To support economic and regional investment through promotion and influencing decision-making, rather than direct involvement.	Advocate to key stakeholders, including higher levels of government, to address provision gaps and influence government decision making.







## 5.1 Our objectives






Our objectives have been developed from the Manningham Economic Development Profile report, one-on-one interviews, and engagement with business as well as the Needs Analysis report.

The following Table outlines the nine (9) needs which form the basis of the objectives under the six themes. These needs have been identified through research, statistical analysis, and stakeholder engagement.

The needs are based on meeting gaps and local business requirements, providing maximum public value, and are deliverable within existing resources, environmentally sustainable, and promote gender and cultural diversity.

<p>1. Manningham needs to foster local enterprise and build business networks.</p>	
<p>2. Manningham needs to have vibrant, high-quality centres to support local businesses.</p>	
<p>3. Manningham needs to economically benefit from shifts to working from home as residents choose to shop and pursue recreation locally instead of elsewhere.</p>	
<p>4. Manningham needs to develop a compelling visitor offer.</p>	




<p>5. Manningham needs to develop an evening-time economy with restaurants, bars and events and celebrate local creativity, arts, and culture.</p>	
<p>6. Manningham needs to supply best-practice commercial and industrial land for industry growth.</p>	
<p>7. Manningham needs to take advantage of de-carbonisation and circular economy trends for industry development and adapt to climate change.</p>	
<p>8. Manningham needs to support the sensitive and sustainable use of the green wedge while celebrating and retaining its environmental assets and liveability.</p>	
<p>9. Manningham needs to support an inclusive economy with pathways into employment.</p>	

For economic development to occur, key stakeholders must have commitment and understanding of the Strategy and their organisation’s role in driving it. Maintaining and expanding cross-sector relationships for business development, investment attraction, and innovation is critical to the Strategy’s success. Important stakeholder groups are therefore identified under each theme.



## 5.2 Theme 1: Local businesses and their networks

### Objective



**To foster local enterprise and build business networks.**

### Why

Economic development in Manningham depends upon the skills of thousands of local business owners and entrepreneurs. Businesses' health and ability to grow, employ people and develop products is critical to economic development. Business support is already a core responsibility undertaken by the Economic Development team. We will continue to provide these services and improve our support for local enterprises where required.

We will also look to support the development of local business networks and trader groups. An economy's vibrancy depends greatly on the relationships built through the business community, including its trust and sense of reciprocity, across the private and public sector.

Stakeholder groups that will support this objective include business and trader groups, industry associations, Small Business Commission, and Business Victoria.

### Outcomes

<b>Business development</b>	We will attract high-performing businesses that can readily access support services. Networks have been established supporting a strong business community. A culture of collaboration, mentoring and skills development is common throughout Manningham.
<b>Investment attraction</b>	Investing in Manningham will be straightforward, with clear processes and support options, attracting appropriate investments.
<b>Innovation</b>	Local entrepreneurs and businesses are innovative, challenge the norm and meet economic changes such as digital technology and transitioning towards net zero emissions.




**Action plan:**


No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
1.1	Develop an investment attraction plan outlining the benefits and opportunities for business to operate in Manningham	Development of the investment attraction plan	2024/25	Provider	Economic Development	Business Developers Integrated Planning
1.2	Implement outcomes of the Better Approvals project to provide a coordinated business friendly approach to the permit application process	Number of users Webpage usage count Customer satisfaction post permit process	2023/24	Provider Facilitator Advocate	Economic Development	Statutory Planning City Safety
1.3	Support the Manningham Business Excellence Awards	Number of award applications Creation of new business award category	Ongoing	Facilitator	Economic Development	Business
1.4	Develop regional networks of business groups, social enterprises, trader groups and industry organisations that represent and support the interests of businesses in Manningham	Number of incorporated business and trader groups Number of businesses represented in groups Number of activities undertaken by business and trader groups	Ongoing	Facilitator Advocate	Economic Development	Manningham Business Network Business and Trader Groups Business Industry Associations




### 5.3 Theme 2: Accessible vibrant places

#### Objective

- 

**Create vibrant, high-quality centres to support local businesses.**
- 

**Derive economic benefit from shifts to working from home as residents choose to shop and pursue recreation locally instead of elsewhere.**
- 

**Develop an evening-economy with restaurants, bars and events and celebrate local creativity, arts, and culture.**

#### Why

Our city has a well-connected and diverse range of existing centres, from neighbourhood shopping strips to major regional shopping malls. Our objective is to develop our centres to provide high-quality destinations where residents can work, recreate, be entertained, shop, and access community facilities and public transport. Our residents will have access to what they need close to home.

Our friendly centres will put people at their heart, meaning a trip to the shops doesn't just need to be out of necessity, but also for enjoyment and community interaction.

A vibrant events calendar and evening-economy, that does not include night clubs and gambling establishments, but rather celebrates creativity, arts, and culture that impact positively on the amenity and liveability of the surrounding neighbourhoods.

Stakeholder groups that will support this objective include business and trader groups, community groups and organisations, State and Federal Government programs and funding, Public Transport Victoria, and Business Victoria.



**Outcomes**

<b>Business development</b>	Collaboration between local businesses, community groups and government has improved the accessibility and vibrancy of local centres.
<b>Investment attraction</b>	Funding and investment in public and active transport has boosted the accessibility of our local centres, making it easier for residents to access what they need close to home.
<b>Innovation</b>	Our businesses are providing products and services that support the growth of an evening-time economy.


**Action plan:**


No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
2.1	Support precinct marketing and branding that promote and activate activity centres	Spendmapp data Number of business participants	Ongoing	Facilitator	Economic Development	Business Trader Groups
2.2	Support the establishment and operation of a coworking space in Manningham	Number of members Number of activities Total number of businesses	2023/24	Facilitator Advocate	Economic Development	Business Coworking operators
2.3	Support a placemaking program that aligns with the Placemaking Framework to empower business and community	Spendmapp data Number of attendees	Ongoing	Provider Facilitator	Economic Development	Business Trader Groups Community



## 5.4 Theme 3: Landscapes and lifestyle

### Objective

- 

**Develop a compelling visitor offer.**
- 

**Support the sensitive and sustainable use of the green wedge while celebrating and retaining its environmental assets and liveability.**

### Why

Economic development will be sensitive to our natural landscapes and enhance our cherished lifestyles in nature. These strengths will be responsibly leveraged to support a tourism sector. By welcoming visitors, we can support our innovative, environmentally, and community-minded businesses creating local prosperity.

Strategic rationale will support the ‘right investment in the right place’.

Stakeholder groups that will support this objective include tourism providers, Victoria Tourism Industry Council, industry associations, local community groups and business and trader groups.

### Outcomes

<b>Business development</b>	Existing green wedge and tourism businesses are being supported to develop their products and services for residents and visitors.
<b>Investment attraction</b>	Investments in the green wedge are sensitive to the surrounding natural landscapes and community values.
<b>Innovation</b>	An innovative tourism and micro-farming sector that provides high-quality products while protecting natural landscapes and lifestyles has developed through collaboration between businesses, the community and government.





**Action plan:**

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
3.1	Deliver a comprehensive business promotion program that supports local businesses	Number of businesses engaged Spendmapp Attendee satisfaction	2023/24	Provider Facilitator	Economic Development	Business Trader Groups Manningham Business Network
3.2	Support opportunities identified in the investment attraction plan that deliver improved visitor experiences in Manningham	Investment attraction	2024/25	Facilitator	Economic Development	Developers Business



## 5.5 Theme 4: Room for growth

### Objective



**Ensure a supply of best-practice commercial and industrial land for industry growth.**

### Why

Ensuring enough employment land is available to meet investment needs will be critical to growing our economy. Adaptable employment precincts are vital for nurturing the industries of the future and allowing businesses to invest and grow.

As employment land becomes available after the completion of the North East Link Project, best practice employment

precincts will be planned, catering to shifts in the way we work, the nature of work and technology, and accommodating a diverse range of uses.

Stakeholder groups that will support this objective include North East Link, Suburban Rail, Metro Partnership, and Investors.

### Outcomes

<b>Business development</b>	The land and buildings available within our activity centres are suitable for a variety of businesses.
<b>Investment attraction</b>	Future employment land in Bulleen and major activity centres are planned and developed with business and government partners.
<b>Innovation</b>	Local employment land promotes flexibility and innovation and allow for the industries of the future to grow.




**Action plan:**

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
4.1	Participation in the Bulleen Precinct Employment Study	Delivery of Bulleen Precinct Employment Study	2023/24	Provider	Integrated Planning	Economic Development
4.2	Collaborate with regional partners to create a mix of land to stimulate business diversity in Melbourne east	Number of businesses in Melbourne East Number of jobs in Melbourne East	Ongoing	Facilitator	Economic Development	Melbourne East Regional Economic Development Group Businesses
4.3	Identify council land that can potentially be developed for future employment land use	Land Identified	Ongoing	Provider	Integrated Planning	Economic Development



## 5.6 Theme 5: An economy for climate change

### Objective



**Take advantage of de-carbonisation and circular economy trends for industry development and adapt to climate change.**

### Why

Our economy is moving towards zero carbon emissions, a circular economy, and acting on the climate emergency. In addition, we support adaptation in the business community to natural events including heat, bushfire, and flood. This transition towards net zero and climate resilience also presents economic opportunities for us. We will take advantage of de-carbonisation, adaptation, and circular economy trends for business development.

Stakeholder groups that will support this objective include Sustainability Victoria, Norther Alliance for Greenhouse Action (NAGA), Eastern Alliance for Greenhouse Action (EAGA), Melbourne East Regional Economic Development Group (MEREDG), investors, business and trader groups.

### Outcomes

<b>Business development</b>	Local businesses are aware of the implications and opportunities in transitioning towards net zero and the circular economy.
<b>Investment attraction</b>	We will be attracting investment that supports a transition to net zero and a circular economy.
<b>Innovation</b>	Our businesses will be successfully implementing innovations that reduce their carbon emissions and waste.






**Action plan:**

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
5.1	Promote resources and programs that build business capacity and capability in net zero and circular economy	Number of attendees Number of programs	2024/25	Facilitator	Economic Development	Business Business Victoria
5.2	Support local business to improve environmental and sustainable outcomes through inclusion in relevant programs and activities	Number of participants Number of programs	2024/25	Facilitator	Economic Development	Business NACA Sustainability Victoria
5.3	Promote opportunities for business to participate in innovation grants that support climate change	Number of businesses applying Number of successful grants	2024/25	Facilitator Advocate	Economic Development	Federal and State government Businesses



## 5.7 Theme 6: An inclusive economy

### Objective



**Support an inclusive economy with pathways into employment.**

### Why

We are committed to inclusive economic outcomes from economic development. This means not only economic growth, but also a focus on how our economy supports all our residents, including those that are culturally diverse, disadvantaged, or isolated. An inclusive economy creates partnerships that build awareness and opportunities that supports pathways into employment for all.

Stakeholder groups that will support this objective include employment service providers, jobs advocates, Local Learning and Employment Networks, Registered Training Organisations (RTO), industry associations, and business and trader groups.

<b>Business development</b>	Locally owned businesses are growing, creating local wealth, and providing jobs for residents.
<b>Investment attraction</b>	We attract investment that provides good employment opportunities, conditions, and wages for a diverse range of residents.
<b>Innovation</b>	Innovative education solutions collaboratively developed between businesses and local learning centres support residents to gain meaningful employment and business growth.



**Action plan:**

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
6.1	Prepare a Workforce Plan which targets gaps and opportunities in our local workforce	Delivery of Workforce Plan	2023/24	Provider	Economic Development	Social Planning and Community Strengthening
6.2	Deliver actions of the Workforce Plan	Delivery of Actions	2024/25	Provider Facilitator Advocate	Economic Development	Volunteer Resource Service Gateway LLEN Business Schools
6.3	Promote career events that support young people and those seeking career transition to explore local opportunities	Number of attendees	Ongoing	Facilitator	Economic Development	Volunteer Resource Service Gateway LLEN Business Schools
6.4	Deliver actions of the welcoming cities standard	Delivery of actions	2023/24	Provider Facilitator Advocate	Economic Development	Social Planning and Community Strengthening
6.5	Support development of new and current social enterprises	Number of new social enterprises	2024/25	Facilitator Advocate	Economic Development	Social Planning and Community Strengthening

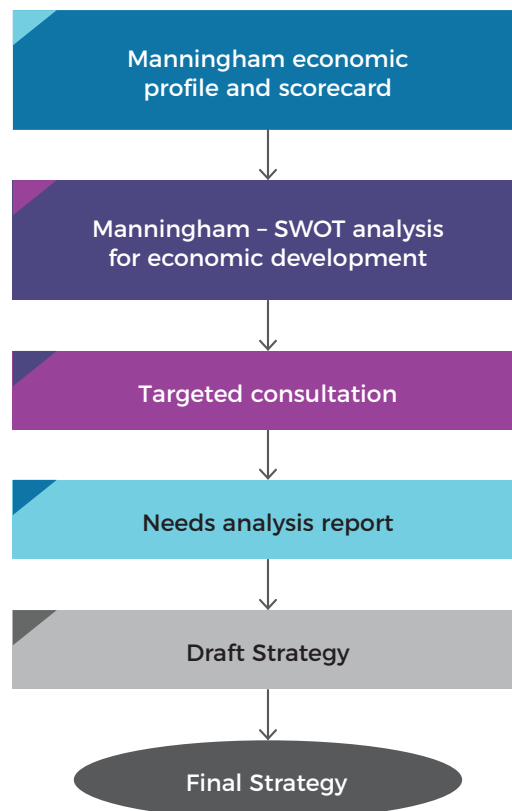
# APPENDIX 1 - METHODOLOGY

## Approach to the task

Understanding the local Manningham context and economy, including its strengths, gaps and opportunities for the community, was at the project's core. The local context was explored through stakeholder engagement and utilising Council's strong understanding of the local business community. Other inputs in drafting the Strategy include SGS's background economic analysis on the state of the economy and global and national trends. A focus on what is important right now, as well as bigger picture thinking was a feature of the process.

The Strategy has the hallmarks of rigorous economic analysis but also carries the local context of Manningham. The aim was to generate a Strategy and action plan that are innovative and practical, to deliver priorities over 6 years that are targeted, realistic and achievable and set Manningham up for the future.

The work was completed in stages, as shown in the figure below.





## APPENDIX 2 - INFLUENCING TRENDS

### The COVID-19 pandemic

**Trend:** Our economy was disrupted by the COVID-19 global pandemic of 2020-2022. Our business owners suffered as they closed to protect the community from illness. Our community suffered as well, as our day-to-day lives were impacted in lockdown, jobs were lost, and we studied and worked from home.

**Implications for us:** The pandemic has left lasting implications, including a permanent shift to hybrid work for many occupations, lasting mental health impacts and lost educational opportunities. Many businesses and households may also still be struggling to recover financially.

### Climate change

**Trend:** Climate change is the preeminent threat facing our communities. In response, the Victorian Government aims to transition the economy to net zero emissions by 2045. Given past and future emissions that can't be avoided, a certain level of change, including more severe natural events, are almost certain. Adaptation by businesses and the community will be required.

**Implications for us:** The move towards net zero will impact businesses and infrastructure, particularly those with high emissions. However, these necessary shifts will drive investment and innovation as the economy transitions. Climate adaptation and managing climate risk will also drive investment to make industries and communities resilient through design, planning and infrastructure.

### Biodiversity and landscape loss

**Trend:** Biodiversity loss and landscape degradation are significant environmental issues in Australia. Issues include habitat loss and fragmentation, invasive species, and climate change. Urgent action is needed to conserve Australia's unique biodiversity.

**Implications for us:** We have 4,322ha of designated green wedge area, of which the community is proud and protective. By allowing appropriate development and maintaining the green wedge's character, we can protect biodiversity while ensuring that our city remains an attractive place to live, invest and work.

### **Circular economy**

**Trend:** Current economic activity uses resources and creates emissions and waste in a linear extraction, consumption, and disposal process. The circular economy is an alternative economic model gaining momentum to address resource depletion and the destruction of earth's natural environments.

**Implications for us:** Increasing the circularity of production profoundly influences everything from precinct development to supply chains and the process of design and manufacturing products. It is a concept that needs to underpin our economic development. Circularity allows our local businesses to innovate, lower costs and grow while reducing their impact on the planet.

### **Working from home**

**Trend:** Increased levels of working from home was a trend before the pandemic but accelerated rapidly during COVID-19. For jobs where working from home is possible, most workers now choose to work in a hybrid model, spending a few days in an office and the rest at home and in their local communities.

**Implications for us:** A shift in the working location (at least some days a week for certain workers) means more local spending and increased demand for local healthcare, education, personal services, hospitality and retail. This spending benefits local small businesses and can instigate investment in activity centres.

### **Worker shortages**

**Trend:** The demand for workers in specific sectors such as education, health, hospitality, and construction has significantly increased over and after the COVID-19 pandemic period. Many businesses now face worker shortages, impacting their ability to service customers and grow.

**Implications for us:** There are many businesses in these sectors experiencing worker shortages. This provides the opportunity for disadvantaged or isolated people to enter the workforce if they are supported with training and opportunities. Several of our local businesses are already working with Local Learning Centres to explore these possibilities.

### Cost of living

**Trend:** In 2023, the cost of living is increasing in Australia, driven by inflation. The price of everyday items such as food and energy rose sharply, impacting households and businesses. Interest rate rises aimed at reducing inflation have resulted in higher mortgage costs, and rent has seen record increases. In March 2023, two-thirds of Australians were said to be in either rental or mortgage stress.

**Implications for us:** Even though our residents are comparatively prosperous; many households will be struggling with the cost of living pressures. Anecdotal evidence reveals that the use of food pantries in the city has increased markedly, driven by households under mortgage and rental stress. Assisting households and businesses during this time is critical to economic resilience.

### Changing retail

**Trend:** Retail stores are exposed to structural changes threatening the viability and vibrancy of local shopping centres. The most significant shift has been the increase in online shopping, which means a large proportion of future growth in retail expenditure is likely to flow to online retailers.

**Implications for us:** For our activity centres to remain competitive and encourage people to shop in person locally, they must offer a quality experience, a range of products, access to services and convenience. Our centres need to support diverse offerings, including hospitality and evening entertainment, that create vibrant, connected centres.

### Technological change

**Trend:** The economy is undergoing technological shifts driven by a new wave of advanced technology, including artificial intelligence, machine learning, cloud computing, and robotics, among others. These technological advances are expected to most profoundly impact the manufacturing sector, logistics, healthcare, and energy use and distribution. It is also expected to significantly change the nature of work, as many routine tasks are automated.

**Implications for us:** The impact of new technologies will require workers to have more advanced skills and knowledge to thrive in an advanced knowledge-based economy. In addition, protecting and securing sufficient employment land is also necessary for us to attract innovative new businesses.

### Manningham Council

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Interpreter service **9840 9355**

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**12 CITY SERVICES**

There are no City Services reports this month.

## 13 EXPERIENCE AND CAPABILITY

### 13.1 Manningham Quarterly Report, Quarter 4 (April - June), 2022/23

File Number: IN23/566  
Responsible Director: Acting Director Experience and Capability  
Attachments: 1 Manningham Quarterly Report, Quarter 4 (April-June), 2022/23 [↓](#)

#### PURPOSE OF REPORT

*The report is to provide Council with a performance overview for the quarter to meet legislative requirements, and in areas of particular interest in the delivery of the Council Plan 2021-2025.*

#### EXECUTIVE SUMMARY

*The Manningham Quarterly Report details performance in key areas including finance, capital works, progress of 2021-2025 Council Plan, governance, expenses, and community engagement for the quarter covering 1 April – 30 June 2023.*

#### 1. RECOMMENDATION

**That Council note the Manningham Quarterly Report for Quarter 4 (April - June) 2022/23 shown at Attachment 1.**

#### 2. BACKGROUND

2.1 The Manningham Quarterly Report meets the reporting requirements of the Local Government Act 2020, and Council policies for areas including finance, capital works and governance, and progress of the 2021- 2025 Council Plan.

#### 3. DISCUSSION / ISSUE

The summary as of 30 June 2023 is:

##### 3.1 Capital Works

3.1.1 \$45.9 million (m) was spent on capital infrastructure projects (84% of budget) and a further \$4.1m was spent on property acquisition projects (54% of budget) for a total capital spend of \$50m. 86% of projects nominated in the capital program were completed on time. Of the remaining projects, a small number (5%) were re-prioritised and closed, with 9% to be completed in 2023/24.

3.1.2 The \$50m expenditure was distributed between assets including \$11.1m on roads, \$10.4m on buildings, \$4.4m on recreation and leisure facilities, \$3.8m on drainage, \$3.7m on open space, \$2.2m on footpaths, \$2m on technology, \$1.5m on circular economy projects and \$1.3m on plant and equipment.

- 3.1.3 The majority of infrastructure spending (\$24.2m) was on renewing existing assets, \$8.6m on upgrading existing assets and \$15.2m on new assets and/or expanding asset networks.
- 3.1.4 2022/23 program highlights include the delivery of a new pavilion at Deep Creek Reserve and the reconstruction of Tuckers Road.
- 3.1.5 The final result was better than initially expected, given challenging market conditions, including:
- low contractor and consultant availability and labour shortages
  - long lead times for material delivery.
- 3.1.6 Details are in section 1 of this Report.

### 3.2 **Budget and Financial Performance**

- 3.2.1 As of 30 June 2023, Council achieved an Operating Surplus of \$7.60 million (m), \$12.38m or 62.0% unfavourable compared to the full year adopted budget Operating Surplus of \$19.98m.

### 3.3 **2021-2025 Council Plan Performance**

- 3.3.1 All Major Initiatives are on track. Details are in section 3 of the Report.

### 3.4 **Councillor and Chief Executive Expenses**

- 3.4.1 All Councillors are within allowance. Details are in sections 4 and 5 of the Report.

### 3.5 **Well Governed Performance**

- 3.5.1 *Statutory Planning*: continued to process planning applications in a timely manner achieving 93.1% of standard stream applications decided within 60 statutory days.
- 3.5.2 *Council Decision Making*: 36 out of 38 (or 95%) decisions were made open to the public, with 100% Councillor attendance at Council Meetings for the quarter. Details are in section 6 of the Report.

### 3.6 **Community Engagement**

- 3.6.1 Community engagement activities included Healthy Ageing and Social Connection, the draft Community Infrastructure Plan, draft Pricing Policy for Active Open Space and the draft Economic Development Strategy. Feedback is considered and will be presented to Council separately. Details are in section 7 of the Report.

### 3.7 **Chief Executive Key Performance Indicators (CEO KPIs)**

- 3.7.1 The Chief Executive and Councillors develop an annual set of KPIs for Chief Executive focus to improve community outcomes and organisational performance.
- 3.7.2 For 1 September 2022 – 30 September 2023, there are 20 CEO KPIs to improve community outcomes, with progress included in the Report.

- 3.7.3 All but one of the CEO KPIs are on track or completed. The Capital Works Program completion for 2022/23 achieved 86%, just shy of the 90% target (as detailed in the Capital Works Program section). Details of the CEO KPIs are in section 8 of the Report.

**4. COUNCIL PLAN / STRATEGY**

- 4.1.1 The Manningham Quarterly Report progresses the Vision and Mission of the Council Plan and details performance across all themes of the Council Plan.

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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



Quarter 4

1 April to 30 June 2023

# Manningham Quarterly Report

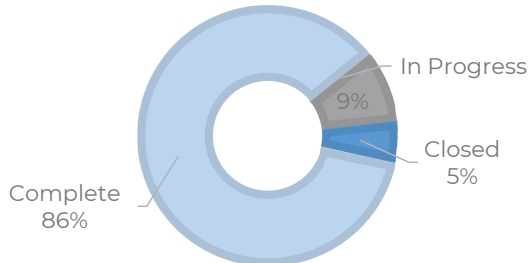
*Key information on our performance and governance*



# 1. Capital Works

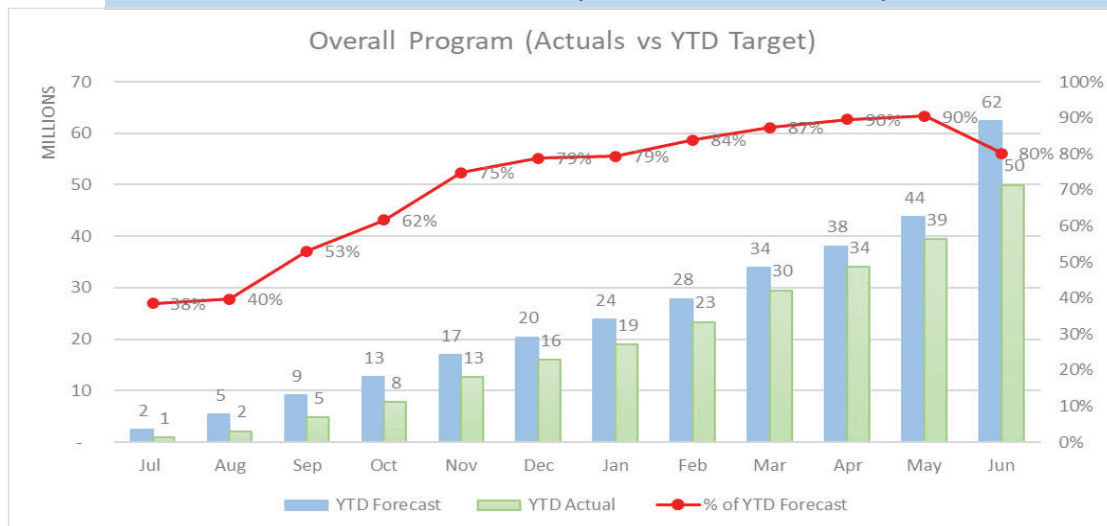
This report includes results for 1 April - 30 June (Quarter 4), 2022/23 in key performance areas of Capital Works Finance, Councillor and CEO Expenses, Governance, Community Engagement and Chief Executive Key Performance Indicators.

## Project Overview



<b>Adopted Budget</b>	<b>\$65.2m</b>
<b>less carry forward adjustments</b>	<b>*-\$0.7m</b>
<b>Final Approved Budget</b>	<b>\$64.5m</b>
<b>less adjustments</b>	<b>-\$2.2m</b>
<b>updated Forecast</b>	<b>\$62.3m</b>

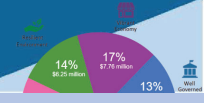
Program Complete	Projects Complete	Value of Capital Works	Capital Income & Grants
<b>80%</b>	<b>86%</b>	<b>\$50m</b>	<b>\$7.6m</b>



## Capital Spotlight

- \$45.9 million (m) was spent on capital infrastructure projects (84% of budget) and a further \$4.1m was spent on property acquisition projects (54% of budget) for a total capital spend of \$50m. 86% of projects nominated in the capital program were completed on time. Of the remaining projects a small number (5%) were re-prioritised and closed, and the remaining 9% will be completed in 2023/24.
- The \$50m expenditure was distributed between assets including \$11.1m on roads, \$10.4m on buildings, \$4.4m on recreation and leisure facilities, \$3.8m on drainage, \$3.7m on open space, \$2.2m on footpaths, \$2m on technology, \$1.5m on circular economy projects and \$1.3m on plant and equipment.
- The majority of infrastructure spending (\$24.2m) was on renewing existing assets, \$8.6m on upgrading existing assets and \$15.2m on new assets and/or expanding asset networks.
- 2022/23 program highlights include the delivery of a new pavilion at Deep Creek Reserve and the reconstruction of Tuckers Road.
- The final result was better than initially expected, given challenging market conditions, including:
  - low contractor and consultant availability and labour shortages;
  - long lead times for material delivery.

# 1. Capital Works



## Major Projects

### Sporting and Community Facilities



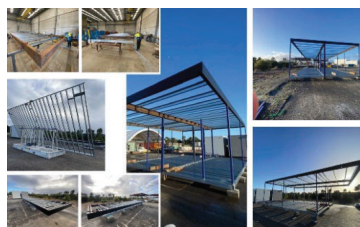
Koonung Park Masterplan implementation  
– new furniture and tree pits in car park



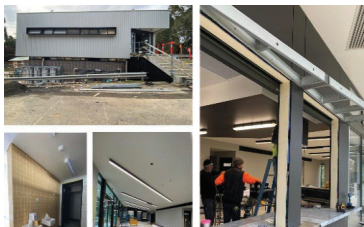
Aranga Reserve Playspace Renewal  
Turfing of Bare Areas



Ruffey Lake Park Signage



Tunstall Square Kindergarten  
Extension

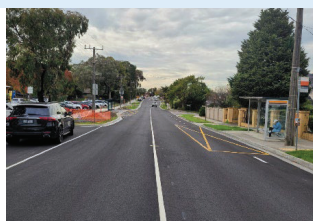


Deep Creek Reserve Pavilion  
Redevelopment



Brendan Reserve Playspace Renewal  
completed including new ball court,  
access path, furniture, and landscaping

### Roads and Drainage



Tuckers Road & Footpath Reconstruction



Tolsoy Footpath Construction



Blackburn Road Footpath



Everard Drive Drainage



Jumping Creek Road



Saxonwood Drive Resealing Works

## 2. Financial Status

### Year to Date (YTD) Income Statement

Account Group	Annual Adopted Budget	Full Year Actuals \$'000	Variance \$'000	Variance %
<b>1. Income</b>				
Rates - General	117,381	117,480	99	0.1%
Statutory Charges, Fees & Fines	3,726	2,926	(800)	(21.5%)
User Charges	10,073	8,749	(1,324)	(13.1%)
Interest Received	650	2,776	2,126	327.1%
Grants & Subsidies	11,375	13,860	2,486	21.9%
Capital Grants & Contributions	6,624	7,079	455	6.9%
Other Income	8,014	8,092	78	1.0%
Net gain/(loss) on disposal of Property, Infrastructure, Plant and Equipment	91	(1,827)	(1,918)	(2113%)
<b>Total 1. Income</b>	<b>157,934</b>	<b>159,136</b>	<b>1,203</b>	<b>0.8%</b>
<b>2. Expenditure</b>				
Employee Costs	57,869	61,531	(3,662)	(6.3%)
Materials & Contracts	30,696	32,146	(1,449)	(4.7%)
Interest	45	52	(7)	(15.3%)
Utilities	2,304	2,062	242	10.5%
Other	17,775	26,619	(8,844)	(49.8%)
Depreciation	29,261	29,128	134	0.5%
<b>Total 2. Expenditure</b>	<b>137,952</b>	<b>151,538</b>	<b>(13,587)</b>	<b>(9.8%)</b>
<b>Operating Surplus / (Deficit)</b>	<b>19,982</b>	<b>7,598</b>	<b>(12,384)</b>	<b>(62.0%)</b>

### Executive Summary

At the 30 June 2023, Council achieved an Operating Surplus of \$7.60 million (m), \$12.38m or 62.0% unfavourable compared to the full year adopted budget Operating Surplus of \$19.98m.

#### The key favourable variances include:

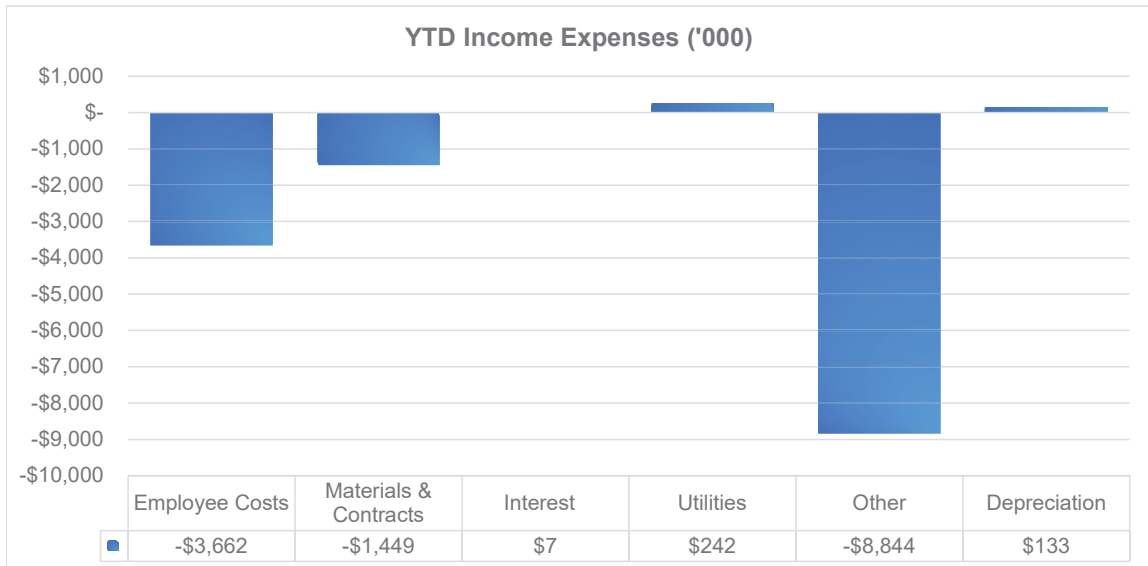
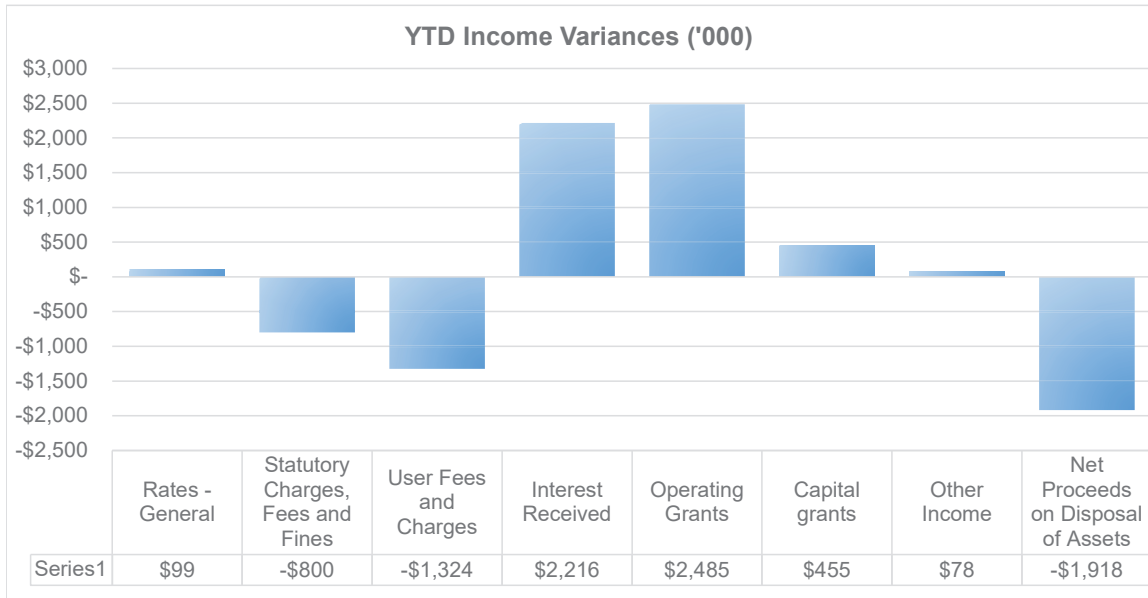
- \$2.49m favourable Operating Grants income primarily due to timing of the Financial Assistance Grants payment with the Federal Government bringing forward 100% of the 2023/24 grant allocation into the current year (budgeted to receive 50% in 2022/23); recognition of prior year funding for Social Support, Food Subsidy and placemaking outdoor activation programs; higher than budgeted School Crossing supervision funding; unbudgeted protecting Manningham's biodiversity values through strategic deer control grant and funding towards the Beyond Peer-to-Peer project.
- \$2.13m favourable Interest Received due to increasing term deposit interest rates.
- \$455k favourable Capital Grants income primarily due to change in the timing of Financial Assistance Grants (FAG) with the Federal Government bringing forward 100% of the 2023/24 grant allocation into the current year.
- \$78k favourable Other Income. Contributed Assets from Developers was \$1.51m favourable and miscellaneous income (includes forfeited bonds) being \$679k favourable. This was offset by Open Space (Developer) contributions income of \$2.3m unfavourable.

#### These are offset by:

- \$8.84m unfavourable Other Expenses mainly due to the: transfer of \$7.35m of operational expenditure budgeted in capital works program but has been classified as non-capital; software licence costs being \$1.09m greater than budgeted and \$429k of unanticipated legal expenses for historical and other matters.
- \$3.67m unfavourable Employee costs primarily due to a provision raised for one off restructure costs because of Council's decision to transition out of Commonwealth Home Support Program. This was partly offset by some savings due to vacancies.
- \$1.92m unfavourable net loss on disposal of assets mainly attributable to write-off of infrastructure assets (drainage, pipes, pits, roads, footpaths, and cycleways) totalling \$2.75m and buildings (\$0.16m) as part of the capital works program to replace old assets with new. This is partly offset by a net gain of \$0.92m on disposal/ replacement of existing assets in the ongoing Plant Replacement Program and sale of a parcel of land within the North East Link project area to the Victorian Government.
- \$1.45m unfavourable Materials & Contracts mainly due to increased activity in Parks and Natural Environment for essential maintenance and catching up on lower than projected work during COVID-19 outbreak. Also costs associated with the implementation of the new Food Organic Garden Organic (FOGO) waste service (originally budgeted in the capital works program but is operational expenditure in nature) and waste collection/transportation costs due to an increase in the fuel levy.
- \$1.32m unfavourable Fees & User Charges income primarily due to lower than anticipated utilisation of Community Venues & Functions \$775k, Aquarena contract income (\$615k) lower than budgeted, development engineering (\$107k) unfavourable, Early Years @ MC<sup>2</sup> (\$103k) unfavourable, Animal Registration and Local Law Permit fees being (\$154k) lower than anticipated.
- \$800k unfavourable Statutory Charges, Fees & Fines income mainly due to \$449k lower than anticipated parking infringements, \$144k unfavourable permits/consultancy and \$112k unfavourable fire infringements.

# 2. Financial Status

## Year to Date Income and Expenditure Variances by Category



# 2. Financial Status

## Cash and Investments

Council's cash and cash investments balance as at 30 June 2023 is \$90m.

## Summary of Council Investments

Average Weighted interest rate	4.65%
Average monthly interest \$	\$231,364
Maximum interest rate earned	5.51%

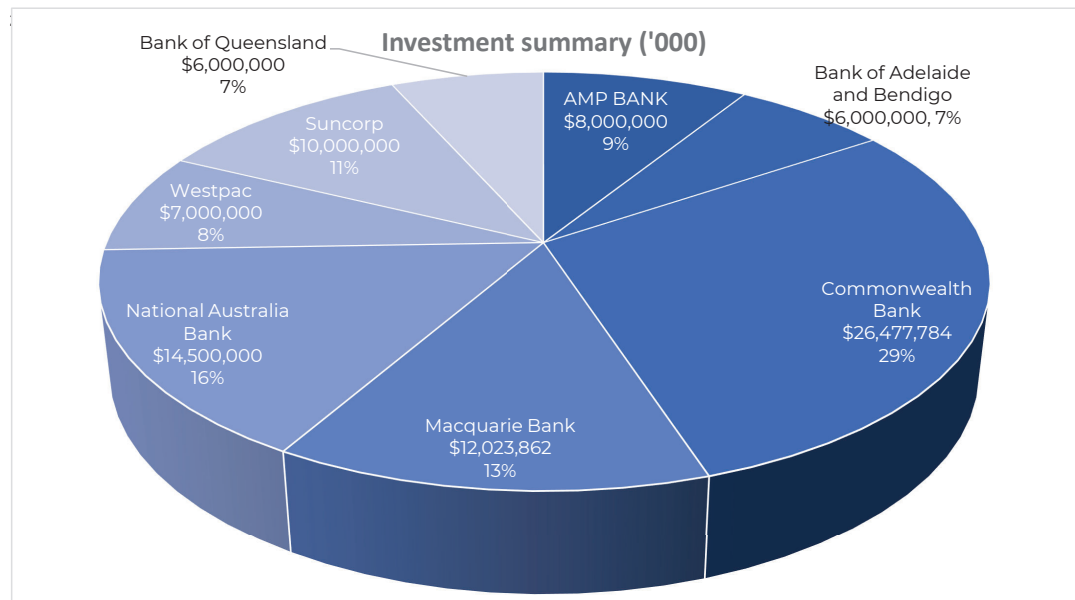
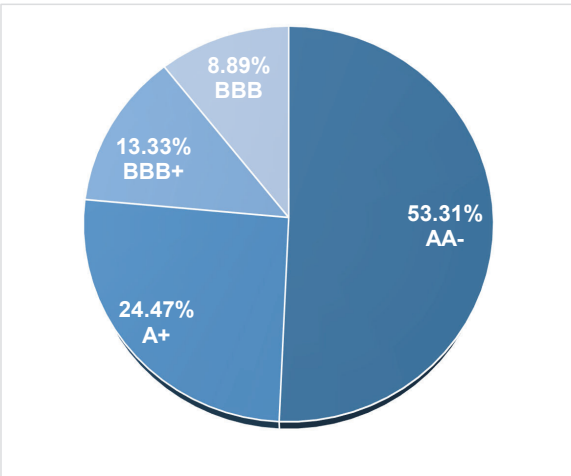
## Investments by Risk (S & P Long Term Credit Rating)

**What is the S & P Risk Rating?**

The Standard & Poor (S&P) is a universal credit rating.

There are 17 ratings, using letters A-D. This is achieved by doubling or tripling letters - the more the better. Ratings also can include a plus sign (which is better than standalone letters) or a minus sign (which is worse than standalone letters).

The best is "AAA." This rating means it is highly likely that the borrower will repay its debt. The worst is "D," which means the issuer has already defaulted.



## 2. Financial Status

### Balance Sheet

	June 2023 (\$)	June 2022 (\$)	Movement (\$)
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	21,501	24,623	(3,122)
Trade and other receivables	17,862	15,925	1,937
Other financial assets	68,500	68,679	(179)
Other assets	4,097	2,371	1,726
	<b>111,960</b>	<b>111,598</b>	<b>362</b>
<b>Non-Current Assets</b>			
Trade and other receivables	398	374	24
Investments in associates	3,156	2,865	291
Property, infrastructure, plant, equipment and	2,638,064	2,444,670	193,394
Right-of-use assets	2,158	2,358	(200)
Intangible assets	4,734	6,987	(2,253)
	2,648,510	2,457,254	191,256
<b>Total Assets</b>	<b>2,760,470</b>	<b>2,568,852</b>	<b>191,618</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	20,550	16,814	(3,736)
Trust funds and deposits	13,389	13,890	501
Unearned income/revenue	5,424	7,858	2,434
Provisions	14,894	13,976	(918)
Lease liabilities	339	297	(42)
	<b>54,596</b>	<b>52,835</b>	<b>(1,761)</b>
<b>Non-Current Liabilities</b>			
Provisions - Non Current	1,542	1,141	(401)
Lease liabilities	1,960	2,164	204
	<b>3,502</b>	<b>3,305</b>	<b>(197)</b>
<b>Total Liabilities</b>	<b>58,098</b>	<b>56,140</b>	<b>(1,958)</b>
<b>Net Assets</b>	<b>2,702,372</b>	<b>2,512,712</b>	<b>189,660</b>
<b>Equity</b>			
Accumulated Surplus	830,338	822,326	8,012
Reserves	1,872,034	1,690,386	181,648
<b>Total Equity</b>	<b>2,702,372</b>	<b>2,512,712</b>	<b>189,660</b>

### Reason for YTD variances - as at 30 June 2023

**Total Current Assets** have slightly increased compared to 30 June 2022.

*Current assets include cash and cash equivalents (cash held in bank accounts and term deposits or other highly liquid investments with terms of three months or less), other financial assets (term deposits with terms between three and twelve months) and monies owed to Council by ratepayers and others.*

**Non Current Assets** have increased compared to 30 June 2022 as a result of assets created from the 2022/23 capital works program and the revaluation of Council's assets.

*Non-current assets include property, infrastructure, plant & equipment and intangible assets which represents 99.9 per cent of Council's non-current assets*

**Current Liabilities** ave increased compared to 30 June 2022 primarily due to the timing of payments made to creditors (trade and other payables), and an increase in leave entitlements (long service leave and annual leave) and provisions made based on Net Present Value (NPV) calculations as at 30 June 2023.

**Non Current Liabilities** are slightly above the 30 June 2022 figure..

**Equity** As at 30 June 2023, the increase in Equity compared to 30 June 2022 is essentially related to the surplus for the year & revaluation of Council's assets (land, buildings and infrastructure assets).

*Equity includes Accumulated Surplus and Reserves. Reserves include Asset Revaluation reserves and other cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed.*

## 2. Financial Status

### Cash Reserves

The **Open Space (resort and recreation) Reserve** was established to control contributions received from developers that will, upon completion of developments be utilised to acquire and create open space, and develop recreation and other facilities for residents in the respective development areas.

The **Doncaster Hill activity centre DCP Reserve** was established to control contributions levied on developers under the Doncaster Hill Development Contributions Plan Overlay (DCPO) and funds will be used to develop social and community infrastructure in accordance with the conditions contained in the DCPO.

\$'000	Opening Balance at 1 July 2022	Actual Income at 30 June 2023	Actual Expenditure 2022/23	Closing Balance at 30 June 2023
Open Space Reserve	\$13,159	\$3,930	\$2,191	\$14,898
Doncaster Hill DCP Reserve	\$1,103	\$74	\$200	\$977

### 2022/23 Open Space Reserve Contributions Summary

Property	Amount	Property	Amount
777 Doncaster Road DONCASTER	\$320,000	18 Morna Road DONCASTER EAST	\$70,000
2-4 Old Warrandyte Road DONVALE	\$315,300	26 Leslie Street DONVALE	\$67,500
12 Curlew Court DONCASTER	\$168,000	24 Sunhill Road, TEMPLESTOWE LR	\$67,500
1 Kelly Street DONCASTER	\$154,400	29 Lawanna Drive, TEMPLESTOWE	\$65,000
13 Arnold Grove DONCASTER	\$134,000	24 Studley Street, DONCASTER	\$62,000
30 Churchill Street, DONCASTER EAST	\$133,600	369 Thompsons Road TEMPLESTOWE LR	\$55,000
1 Lord Street DONCASTER EAST	\$132,000	3 Alexander Crescent TEMPLESTOWE LR	\$51,450
14 Elvie Street, DONCASTER EAST	\$128,000	7 Marlene Close DONCASTER EAST	\$50,000
12 Montgomery Street, DONCASTER EAST	\$126,400	817 Doncaster Road, DONCASTER	\$7,500
9 Thiele Street DONCASTER	\$124,000		
26 Oxford Street Nunuwading Vic 3131	\$122,500		
111 Beverley Street DONCASTER EAST	\$122,000		
121 Beverley Street, DONCASTER EAST	\$120,000		
9-11 Austin Street BULLEEN	\$113,500		
1/8 Anderson Street TEMPLESTOWE	\$112,000		
5 Saxon Street, DONCASTER	\$108,000		
23 Banool Quadrant DONCASTER EAST	\$108,000		
11 Balmoral Avenue TEMPLESTOWE LR	\$100,000		
3 Kelly Street, DONCASTER	\$98,596		
238 Manningham Road, TEMPLESTOWE LR	\$95,040		
45 Glendale Avenue TEMPLESTOWE	\$90,000		
55 Williamsons Road, DONCASTER	\$90,000		
2 Newmans Road TEMPLESTOWE	\$88,500		
3 Fran Court, TEMPLESTOWE LR	\$88,000		
2 Lionel Street DONCASTER EAST	\$85,750		
108 Manningham Road, BULLEEN	\$80,000		
99 Atkinson Street TEMPLESTOWE	\$76,250		
<b>Total Year to Date</b>			<b>\$3,929,786</b>



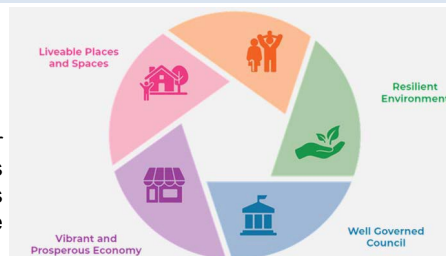
# Council Plan 2021-2025

## Community Vision 2040

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

### Our Council Plan 2021-2025 has five themes:

Healthy Community | Liveable Places and Spaces | Resilient Environment | Vibrant and Prosperous Economy | Well Governed Council



We have developed goals for each theme, in consultation with our local community, partners, Councillors and staff. We progress these goals through actions and Major Initiatives. Major Initiatives are significant pieces of work, usually over the four years of the Council Plan. For 2022/23 there are 19 Major Initiatives.

At the end of 2022/23, all our Major Initiatives are **on track** for delivery over the four years of the Council Plan, or **complete**, where the milestone has been achieved. You can find the full details of our progress in our Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

Tracking our progress: On Track ● Complete ● Off Track ●

### Action we have taken to progress the goals of our Council Plan Progress

#### Healthy Community ■ Healthy, Safe and Resilient ■ Inclusive and Connected

1. **We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including:** ●
- i. **Commence gender equality impact assessments on Council policies, services and programs.**

**Action**

- In line with our commitment to gender equality and to fulfill requirements of the Victorian Gender Equality Act 2020, we are completing gender equality impact assessments as needed. This quarter an impact assessment was undertaken on changes to the Commonwealth-funded Aged Care Service.
- We have started developing a Manningham Gender Impact Assessment Framework. This will guide the program of assessments to be done each year.

- ii. **improve the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies.** ●

**Action**

We continue working to improve local access to supports and services for young people:

- Advocacy materials developed for youth mental health.
- Scheduled talks with Local MP Keith Wolahan, and the Eastern Melbourne Primary Health Network.
- Working with regional partners including Access Health and Eastern Metro Primary Health Network to build support and awareness. Our neighbour, Whitehorse Council is supportive.
- We continue to search for a suitable location for a Youth Hub in Manningham.
- We are excited to increase the number of internships at Council with two new 12-month positions in our Risk and Legal teams. We are supporting our interns to gain legal experience and an insight into local government while completing their University law degrees.

- iii. **Developing a collaborative forum to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds.** ●

**Action**

- We held a successful Manningham Volunteer Expo to promote volunteering in Manningham across areas from aged care, disability, new migrant services, gardening and conservation, animal welfare, hospitality, emergency and other community services.
- Meetings of the Manningham RAP, Multicultural Network and Multicultural Communities Advisory Committee were held to engage across these groups.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress

**iv. Investigate extended use of community facilities, including libraries through a new Community Infrastructure Plan.**

Action

- We are exploring other ways to extend use of our community facilities including afterhours access for Warrandyte Library, layout changes for Doncaster and Bulleen Libraries, as well as site investigation for Men's Shed and an Early Years Infrastructure plan.
- Extended hours for Doncaster and The Pines Libraries continue. Doncaster Library is now open until 8pm on Mondays Tuesdays and Fridays. The Pines Library is now open on Sundays 1- 4pm.
- Our draft 20-year Community Infrastructure Plan to guide and maximise the use of our community facilities has undergone community consultation with outcomes to be presented in the coming months.

**2. Work to connect service providers, community groups, local organisations and networks to improve and profile community outcomes through forums and connections.**

Action

- We participated in the Eastern Volunteers Community of Practice Forum.
- We are regularly attending the growing Multicultural Communities Network.
- We started planning a 2023 International Students Welcome Program in collaboration with Whitehorse and Boroondara Councils.
- We held a panel discussion event to raise awareness for International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT). The event attracted over 70 community members.

**3. We will support and educate to connect inclusive and healthy communities (inclusive of our First Nations and culturally diverse communities) through:**

- Environmental and waste program
- Implementing the Reconciliation Action Plan (RAP) to enhance recognition of First Nation Peoples
- Resources and information that link our community to understanding of and responses to family violence

Action

- We have assisted residents to reduce waste going to landfill, offering environmental and waste education to support the introduction of FOGO (Food Organics, Green Organics). Education included over 60 information sessions, regular market stalls, shopping centre pop and presenting to various community groups. For our non-English speaking residents, translated brochures on FOGO are available at Customer Service or can be download on the FOGO website page. Instructional step-by-step 'how to' videos and other useful information is also available on the FOGO website page.
- Our new Reconciliation Plan is being implemented through existing and new activities.
- We held the *Unfinished Business* exhibition in our Art Gallery over Reconciliation Week and NAIDOC week. The exhibition highlights stories of 30 first Nations people with disabilities. The exhibition attracted a high number of visitors and we in linked programs with the libraries.
- We promote gender equality and the prevention of violence through establishing a local partnership with VicHealth, and with information on health and well-being website/cards on family/domestic violence.
- We participated in the Eastern Elder Abuse Network (EEAN) Prevention Community of Practice coordinated by Eastern Community Legal Centre.

**FOGO starts on 1 July 2023**

FOGO stands for **Food Organics Garden Organics**.



Manningham residents are now able to place food waste into your existing green lid bin with your garden waste for it to be recycled into compost.

Currently 56 per cent of waste found in our average red lid garbage bin is food waste. When food waste breaks down in landfill it creates methane, a greenhouse gas which is 23 times more damaging to the atmosphere than carbon dioxide.


Removing food waste from residential garbage bins in Manningham will divert up to 20,000 tonnes per year from landfill – that's enough waste to fill the outdoor pool at Aquarena 40 times.

This will help us move towards achieving our climate targets of net zero emissions by 2028 and net zero community emissions by 2035.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress

	<p><b>Liveable Places and Spaces</b></p>	<p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>■ Inviting places and spaces</li> <li>■ Enhanced parks, open space, and streetscapes</li> <li>■ Well connected, safe and accessible travel</li> <li>■ Well utilised and maintained community infrastructure.</li> </ul>
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**4. Strengthen our principles to guide responsible planning for new developments by:**

- i. adoption of key strategic documents including Liveable City Strategy 2040, the Environmental Strategy and review of the Manningham Planning Scheme by June 2022
- ii. investigating enhanced planning controls to enhance the protection of our natural environment.

Action	<ul style="list-style-type: none"> <li>■ The Manningham Planning Scheme review recommendations as well as the Liveable City Strategy and the Climate Emergency Action Plan have been adopted and are being implemented.</li> <li>■ We adopted our new Community Local Law 2023 30 May 2023 which includes enhanced protection of our environment.</li> </ul>
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**5. Provide ways for people to connect by:**

- i. prioritising grant funding to support inclusion and connections to respond to community needs.
- ii. deliver actions in our Transport Action Plan and Bus Network Review 2017 including contributing to the planning of the Suburban Rail Loop (SRL), Doncaster Busway, Bus Rapid Transits, bus network and service improvements and enhancing our walking and cycling network.

Action	<ul style="list-style-type: none"> <li>■ The Annual Community Grants program has now closed and applications are being assessed.</li> <li>■ The new Community Assessment Panel has been established and will meet to assess grants in May for recommendation to go to Council in June.</li> <li>■ The Annual Grants Program will run between July 2023 and June 2024.</li> <li>■ The Community Grants Policy encompassing the new Neighbourhood House funding stream will open in late 2023 to commence January 2024, in-line with the current partnership grants.</li> <li>■ We are advocating for bus reform within Manningham including a bus review and new services.</li> <li>■ The Suburban Rail Loop Environmental Effects Statement process has been completed with the Minister for Planning assessment released - will continue to advocate for the mirroring of the Stage 1 and 2 alignments with a bus service.</li> <li>■ Ongoing discussions with Department of Transport and Planning regarding proposed bus reform. Changes are currently being proposed as part of the new Bulleen Park and Rider facility.</li> </ul>
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**6. Investigate use of our facilities and identify opportunities to develop or repurpose facilities and the use of Council land for multi-use purposes to meet changing community needs through:**

- i. finalising the Community Infrastructure Plan and commence implementing the 20-year Action Plan
- ii. strengthening utilisation and performance of stadiums in conjunction with stadium managers
- iii. improving access to sport and recreation facilities and spaces for broad community use and benefit.

Action	<ul style="list-style-type: none"> <li>■ We are implementing plans for the 20 year Community Infrastructure Plan with ongoing capital works scheduling.</li> <li>■ The new Leisure Service Contract will provide an opportunity to expand services/programs that are offered throughout a range of Council facilities. In doing so, a fresh strategic approach will allow the investigation of the potential of re-purposing or reprogramming facility components to meet the changing community needs. Starting from July 1, 2023, Aligned Leisure will manage all ten Manningham aquatic and leisure facilities (including Aquarena) under the name of <i>Active Manningham</i>.</li> <li>■ A new Sports Facility Development Plan has been endorsed. The Plan looks at current facilities and how they can be improved, opportunities for new facilities and whether land is fit for purpose to address emerging sport trends.</li> </ul>
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### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan	Progress
<p><b>7. We will continue to advocate, influence and respond to the North East Link Project (NELP) authority for improved mitigation measures and environmental outcomes, particularly around urban design outcomes and to reduce construction impact of the project on the community.</b></p>	
<p>We liaise regularly with the NELP authority to promote the desired outcomes for Manningham:</p> <ul style="list-style-type: none"> <li>▪ The <i>central tunnel package</i> works have commenced, and we are reviewing ongoing design plans, construction compound plans and liaising on a daily basis with NELP / SPARK.</li> <li>▪ The <i>early works package</i> is complete.</li> <li>▪ The <i>southern package alliance</i> has been engaged and council officers have commenced meeting with NELP to advocate for improvements along Koonung Creek Linear Trail.</li> <li>▪ The new Bulleen Park and Ride facility is now open for operation.</li> </ul>	Action
<p><b>8. We will continue to work to maintain to a high standard our roads, footpaths and drains (as scheduled) including Melbourne Hill Road Drainage Upgrade.</b></p>	
<ul style="list-style-type: none"> <li>▪ Major drainage and roads projects are continuing with design of Jumping Creek Road and Melbourne Hill Road area (drainage) nearing completion. <i>See page 2 for more details.</i></li> </ul>	Action
<p><b>9. We will deliver the Road Improvement Program (as scheduled) including Jumping Creek Road, Tuckers Road, Knees Road and Templestowe Village connecting roads.</b></p>	
<ul style="list-style-type: none"> <li>▪ Trail works along Jumping Creek Road started in June, prior to major roadworks scheduled to start in the new financial year.</li> <li>▪ Tuckers Road upgrade works, including new footpaths, a shared path, underground drainage, kerb and channel, and new pavement are now complete.</li> <li>▪ Other major drainage and roads projects are continuing with design of Jumping Creek Road and Melbourne Hill Road area (drainage) nearing completion. Knees Road works have been completed.</li> </ul>	Action
<p><b>10. We will deliver Parks and Recreation Facilities Upgrades (as scheduled) including Pettys Reserve Sporting Development (Stage 2), Rieschiecks Reserve Pavilion Redevelopment and Deep Creek Reserve.</b></p>	
<ul style="list-style-type: none"> <li>▪ Pettys Reserve Sporting Development (Stage 2) is complete with the new playspace and synthetic soccer pitches now being enjoyed by the community.</li> <li>▪ Rieschiecks Reserve Pavilion Redevelopment is complete and Deep Creek Reserve is underway.</li> </ul>	Action
<p><b>11. We will deliver the Parks Improvement Program including Ruffey Lake Park Landscape Masterplan, New Open space on Hepburn Road, Victoria Street place space upgrade, Wonguim Wilam (stage play space 2 upgrade).</b></p>	
<ul style="list-style-type: none"> <li>▪ We are working on the Ruffey Lake Park Landscape Masterplan with the installation of new signage, Disc Golf course upgrade, tree planting and a third exercise station with a ninja style, new yoga and meditation platform.</li> <li>▪ The new open space on Hepburn will go out to tender in the coming months. The Victoria Street place-space is currently in detailed design and will be out for tender in July 2023.</li> <li>▪ Wonguim wilam (playspace stage 2 upgrade) is now open to the public. The First Nations artwork is underway.</li> </ul>	Action

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Resilient Environment

**Goals:**

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

**12. We will deliver the Environmental Strategy and strengthen principles to protect the environment, biodiversity and wildlife by**

- i. advocating to government and business on environmental issues
- ii. improving management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms
- iii. exploring biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria
- iv. improving the sustainability of Council's environmental practices.

Action

To strengthen principles to protect the environment, biodiversity and wildlife:

- We continue to collaborate with a range of government organisations and local community environment groups to deliver biodiversity improvement programs.
- We undertook ongoing maintenance of Council's bushland reserves by contractors. A new bushland maintenance work program has been developed. A new work program and contract renewal will result in improved on-ground biodiversity outcomes.
- We have provided advice to the North East Link on the environmentally sustainable design features of sport and recreation facilities that they will newly build to offset facility loss elsewhere.
- We are progressing environmental actions in our new Reconciliation Action Plan.
- We continue to improve our own environmental practices in the delivery of the Climate Emergency Action Plan to achieve the ambitious zero emissions targets. Examples include the transition to electric cars for a number of Council's fleet service.



#### Vibrant and Prosperous Economy

**Goals:**

- Grow our local business, tourism and economy.

**13. Support local business through:**

- i. demonstrating leadership to increase procurement with Social Enterprises, Aboriginal Enterprises and Australian Disability Enterprises (collectively known as Social Benefit Suppliers) and local businesses.
- ii. capacity building and support through the Business Development Program.
- iii. exploring local opportunities to support local businesses to collaborate via a hub or co-working space.
- iv. implementing the recommendations in the Doncaster Hill Strategy and Economic Development Strategy to encourage and support tourism and employment opportunities

Action

- We have embedded our Council Plan themes of community, environment and economic (supporting local business) objectives as part of the procurement sourcing planning process.
- The local business register is actively monitored by Community Services. Council officers are directed to search for local businesses first when buying goods and services.
- We have been working with Eastern Innovation Business Centre and Flexible Working Australia to take part in a regional Boosting Co-working program.
- We are reviewing the continuation of the \$3,000 grant from Metropolitan Partnerships to assist in the future development of a co-working space within Manningham.
- We have held initial discussions with the Manningham Uniting Church co-working space and a range of benchmarking has been done to inform next steps. Further scoping has been undertaken to determine the feasibility of a co-working space including locations and layout.
- We are providing on-going support to the business community in a post-COVID recovery period including the launch of a new buy local campaign (Find Your Local).

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Well Governed Council

Goals:

- A financially sustainable Council that manages resources effectively and efficiently
- A Council that values our customers and community in all that we do change.

**14. Explore different ways to improve community satisfaction with our communications on local community issues, services and activities.**



Action

- We are continually working to improve community satisfaction with our communications including our website and *Manningham Matters*.
- We are making several Council documents, including our Council Plan and rates notice available in easy English.
- We have made our Policy, Strategies and Action Plans easier to find on our website.

**15. Explore ways to enhance performance reporting across social, environment and economic outcomes against community need.**



Action

- Throughout the year we have improved ways that we report outcomes to the community including:
- presenting an update on our progress to Community Panel representatives, who were involved in writing the Community Vision 2040 and recommendations for our Council Plan
  - redesigning our website to assist the community to navigate through our strategies and action plans and the links between our commitments, progress and community outcomes
  - reviewing the Manningham Quarterly Report to make it an easy-to-read summary of our progress on the Council Plan and other key areas.

**16. Improve our customer experience to better understand and meet their specific needs.**



Action

- We have undertaken Customer research by ZingInsights! to improve Customer Service operations and more broadly improve our Customer Experience (CX).
- We are committed to continually improve our service delivery. Our internal dashboards are being updated/refined to better report and understand customer needs across the multiple ways our customers communicate with us including as message chat, phone and in person.
- A recent community survey showed that almost two thirds of our customers had a positive experience.

**17. Ensure our long-term financial sustainability by preparing our Budget and 10-year Financial Plan incorporating key strategies to Council by 30 June 2023.**



Action

- We adopted the 2023/24 Budget and 10-Year Financial Plan in June, following extensive involvement with the Community, Councillors and Officers.
- A period of online community engagement via *YourSay Manningham* on budget priorities was undertaken during November 2022 to January 2023, and again in May and June 2023. More than 200 community members participated in this online engagement which helped inform the budget and 10-Year Financial Plan.

**18. We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.**



Action

- Eight service reviews have been completed this year: five using our new service management process.
- Early community engagement continues to occur. One of the most significant examples this year is the community education campaign on the implementation of FOGO. Other examples include leading the Active Manningham Program, the Climate Emergency Action Plan, the Local Law, Healthy Ageing, and 2023/24 Annual Budget.

**19. We will take a proactive and motivated approach to be an open and transparent Council.**



Action

- We are improving the format of Council report to be proactively transparent in information sharing.
- We have also built capacity on the importance of transparency and accountability in decision making; educating officers about conflicts of interest to promote community confidence in decision making.

## 4. Councillor Expenses

An allocation of \$10,473 for each Councillor and \$11,896 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.

Significant demands are placed on Councillors in carrying out their civic and statutory roles attending community meetings and events, capacity building and advocacy meetings in pursuit of the best outcomes for the municipality. The Mayor has a slightly higher allowance as they are required to carry out additional civic and ceremonial duties.

The Council Expenses Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council's commitment to remaining accountable and transparent, these expenses are presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

Councillor	Travel	Car Mileage	Child-care	Information Communication Technology	Conference & Training	General Office Expense	Formal Attendance	Member-ship	Other	Total Qtr	Year to Date
Cr A Chen	\$1,260	\$537	\$0	\$0	\$0	\$0	\$201	\$95	\$0	\$2,093	\$3,963
Cr A Conlon	\$0	\$470	\$0	\$721	\$0	\$0	\$0	\$0	\$0	\$1,191	\$2,723
Cr D Diamante (Mayor)	\$1,860	\$0	\$0	\$0	\$0	\$0	\$213	\$95	\$0	\$2,167	\$5,007
Cr G Gough	\$1,456	\$412	\$0	\$805	\$0	\$0	\$0	\$0	\$27	\$2,700	\$4,590
Cr M Kleinert	\$715	\$195	\$0	\$247	\$0	\$126	\$76	\$95	\$0	\$1,453	\$5,087
Cr C Lange	\$0	\$1,985	\$0	\$470	\$0	\$0	\$80	\$95	\$0	\$2,630	\$3,574
Cr T Lightbody (Deputy Mayor)	\$913	\$1,562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,475	\$4,306
Cr L Mayne	\$0	\$0	\$0	\$243	\$0	\$0	\$0	\$95	\$0	\$338	\$6,085
Cr S Mayne	\$651	\$1,215	\$0	\$757	\$132	\$0	\$95	\$0	\$0	\$2,850	\$3,784

### Notes for the Quarter

1. A -\$22.11 GST adjustment for Councillor (Cr) T Lightbody to the figure reported last quarter.
2. Allowances have been adjusted to reflect that Cr Deirdre Diamante was elected Mayor and Cr Tomas Lightbody was elected Deputy Mayor on 3 November 2022.

## 5. Chief Executive Expenses

The Chief Executive Officer (CEO) incurs expenses while carrying out the role. Expense categories related specifically to the CEO role are travel, food and beverage, conferences and seminars and miscellaneous (misc.). Gifts declared are also included in this Report, although are not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

	Travel	Food and beverage	Conferences and seminars	Gifts declared	Misc.	Total Qtr	Total Year
Andrew Day	\$547	\$0	\$0	\$0	\$0	\$547	\$4,056

Notes

### Expense categories

#### Travel

Costs associated with assisting the CEO in meeting transport costs incurred whilst attending meetings, functions and conferences. This includes taxi services, uber services, car parking fees, airfares, accommodation costs etc.

#### Food and Beverage

Costs associated with food or beverages that directly relate to the CEO role within a professional context.

#### Conferences and seminars

Costs associated with registration fees from attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which impact on the role of the CEO and the City in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to role of the CEO.

#### Gifts Declared

Any gifts that exceed the token gift threshold (\$50) that the CEO is required to declare as per the Token Gift Policy.

#### Miscellaneous

Any other costs associated with the CEO role not covered by the categories above.

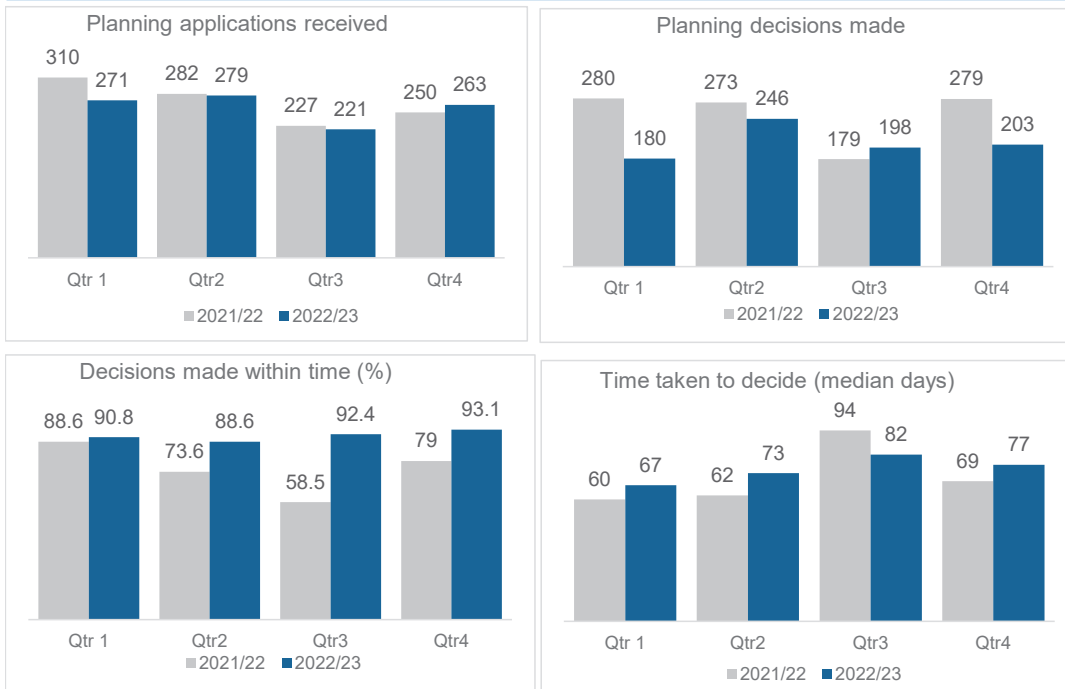


# 6. Governance

We monitor our service performance to make sure we maximise our public value and to make improvements where needed. A portion of our performance indicators are in the local government performance reporting framework. The areas below are of particular interest, the full suite is published in our Annual Report.

## Statutory Planning

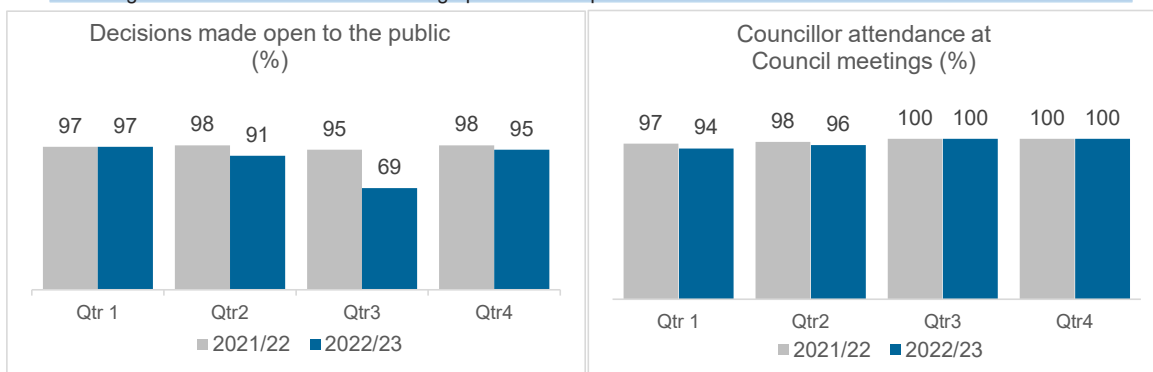
Statutory planning services include the assessment of planning permit applications for new development proposals and changes to land use activities under the Planning and Environment Act 1987.



Statutory Planning have continued to process planning applications in a timely manner achieving 93.1% of standard stream applications decided within 60 statutory days. The number of applications received and the number of decisions made, demonstrates improvement when compared with the previous years data for the period.

## Council decision making

Manningham Council is committed to being open and transparent Council.



Council's priority is open decision making where possible. Decisions made that are closed to the public include confidential matters as defined in the Local Government Act 2020. These include contractual and property matters and information that may prejudice Council's position in commercial negotiations if prematurely released.

# 7. Community Engagement

## Engagement Projects



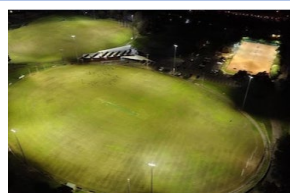
### Healthy Ageing and social connection

Hearing your ideas about how older adults can stay active and keep connected in Manningham.



### Community Infrastructure Plan

Comment on our long term plan for our community buildings - from maternal child health centres to senior citizen centres.



### Draft Pricing Policy for Active Open Space

We're committed to providing inclusive and equitable access to our outdoor sports fields.



### Economic Development Strategy

Reinvigorating and supporting businesses and creating opportunities to attract new industries and investments.

## What you told us

### Healthy Ageing and social connection in Manningham

We heard from over 295 older adults and carers about keeping socially connected and active in our community. This information will help us plan for the services, programs and infrastructure needed to support older adults in the future.

### What are the priority issues for older adults in our community?



1. Expanding and enhancing community and personal transport to support social participation.
2. Providing information about services and events in hard copy formats.
3. Providing hands-on assistance to older persons to connect digitally to essential systems like MyGov, Centrelink, My Aged Care.
4. Improving physical access to Council buildings - ramps and other modifications to assist those with mobility problems.
5. Expanding communications and specific services for older residents from culturally diverse backgrounds.
6. Providing information sessions on key life stages - retirement, financial management (superannuation), Centrelink benefits, downsizing own home/moving to retirement village, wills and financial entitlements.
7. Recognising the mental health stresses of carers and providing appropriate support and information.

## Progress on recent engagement

### Food Organics, Green Organics (FOGO)

We have delivered over twelve months of activities to engage and educate Manningham residents about the introduction of FOGO services, which aims to reduce the amount of garbage diverting to landfill. We have engaged community groups including Rotary, The Lions Club and Scouts and held tours at the Bio Gro organics facility in Dandenong South.

We held regular information sessions at our local libraries, shopping centres, learning centres and primary schools as well as the Warrandyte and Park Orchards markets.

Visit [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au) for 'How to' instructional videos, in-language FOGO booklets and Frequently Asked Questions (FAQs).

The FOGO service will make a significant difference in reducing waste going to landfills, supporting our goals of net zero emissions by 2028 and net zero community emissions by 2035 in our adopted Climate Emergency Action Plan (CEAP)

### Draft Pricing Policy for use of Council Active Open Space

A year ago we started talking to our sporting clubs that use Manningham facilities about ways to help us strengthen inclusive and equitable access to our active open spaces. This feedback informed the draft Policy, which was then also discussed at a sporting group workshop, and shared for comment on YourSay Manningham in March. We are now reviewing the feedback and refining the policy for Council's consideration.

## 8. Chief Executive KPIs

Each September, the Chief Executive and Councillors develop a series of Key Performance Indicators (KPIs) for the Chief Executive to focus on, in areas to improve community outcomes (aligned to the Council Plan) and organisational performance. There are 20 CEO KPIs to improve community outcomes. Progress to date is included below.

**Performance: On Track** ● **Monitor** ● **Off Track** ●

### Community

- |   |  |   |
|---|--|---|
| 1 | Provide quarterly reports to Council on the implementation of the Community Infrastructure Plan.   | ● |
| 2 | Develop community assets 'access and utilisation report' and present to Council by 30 September 2023.  | ● |
| 3 | Implementation of strategies to improve retention and encourage diversity, including employment opportunities targeting youth (such as graduate programs). | ● |

### Environment

- |   |   |   |
|---|---|---|
| 4 | Climate Action Plan adopted and Year 1 actions commenced by September 2023.   | ● |
| 5 | Progress flood mapping reforms with committee convened and timelines for mapping established by 1 July 2023.  | ● |
| 6 | Develop a 10-year prioritised list of drainage projects which will consider available flood mapping for presentation to Council by 30 September 2023. | ● |

### Places and Spaces

- |    |  |   |
|----|--|---|
| 7  | Active transport strategy presented to Council by 1 July 2023.   | ● |
| 8  | 90% completion of Capital Works Program.<br><i>86% has been achieved. Please see section 1 for details</i>   | ● |
| 9  | Provide quarterly progress reports to Council on the implementation of the Asset Plan.   | ● |
| 10 | Immediate Liveable City Strategy actions are categorised into a 5-year implementation plan and presented to Council by 30 June 2023. 90% of high priority actions to be delivered during this timeframe. | ● |
| 11 | Provide quarterly reports to Council on the Road Management Plan (including maintenance scheduling).   | ● |
| 12 | Implement a new Community Bus Service model by 1 July 2023.  | ● |

### Economy

- |    |  |   |
|----|--|---|
| 13 | Economic Development Strategy presented to Council by 1 July 2023. Progress plans for business hub and co-working space options. If feasible, complete preliminary design phase by 30 September. | ● |
|----|--|---|

### Well Governed Council

- |    |   |   |
|----|---|---|
| 14 | Preparation of preliminary designs for at least one of the key Strategic Property Portfolio sites and present a process and options for property portfolio transactions by 1 July 2023.             | ● |
| 15 | Council's State election advocacy agenda is promoted with a report to SBS on outcomes by 30 March.  | ● |
| 16 | 90% of the Council Plan Major Initiatives and Initiatives are on track at the end of the financial year.  | ● |
| 17 | Prepare and present an Annual Budget to Council in alignment with Council's 10 year Financial Plan. Meet the organisation financial budget target as set out in the annual budgets for 2022/23.     | ● |
| 18 | Provide an annual report to Councillors on service review areas and outcomes.   | ● |
| 19 | Improved collaborative processes and reporting in place to reduce response and resolution times for service requests and community enquiries / community feedback on service handling satisfaction. | ● |
| 20 | Annual reporting of employee diversity (gender/young people/older workers/culture) to Council.  | ● |

## 14 CHIEF EXECUTIVE OFFICER

### 14.1 Audit and Risk Committee Chair's Biannual Report

File Number: IN23/591  
Responsible Director: Chief Executive Officer  
Attachments: 1 Audit and Risk Committee meeting summary May-Sep 2023 [↓](#)

#### PURPOSE OF REPORT

*To report to Council on the activities of the advisory Audit and Risk Committee for the period March 2023 to September 2023.*

#### EXECUTIVE SUMMARY

*The Audit and Risk Committee (the Committee) is a committee established in accordance with Section 53 and 54 of the Local Government Act 2020 (the Act). Pursuant to the Act, the Committee is to 'prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and include its findings and recommendations'. Furthermore, the Act requires that one of these reports will be prepared after the Committee meeting at which the annual Financial Report and Performance Statement have been considered. This meeting was held on 1 September 2023. The report covers the six month period from March to September 2023 and includes three Committee meetings in May, July and September 2023.*

#### 1. RECOMMENDATION

**That Council note the Audit and Risk Committee Chair's Biannual Report for the period March to September 2023, in accordance with the provisions of the *Local Government Act 2020*.**

#### 2. BACKGROUND

2.1 The Audit and Risk Committee continued to undertake its role in providing independent advice to Council and management throughout the period covered in this report.

2.2 The Committee is an advisory committee of Council, established to assist the Council discharge its responsibilities under the Act to:

Monitor the compliance of Council's policies and procedures with:- the overarching governance principles, the Act and regulations and any Ministerial directions; and

Monitor Council financial and performance reporting; and

Monitor and provide advice on risk management and fraud prevention systems and controls; and

Oversee external audit and internal audit functions.

- 2.3 The Committee undertakes this function by assurance monitoring, receiving attestations of compliance and material matters from auditors and officers, analysing, questioning management, endorsing and advising on matters as set out in the Audit and Risk Committee Charter (2023).
- 2.4 The Committee is an advisory committee to the Council and does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. Neither does the Committee have any management functions and is therefore independent of management.
- 2.5 The Committee comprises five members, comprised of three independent members (including the Chairperson) and two Councillors.
- 2.6 A quorum of Councillor and independent members was achieved for all meetings as outlined in the following table:-

Member		Meetings Attended (May, Jul & Sep)	Meetings Eligible (May, July & Sep)
Andrew Dix	Independent member and Chairperson	3	3
Evy Papadopoulos	Independent member	2	3
John Kyvelidis	Independent member	3	3
Cr Stephen Mayne	Councillor committee member	3	3
Cr Laura Mayne	Councillor committee member	2	3

- 2.7 Council's external and internal auditors attended all the meetings required of them by the workplan. Regular management attendance was represented by the Chief Executive Officer, Chief Financial Officer, Chief Legal and Governance Officer and the Risk and Assurance Lead, or their delegate.
- 2.8 The minutes of the meetings are distributed to all Councillors to keep them fully informed of meeting content and outcomes. At any point, Councillors can initiate direct contact with the Committee Chair for further clarity or confidential discussions. A recent change to the Committee's Workplan included a standing in-camera meeting item, in which management exit the meeting for any necessary discussion. At the 1 September 2023 meeting, the end of financial year agenda also includes an in-camera discussion with the external auditors and Committee members.

**3. DISCUSSION / ISSUE**

- 3.1 The Committee's Charter and annual workplan directs the agenda content across the cycle of five Committee meetings per annum. Within this program are five key categories of report types, namely:-
- a) CEO Overview
  - b) Monitor policies and procedures (Section 54(2)(a))
  - c) Monitor Council's financial and performance reporting (Section 54(2)(b))
  - d) Monitor risk management and fraud (Section 54(2)(c))
  - e) Oversee internal audit function (Section 54(2)(d))
- 3.2 Following distribution of the agenda papers for the dedicated financial and performance reporting meeting on 1 September 2023, the Committee members were requested by the Chair to provide any feedback on the draft statements for written response by the Chief Financial Officer ahead of the meeting date. Management's response assists to prioritise discussion on important matters at the meeting.
- 3.3 The attached Appendix summarises the activity of the Audit and Risk Committee together with the Committee's findings and resolutions for the three meetings on 26 May 2023 and 21 July 2023 and the 1 September 2023.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 This report demonstrates the Council Plan Theme of a 'Well Governed Council', through the provision of a compliant report pursuant to Section 54(5) of the Local Government Act 2020 and transparency in documenting the activities, findings and recommendations of the independent Audit and Risk Committee.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 Finance / Resource Implications

Nil

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Stakeholder Groups	The Public
Is engagement required?	Yes
Where does it sit on the IAP2 spectrum?	Inform
Approach	This report is presented by the Audit and Risk Committee Chair to the Councillors at a briefing session and provided an opportunity for any questions, ahead of the public Council meeting on 26 September 2023. A copy of the report is available on Council’s website under Council Meetings.

6.2 Timelines

Nil

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
<b>Audit and Risk Committee meeting 26 May 2023</b>			
1. Attendance & Apologies	N/A	N/A	N/A
2. Conflict of Interest Disclosure	N/A	Conflict of interests are to be declared and if warranted the member or officer is to vacate the room for the duration of the item.	A minor Committee member appointment was noted.
3. Minutes of the Previous Meeting	Audit and Risk Committee Minutes	N/A	The Audit and Risk Committee adopted the minutes of the meeting held on 10 March 2023.
4. CEO Overview	4.1 CEO Overview	This is a standing item on the agenda. The CEO informed the Committee of high level matters and provided an overview of the items in the agenda. Actions arising included circulation of the quarterly report, the addition of open compliance review actions to the Executive Management minutes and future reporting on staff culture surveys.	That the Audit and Risk Committee noted the report.
5. Standard Questions	5. Standard Questions	The Chair asked the list of standard questions of the CEO and the auditors.	The Audit and Risk Committee noted the responses to the standard questions were negative.
6. Matters Arising from Meetings	6. Matters Arising from Meetings	This is a standing report that updated the Committee on matters raised at previous meetings and provided follow up information on queries raised by the Committee members. This report noted a high completion rate. The Committee requested an update on Manningham's drainage and flood mapping strategy once the strategy has been finalised.	The Audit and Risk Committee noted the Matters Arising actions register be noted.
7. Management Register – Internal Audit Outstanding Actions	7. Management Register – Internal Audit Outstanding Audit Actions	This is a standing report that updated the Committee on implementation status of high priority and overdue internal audit actions. The Committee commented on the good progress on completing actions on time, the completion of two internal audits and there being no overdue actions.	The Audit and Risk Committee noted the Internal Audit actions items management register be noted.
8. Financial Reporting	8.1 External Audit Interim Management Letter year ending 30 Jun 2023	The Committee took as read the Interim Management Letter for the year ending 30 June 2023 with further advice on open items being provided by the Manager, Information Technology later in this meeting.	The Audit and Risk Committee noted the Interim Management Letter and Preliminary 2022-2023 Land and Building Asset Revaluation.



### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
	8.2 Preliminary 2022-23 Land and Buildings Asset Revaluation	The Committee took as read the Preliminary 2022/23 Land and Buildings Asset Revaluation Report and noted the overall softening of the property market largely due to interest rate increases by the RBA.	
	8.3 2022-23 Draft Financial Report 'shell accounts' and Accounting Standards Update	The external auditor advised that the draft shell accounts have been prepared and provided with only cosmetic changes to the model. The Committee discussed a few queries and clarifications. The auditor spoke to VAGO's Interim Management Letter advising that some IT matters remain open due to vendor issues but are confident that they will be closed by of year audit.	The Audit and Risk Committee noted the Draft 2022-23 Financial Report.
9. Internal Audit Matters	9.1 Internal Auditor's Status Report  9.2 Contract Management Cleaning Services Final Report	The Committee took the report as read.  The internal audit undertaken by Pitcher Partners on Council's large contract management cleaning services included a focus on contract management planning, regular contracting reporting, formal KPI's and contract compliance monitoring. The Committee discussed the Contractor compliance obligations, the safety culture of the organisation and of its contractors and noted that a new OHS/Contract Management Advisory position has been established. An update on the contract management system and improvement processes to be provided to this Committee in 2023.	The Audit and Risk Committee: a) noted the internal audit status report; b) noted and endorsed the Contract Management Cleaning Services Final Report.
10. Risk Management & Compliance	10.1 Risk Register Report – Strategic and Operational Risks	Management presented the Risk Register Report (Strategic and Operational Risks) which details all relevant risks, their risk ratings, controls and treatment plans noting the Strategic Risk Register was recently reviewed by the Executive Risk Committee. Feedback on the review resulted in reducing the number of	The Audit and Risk Committee: noted the strategic risk report.

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
	<p>10.2 Manningham's Response to Maddocks Insights, Managing Climate Risks – Council Benchmarks Response</p> <p>10.3 Tree Management – Risk Mitigation Method Report</p>	<p>strategic risks to 10 and change to the rating of several risks. Three strategic risks were moved to the operational risk register</p> <p>Management spoke to the report and the Committee noted Council's recently endorsed Climate Emergency Response Plan for Manningham and the continuing work on managing climate change across the organisation and is in the process of converting its fleet to electric vehicles, installing more solar PV and the organisation's strong focus on climate change and the work being done in this space.</p> <p>Management advised the Committee of the large scale work on the Tree Management Plan; development of the policy and guidelines, the extensive proactive tree inspection program, risk mitigation works commenced in 2022 and the improvements in reactive response and record keeping following the integration of CRM with TreePlotter. The Committee noted that Manningham is now a leader of risk-based tree management and has a vigorous proactive risk based program in place.</p>	<p>The Audit and Risk Committee noted the Manningham's Response to Maddocks Insights, Managing Climate Risks – Council Benchmarks Response.</p> <p>The Audit and Risk Committee noted the Tree Management – Risk Mitigation Method Report.</p>
11. Internal Control	11.1 Third Party Hosted Platforms	<p>Management spoke to the report which followed a request from the Audit and Risk Committee for further information on the corporate information system currently hosted by third party service providers and the controls in place to protect data and/or access to Councils environment.</p> <p>The Committee received an update on the finalisation of VAGO actions.</p>	The Audit and Risk Committee noted the IT Third Party Hosted Platforms Risks Report.
12 Other Audits	Nil	N/A	N/A

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
13 Reporting Responsibilities	13.1 Audit and Risk Committee Chair's Biannual Report to Council	As per the Audit and Risk Committee Charter, the Chair's six monthly report was presented to the Councillor Strategic Briefing Session 26 April 2023	N/A
14 Forward Agenda	July 2023 meeting	a) Update on KPMG Review of Corporate Systems and of the IT Strategy and Digital Transformation Roadmap b) Audit and Risk Committee Charter Draft	N/A
15 Any Other Business	Nil	N/A	N/A
16. Items for Noting	16.1 Audit and Risk Committee Chair's Biannual Report  16.2 Procurement Analysis (analytics cycle) Internal Audit Scope  16.3 Executive Risk Committee Meeting Minutes 10 May 2023 – Draft  16.4 Audit and Risk Committee Workplan 26 May 2023	N/A	The Audit and Risk Committee noted all items/reports listed under Agenda item 16 for noting.
<b>Audit and Risk Committee meeting 21 July 2023</b>			
1.Attendance & Apologies	N/A	N/A	N/A
2.Conflict of Interest Disclosure	N/A	Conflict of interests are to be declared and if warranted the member or officer is to vacate the room for the duration of the item.	Minor Committee member appointments were noted.
3.Minutes of the Previous Meeting	Audit and Risk Committee Minutes	N/A	The Audit and Risk Committee adopted the minutes of the meeting held on 26 May 2023.
4. CEO Overview	4. CEO Overview	This is a standing item on the agenda. The CEO informed the Committee of high level matters and provided an overview of the items in the agenda.	The Audit and Risk Committee noted the CEO's report.
5. Audit and Risk Committee Standard Questions	5. Audit and Risk Committee Standard Questions	The Chair asked the list of standard questions of the CEO and the auditors.	The Audit and Risk Committee noted the responses were negative to the standard questions.
6. Matters Arising from Previous Meetings	6. Matters Arising from Previous Meetings	This is a standing report that updated the Committee on matters raised at previous	The Audit and Risk Committee noted the report.

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
		meetings and provided follow up information on queries raised by the Committee members. This report confirmed item 629 could be closed.	
7. Management Register – Outstanding Actions Internal Audit	7. Management Register – Outstanding Actions Internal Audit	This is a standing report that updated the Committee on the implementation status of high priority and overdue internal audit actions. The Committee noted the completion of the Statutory Planning Internal Audit and the good progress being made in the IT Strategy and Digital Transformation Roadmap noting one overdue item. The Digital Transformation Roadmap is scheduled for the November 2023 meeting of this Committee.	The Audit and Risk Committee noted the report.
8. Financial Reporting	8.1 End of Financial Year 2022-23 Process and Audit Update	<p>The CFO advised that no issues have so far been encountered with the audit and that the remaining IT outstanding actions in the Interim Management Letter will be resolved by the time the audit commences.</p> <p>The Committee discussed the financial implications of redundancy payments arising from the cessation of in-home aged care services from Council and no funding has been provided by the Federal Government for this, despite advocacy across the sector. Work is continuing to determine future annual savings to Council by the change to funding arrangements by the Commonwealth government.</p>	The Audit and Risk Committee noted the report.
9. Internal Audit Matters	<p>9.1 Internal Audit Status Report - July 2023</p> <p>9.2 Draft Three Year Internal Audit Plan 2023-26</p>	<p>The Internal Auditor advised that the Internal Audit plan has been successfully completed on time.</p> <p>The three year internal audit plan is a rolling plan that confirms the forthcoming year of internal audits and proposes any updates to the second and third years of the program. Six audits per annum are scheduled. The Committee considered the draft program supported by the assurance map, strategic risk register, complimentary compliance program</p>	<p>The Audit and Risk Committee noted the report.</p> <p>The Audit and Risk Committee endorsed the draft Internal Audit Plan 2023-26.</p>

**Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023**

Item No.	Report Title	Findings	Resolutions
	<p>9.3 Procurement Analysis Final Report</p>	<p>and external regulatory reviews. Particular consideration was given to the entire assurance program on IT systems of control and testing and Digital Transformation. The 2023-24 program was adopted to include:</p> <ol style="list-style-type: none"> <li>1. Environmental Sustainability (climate change adaptation framework)</li> <li>2. Asset Renewal Management</li> <li>3. Grants Management</li> <li>4. Cyber Security</li> <li>5. LGA Community Engagement Policy Framework</li> <li>6. Contract Management System &amp; Framework.</li> </ol> <p>Topics discussed by the Committee will be added to the list of audits for consideration in future reviews. A copy of Council's Assurance Map is to be added as an appendix and the three year plan reissued. The Committee requested a report on Councils 10 year financial planning process at a future meeting.</p> <p>The Internal Auditor advised the Committee that Council's Procurement data integrity continues to improve and non-compliance with purchase orders decreased to 6%. The audit used samples extracted from the operating systems and while finding no major issues in testing of control or compliance weaknesses, improvements could still be made. There were six recommendations arising from the audit, five were rated as medium and the remaining at low.</p> <p>The Committee queried the role of Comensura referenced in the total spend table. Management advised that it is used to manage Council's hiring requirements, as an intermediary with recruitment agencies and service providers, typically for temporary staff that are needed to cover absences in areas</p>	<p>The Audit and Risk Committee endorsed and noted the internal audit reports.</p>

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
	9.4 Complaints and Customer Management Final Report	<p>such as Maternal and Child Health, Early Years, Customer Service and Local Laws.</p> <p>The Committee queried the \$3M payment provided to the Department of Environment, Land, Water and Planning with details to be provided by management back to the Committee.</p> <p>The Internal Auditor advised that the audit rated the Complaints and Customer Management processes and key controls as developing with further work required on staff training, embedding procedures, centralised triaging of complaints and resolution times. There were 15 recommendations arising from the audit, two were rated as high and the remainder rated as medium. The committee requested the report also be provided to Councillors. The Internal Auditor will circulate the updated version of management comments (approved post the agenda distribution) following the meeting. A copy of the report is to be circulated to Councillors.</p>	
10. Risk Management & Compliance	10.1 Update on KPMG Review of Corporate Systems and Technology Program	Management provided an update on the KPMG Review of Corporate Systems and Technology Program following their review of the organisations corporate systems in 2022. A set of guiding principles was provided by the consultant to assist in the development of a new strategy and roadmap. The Committee suggested the organisation actively collaborate with others across the sector to achieve better value, efficiencies, and product development.	The Audit and Risk Committee noted and endorsed the report.
11. Internal Control	11.1 VAGO Regulating Food Safety Performance Audit Report June 2023	Management shared the key learnings on the completed VAGO Performance Audit to determine if councils comply with legislative requirements for food safety.	The Audit and Risk Committee noted the report.

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
		The Department of Health, Manningham Council and four other councils took part in the Audit. The Committee noted the importance of the audit and the good work undertaken by management for the duration of the audit which involved the provision of large amounts of data and information requests. Three recommendations were given to Manningham and other councils which will be recorded in the audit action system and monitored by the executive and the Audit and Risk Committee. The Committee noted that collaboration with other Councils to develop further consistencies and efficiencies would be investigated.	
12 Other Audits	Nil	N/A	N/A
13 Reporting Responsibilities	13.1 Audit and Risk Committee Charter Review Draft	The second draft charter was provided to the Committee for endorsement following extensive review against industry better practice as endorsed by the Local Government Inspectorate. A final minor edit was requested by the Committee. The draft will proceed to Council for adoption.	The Audit and Risk Committee endorsed the Audit and Risk Committee Charter for adoption by Council.
14 Forward Agenda	Items listed	IT Strategy and Digital Transformation Roadmap	
15 Any Other Business	Nil	The Committee thanked the internal auditors for the work on the Internal Audits during the contract period.	
16 Items for Noting	16.1 Executive Risk Committee Meeting Minutes 6 July 2023 Draft	The Minutes from management's Executive Risk Committee is a standing item to fully inform the committee of risk management activities. The Committee requested an update from management on the impact of the \$2.5M flood cap on 19 listed locations imposed by the property insurer. In the context of public liability claim defence, the Committee requested further information from management on the temporary repair of assets by other service authorities, which Council has not been informed about.	The Audit and Risk Committee noted all items/reports listed under Agenda item 16 for noting.

**Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023**

Item No.	Report Title	Findings	Resolutions
	16.2 Insurance Claims 2022-23 and Insurance Renewal Overview 2023-24	This report presented Council's Insurance Claims 2022-23 and the Insurance Renewal Program 2023/24. The Committee discussed the current above excess claims, the insurance premium costs and the decline in claims for motor vehicle incidents in part due to the higher excess of \$10K in place.	
	16.3 Business Continuity Management Crisis Management Exercise Report	This report presented the recommendations made following the Business Continuity Management Crisis Exercise. The Committee noted that all recommendations have been accepted in principle and requested a future update following completion	
	16.4 Audit and Risk Committee Workplan July 2023	The Audit and Risk Committee Workplan is a standing item that tracks the calendar of agenda items that the Committee is responsible for under the Charter. The Committee requested an update to the workplan as per the new Charter once endorsed by the Council.	
17 In camera meeting of audit and risk committee	In camera meeting of audit and risk committee	Management departed at 11:30am for members of the Committee to raise discussion of agenda items in-camera.	Nil
<b>Audit and Risk Committee meeting 1 September 2023</b>			
1.Attendance & Apologies	N/A	N/A	N/A
2.Conflict of Interest Disclosure	N/A	Conflict of interests are to be declared and if warranted the member or officer is to vacate the room for the duration of the item.	An Officer declared a Conflict of Interest and vacated the room during the agenda item.
3. Minutes of the Previous Meeting	Audit and Risk Committee Minutes	N/A	The Audit and Risk Committee adopted the minutes of the meeting held on 21 July 2023.
4. In-Camera Discussion (Committee Only)	3. In-Camera Discussion (Committee Only)	The in-camera meeting is an annual opportunity for the Audit and Risk Committee to meet without the presence of the external auditors and management to discuss any matters considered to be private.	Nil



### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
4. In-Camera Discussion (Committee & External Auditors)	4. In-Camera Discussion (Committee & External Auditors)	The in-camera meeting is an annual opportunity for the Audit and Risk Committee to meet with the external auditors to discuss any matters considered to be private.	Nil
6. CEO Overview – Verbal Update	6. CEO Overview – Verbal Update	This is a standing item on the agenda. The CEO informed the Committee of high level matters and provided an overview of the items in the agenda. The committee requested updates in due course.	That the Audit and Risk Committee noted the verbal report.
7. Risk and Assurance – Verbal Update	7. Risk and Assurance – Verbal Update	Management provided a verbal summary of notable risks and assurance matters.	That the Audit and Risk Committee noted the update.
8. Standard Questions	8. Standard Questions	The Chair asked the list of standard questions of the CEO and the external auditors.	The Audit and Risk Committee noted the nil responses to the standard questions.
9. Financial Reporting	9.1. 2022/23 Financial Report & Performance Statement	The CFO presented his Briefing report and referenced his email reply to Committee queries ahead of the meeting. The CFO will update the report with minor Committee & VAGO feedback.	The Audit and Risk Committee noted the Briefing Note 2022/23 Financial Report.
	9.2 Financial Report (draft) for the year ended 30 June 2023	The External Auditor presented their draft report and discussed the findings with the Committee.	That the Audit and Risk Committee made the following recommendation to Council: That the Council note: a) The Audit and Risk Committee is satisfied that an appropriate external audit process has taken place on the proposed 2022/23 financial report; and b) The Audit and Risk Committee's review of the proposed 2022/23 financial report did not identify any issues that would prevent the Council from adopting the 2022/23 financial report.
	9.3 Performance Statement for the year ended 30 June 2023	The External Auditor presented their draft report and discussed the findings with the Committee.	That the Audit and Risk Committee made the following recommendation to Council: That the Council note: a) The Audit and Risk Committee is satisfied that an appropriate external audit process has taken place on the proposed 2022/23 performance statement; and

### Audit and Risk Committee Meeting Summary for the period May 2023 to September 2023

Item No.	Report Title	Findings	Resolutions
	9.4 Closing Report to the Audit and Risk Committee and Final Management Letter; Financial year ended 30 June 2023	The External Auditor presented their closing report with no open issues.	b) The Audit and Risk Committee's review of the proposed 2022/23 performance statement did not identify any issues that would prevent the Council from adopting the 2022/23 financial report.  That the Audit and Risk Committee noted the contents and observations contained in the Auditor's closing report on the 2022/23 audit of Manningham Council.
10 Any Other Business	10. Any Other Business	The Committee to provide the CEO with any suggestions for the annual report in regard to the end of financial year statements.	Nil
11 Items for Noting	11.1 Audit and Risk Committee Charter  11.2 Audit and Risk Committee Workplan	The Audit and Risk Committee Charter has been adopted by Council on 22 Aug 2023.  The Audit and Risk Committee Workplan is a standing item that tracks the calendar of agenda items that the Committee is responsible for under the Charter	That the Audit and Risk Committee noted the final Charter and amended Workplan.

## 14.2 Informal Meetings of Councillors

File Number:	IN23/549
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"> <li>1 Gender Equality and LGBTQIA+ Advisory Committee - 17 August 2023 <a href="#">↓</a></li> <li>2 Recreation and Sport Advisory Committee - 21 August 2023 <a href="#">↓</a></li> <li>3 Manningham Disability Advisory Committee - 21 August 2023 <a href="#">↓</a></li> <li>4 Councillor and Acting CEO Only Time - 22 August 2023 <a href="#">↓</a></li> <li>5 Consultation Meeting - Planning application PLN23_0035 602-612 Park Road, Park Orchards - 23 August 2023 <a href="#">↓</a></li> <li>6 CEO Employment and Remuneration Committee - 29 August 2023 <a href="#">↓</a></li> <li>7 Audit and Risk Committee - 1 September 2023 <a href="#">↓</a></li> <li>8 Strategic Briefing Session - 5 September 2023 <a href="#">↓</a></li> <li>9 Health and Wellbeing Advisory Committee - 6 September 2023 <a href="#">↓</a></li> <li>10 Strategic Briefing Session - 12 September 2023 <a href="#">↓</a></li> <li>11 Consultation Meeting PLN22_0214 73 Newmans Road Templestowe -14 September 2023 <a href="#">↓</a></li> </ol>

### PURPOSE OF REPORT

*The purpose of this report is to promote transparency in Council's business by providing a record of informal meetings attended by Councillors.*

### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of Manningham's Governance Rules requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records to be incorporated into the minutes of the Council Meeting.*

#### 1. RECOMMENDATION

**That Council note the Informal Meetings of Councillors for the following meetings:**

- **Gender Equality and LGBTQIA+ Advisory Committee – 17 August 2023**
- **Recreation and Sport Advisory Committee – 21 August 2023**
- **Manningham Disability Advisory Committee – 21 August 2023**
- **Councillor and Acting CEO Only Time – 22 August 2023**
- **Consultation Meeting – Planning application PLN23/0035 602-612 Park Road, Park Orchards – 23 August 2023**
- **CEO Employment and Remuneration Committee – 29 August 2023**
- **Audit and Risk Committee – 1 September 2023**
- **Strategic Briefing Session – 5 September 2023**
- **Health and Wellbeing Advisory Committee - 6 September 2023**
- **Strategic Briefing Session – 12 September 2023**
- **Consultation Meeting PLN22/0214 - 73 Newmans Road, Templestowe – 14 September 2023**

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## 2. BACKGROUND

- 2.1 Section 60 of the *Local Government Act 2020*, requires a Council to develop, adopt and keep in force Governance Rules (the Rules).
- 2.2 Chapter 6, sub rule 1 of Manningham's Governance Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 2.3 An Informal Meeting of Councillors is a meeting that:
- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or
  - is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or
  - is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and
  - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

## 3. DISCUSSION / ISSUE

Summaries of the following informal meetings are attached to this report:

- Gender Equality and LGBTQIA+ Advisory Committee – 17 August 2023
- Recreation and Sport Advisory Committee – 21 August 2023
- Manningham Disability Advisory Committee – 21 August 2023
- Councillor and Acting CEO Only Time – 22 August 2023
- Consultation Meeting – Planning application PLN23/0035 602-612 Park Road, Park Orchards – 23 August 2023
- CEO Employment and Remuneration Committee – 29 August 2023
- Audit and Risk Committee – 1 September 2023
- Strategic Briefing Session – 5 September 2023
- Health and Wellbeing Advisory Committee - 6 September 2023
- Strategic Briefing Session – 12 September 2023
- Consultation Meeting PLN22/0214 - 73 Newmans Road, Templestowe – 14 September 2023

**4. IMPLEMENTATION**

4.1 Communication and Engagement

Stakeholder Groups	Councillors, Officers and members of Manningham’s Advisory Committees
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Gender Equality and LGBTQIA+ Advisory Committee				
<b>Date:</b>	Thursday 17 August 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:00pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	8:00pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	8:00pm				
<b>Location:</b>	Koonung Room, Civic Centre				
<b>Councillors Present:</b>	Cr Diamante (Mayor)				
<b>Officers Present:</b>	Michelle Zemancheff, Catherine Simcox, Frankie Bailey, Jean Ooi, Gabrielle O'Halloran, Nathan Whelan				
<b>Apologies:</b>	Cr Lightbody (Deputy Mayor), Cr L Mayne				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Conflict of interest (Local Government Act)</li> <li>2. Affordable Housing Strategy</li> <li>3. This Girl Can <ul style="list-style-type: none"> <li>- Introduction in Lesbian, Gay, Bisexual and Transgender and Questioning or Queer, Intersex, and/or Asexual (LGBTQIA+) in sport training</li> <li>- Manningham Pride Night</li> </ul> </li> <li>4. Gender Equality Toolkit <ul style="list-style-type: none"> <li>- Embedding the toolkit</li> </ul> </li> <li>5. Significant Date planning <ul style="list-style-type: none"> <li>- 16 days of Activism</li> <li>- Pride March 2024</li> <li>- International Women's Day 2024</li> <li>- The International Day against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) 2024</li> </ul> </li> <li>6. What are the key topics impacting <ul style="list-style-type: none"> <li>- Gender equality</li> <li>- LGBTQIA+</li> </ul> </li> <li>7. Other Business</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Recreation and Sport Advisory Committee
<b>Date:</b>	Monday, 21 August 2023
	<b>Time Opened:</b> 6:47pm
	<b>Time Closed:</b> 8:36pm
<b>Location:</b>	Council Chambers
<b>Councillors Present:</b>	Cr Conlon (Chair), Cr Lange, Cr S Mayne
<b>Officers Present:</b>	Andrew McMaster, Jen Martin, Robert Morton, Kayla Uildriks
<b>Apologies:</b>	Nil
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Aligned Leisure Overview Presentation</li> <li>2. Outdoor Infrastructure and Allocations Policy workshop</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Manningham Disability Advisory Committee (MDAC)
<b>Date:</b>	Monday 21 August 2023
	<b>Time Opened:</b> 3:00pm
	<b>Time Closed:</b> 5:00pm
<b>Location:</b>	Koonung Room, Civic Centre
<b>Councillors Present:</b>	Cr Kleinert
<b>Officers Present:</b>	Michelle Zemancheff, Catherine Simcox, Helen Napier
<b>Apologies:</b>	Nil
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Conflict of interest (Local Government Act)</li> <li>2. Actions arising from previous minutes</li> <li>3. Emergency Management overview – provide information on assisting people with a disability during an emergency</li> <li>4. Events <ul style="list-style-type: none"> <li>- International Day of Person with Disability (IDPWD) event in November</li> <li>- Inclusive Connections expo, Winter 2024</li> </ul> </li> <li>5. National Disability Insurance Scheme (NDIS) Update <ul style="list-style-type: none"> <li>- new computer program launched</li> <li>- NDIS review</li> </ul> </li> <li>6. Disability Act and the Inclusion Bill</li> <li>7. Other Business <ul style="list-style-type: none"> <li>- Manningham Disability Advisory Committee (MDAC) membership recruitment for 2024</li> <li>- Census: update to questions</li> </ul> </li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Councillor and Acting CEO Only Time				
<b>Date:</b>	Tuesday, 22 August 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>5:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>6:10pm</td> </tr> </table>	<b>Time Opened:</b>	5:30pm	<b>Time Closed:</b>	6:10pm
<b>Time Opened:</b>	5:30pm				
<b>Time Closed:</b>	6:10pm				
<b>Location:</b>	Koonung Room, Civic Centre				
<b>Councillors Present:</b>	Cr Diamante (Mayor), Cr Chen, Cr Conlon, Cr S Mayne, Cr Kleinert, Cr L Mayne, Cr Lange				
<b>Officers Present:</b>	Rachelle Quattrocchi (A/CEO)				
<b>Apologies:</b>	Cr Lightbody (Deputy Mayor), Cr Gough				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>Northeast Link update</li> <li>Councillor Meeting Guide, specifically items: Admission of Urgent Business; Healthy Ageing Advisory Committee; Aquarena; Community Infrastructure Plan; Nature Strip Guide; Audit and Risk Committee Charter.</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Consultation Meeting - Planning application PLN23/0035 602-612 Park Road, Park Orchards				
<b>Date:</b>	Wednesday, 23 August 2023				
	<table border="1" style="width: 100%;"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:00pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	8:00pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	8:00pm				
<b>Location:</b>	The Pines Learning and Activity Centre				
<b>Councillors Present:</b>	Cr Conlon, Cr Chen, Cr Lange, Cr Kleinert, Cr S Mayne				
<b>Officers Present:</b>	Duncan Turner, Daniel Yu, Lauren Shelton, Emma Steele, Emily Vile, Janet Edwards, Koko Cheng, Mel Tuangthong, Nicoletta Kormas				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	Objections and issues arising from planning application PLN23/0035				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	CEO Employment and Remuneration Committee
<b>Date:</b>	Tuesday, 29 August 2023
	<b>Time Opened:</b> 5:30pm
	<b>Time Closed:</b> 6:30pm
<b>Location:</b>	Koonung Room, Civic Centre
<b>Councillors Present:</b>	Cr Diamante (Mayor) (Chair), Cr Lightbody (Deputy Mayor), Cr Conlon, Cr S Mayne, Cr L Mayne, Cr Chen, Cr Kleinert, Cr Lange
<b>Officers Present:</b>	Andrew Day, CEO (part meeting only), Kerryn Paterson
<b>Apologies:</b>	Cr Gough
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. 2023 CEO Performance Review Process</li> <li>2. 2024 CEO KPI Setting</li> <li>3. Appointment of an Independent Advisor to the CEO Employment and Remuneration Committee</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Audit and Risk Committee				
<b>Date:</b>	Friday, 1 September 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>9:00am</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>11:00am</td> </tr> </table>	<b>Time Opened:</b>	9:00am	<b>Time Closed:</b>	11:00am
<b>Time Opened:</b>	9:00am				
<b>Time Closed:</b>	11:00am				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr S Mayne, Cr L Mayne				
<b>Officers Present:</b>	Andrew Day (CEO), Jon Gorst, Julia Hardy, Vicki Miller, Liz Hammond, Yuki Cheah, Georgina Snaddon				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<p>CEO Overview            Risk and Assurance Verbal Update            Standard Questions            Financial Reporting:</p> <ul style="list-style-type: none"> <li>• 2022/23 Financial Report and Performance Statement</li> <li>• Closing Report to the Audit and Risk Committee and Final Management Letter; Financial year ended 30 June 2023</li> <li>• Performance Statement for the year ended 30 June 2023</li> <li>• Closing Report to the Audit and Risk Committee and Final Management Letter; Financial year ended 30 June 2023</li> </ul> <p>Any Other Business:</p> <ul style="list-style-type: none"> <li>• Road Maintenance Costs</li> <li>• Council's top 20 valuable properties</li> <li>• Cash Reserves</li> <li>• Format of information to be included in the annual report</li> </ul> <p>Items for Noting:</p> <ul style="list-style-type: none"> <li>• Audit and Risk Committee Charter</li> <li>• Audit and Risk Committee Workplan</li> </ul>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	<b>No</b>				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 5 September 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:47pm</td> </tr> </table>	<b>Time Opened:</b>	6:30pm	<b>Time Closed:</b>	8:47pm
<b>Time Opened:</b>	6:30pm				
<b>Time Closed:</b>	8:47pm				
<b>Location:</b>	Council Chambers				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Tomas Lightbody (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Laura Mayne and Cr Stephen Mayne				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Jon Gorst, Chief Financial Officer            Andrew McMaster, Acting Director Connected Communities            Kerryn Paterson, Director Experience and Capability            Rachelle Quattrocchi, Director City Services            Julia Hardy, Acting Chief Legal and Governance Officer</p> <p><b>Other Officers in Attendance</b>            Kim Tran, Governance Officer            Lawrie McLaughlin, Manager Business Enablement            Georgina Snaddon, Senior Corporate Planning and Performance Advisor            Vanessa O'Toole, Manager People Experience</p>				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Service Review Areas and Outcomes for 2022/23</li> <li>2. Annual Culture Report</li> <li>3. Income diversification streams</li> <li>4. Manningham Quarterly Report, Quarter 4 (April - June), 2022/23</li> <li>5. Advisory Committees Membership Recruitment for 2024</li> <li>6. 2022/23 Financial Report and Performance Statement: Approval in Principle</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Health and Wellbeing Advisory Committee				
<b>Date:</b>	Wednesday, 6 September 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>7:45pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	7:45pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	7:45pm				
<b>Location:</b>	Koonung Room, Civic Centre				
<b>Councillors Present:</b>	Cr Lightbody (Deputy Mayor)				
<b>Officers Present:</b>	Catherine Simcox, Michelle Zemancheff, Felicity Raper				
<b>Apologies:</b>	Cr Diamante (Mayor)				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Conflict of interest (Local Government Act)</li> <li>2. Matters Arising – Gambling Policy Update</li> <li>3. Health and Wellbeing Plan Part A – Workshop on the priority areas and potential actions for 2024-25</li> <li>4. Health and Wellbeing plan part B – Workshop on the priority areas and potential actions for 2024-25</li> <li>5. Other Business – This Girl Can</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 12 September 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:51pm</td> </tr> </table>	<b>Time Opened:</b>	6:30pm	<b>Time Closed:</b>	8:51pm
<b>Time Opened:</b>	6:30pm				
<b>Time Closed:</b>	8:51pm				
<b>Location:</b>	Council Chambers				
<b>Councillors Present:</b>	Cr Deirdre Diamante (Mayor), Cr Tomas Lightbody (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Laura Mayne and Cr Stephen Mayne				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b>            Andrew Day, Chief Executive Officer            Jon Gorst, Chief Financial Officer            Rachelle Quattrocchi, Director City Services            Andrew McMaster, Acting Director Connected Communities            Frank Vassilacos, Acting Director City Planning            Krishen Soobrayen, Acting Director Experience and Capability            Carrie Bruce, Acting Chief Legal and Governance Officer</p> <p><b>Other Officers in Attendance</b>            Kim Tran, Acting Senior Governance Lead            Linda Merlino, Project Lead – Strategic Property Portfolio            Michelle Zemancheff, Manager Economic and Community Wellbeing            Andy Waugh, Acting Coordinator Business, Events and Grants</p> <p><b>External Attendees</b>            Andrew Dix, Chair ARC</p>				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Audit and Risk Committee Chair's Biannual Report</li> <li>2. Strategic Property Portfolio Update (Confidential)</li> <li>3. Manningham Economic Development Strategy 2023-2026 (Final)</li> <li>4. Manningham Co-working Space</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Consultation Meeting – PLN22/0214 – 73 Newmans Road Templestowe				
<b>Date:</b>	Thursday, 14 September 2023				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>7:30pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	7:30pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	7:30pm				
<b>Location:</b>	Koonung Room, Civic Centre				
<b>Councillors Present:</b>	Cr Diamante (Mayor), Cr Chen, Cr Lange				
<b>Officers Present:</b>	Janet Edwards, Jonathan Caruso, Fiona Troise				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	Planning permit application PLN22/0214				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				



**14.3 Documents for Sealing**

File Number: IN23/550  
 Responsible Director: Chief Executive Officer  
 Attachments: Nil

**PURPOSE OF REPORT**

*The purpose of this report is to seek Council's authority to sign and seal the documents outlined in the recommendation.*

**EXECUTIVE SUMMARY**

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

**1. RECOMMENDATION**

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

**Community Services Lease  
 Council and The Onemda Association Inc. (A0025065T)  
 Property: Part Manningham City Square,  
 687 Doncaster Road, Doncaster**

**Lease  
 Council and JY Haben Pines SC No.1 Pty Ltd  
 Property: Tenancy P01, The Pines Shopping Centre,  
 181 Reynolds Road, Doncaster East**

**2. BACKGROUND**

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

**3. IMPLEMENTATION**

3.1 Communication and Engagement

Stakeholder Groups	The other parties to the agreements
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**4. DECLARATIONS OF CONFLICT OF INTEREST**

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

**15 URGENT BUSINESS****16 COUNCILLOR REPORTS AND QUESTION TIME****17 CONFIDENTIAL REPORTS****17.1 Strategic Property Portfolio Update**

This report contains confidential information as defined in the *Local Government Act 2020*. The relevant ground applying is S3(1)a of the Act concerning Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.2 Procurement of Independent Advisor - Chief Executive Officer Employment and Remuneration Committee**

This report contains confidential information as defined in the *Local Government Act 2020*. The relevant ground applying is S3(1)g(ii) of the Act concerning 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.

The Chief Executive Officer has declared a material conflict of interest in this matter as the successful tenderer will be advising the Council on CEO employment and remuneration matters. The CEO will leave the meeting for the duration of this item.