



NOTICE PAPER

ATTACHMENTS EXCLUDED FROM AGENDA

Monday 23 April 2018

Attachments Excluded From Agenda

| | | |
|-----------|--|----|
| 6 | MELBOURNE METRO RAIL PROJECT - SUBMISSION TO AMENDMENT GC96 | |
| | ATTACHMENT 1 ATTACHMENT 1 OF 1 - DRAFT INCORPORATED DOCUMENT | 3 |
| 8 | REVIEW OF COUNCILLOR CIVIC SUPPORT AND EXPENSES POLICY | |
| | ATTACHMENT 1 ATTACHMENT ONE - MARKED UP COPY OF PROPOSED CHANGES TO POLICY | 11 |
| 11 | MILLEWA AVENUE, MALVERN EAST - COMMUNITY CONSULTATION RESULTS | |
| | ATTACHMENT 1 ATTACHMENT 1 - LETTER TO RESIDENTS | 55 |
| 12 | HINTON LANE RECONSTRUCTION AND HERITAGE CONSIDERATIONS | |
| | ATTACHMENT 1 SAWN AND TRADITIONAL BLUESTONE PITCHER PAVEMENT DETAIL | 59 |
| 13 | STREET TREE PRUNING PROGRAM - RESIDENT NOTIFICATION | |
| | ATTACHMENT 1 ATTACHMENT 1 - PRUNING SCHEDULE NON-DESIGNATED STREETS | 62 |
| | ATTACHMENT 2 ATTACHMENT 2 - PRUNING SCHEDULE DESIGNATED STREETS | 64 |
| | ATTACHMENT 3 ATTACHMENT 3 - EXAMPLE OF PUBLIC NOTICE | 66 |
| 14 | GLOW WINTER ARTS FESTIVAL 2018 | |
| | ATTACHMENT 1 ATTACHMENT A PROPOSAL A B - EXAMPLE IMAGES..... | 68 |

Item 6

Attachment 1 Attachment 1 of 1 - Draft Incorporated
Document

Metro Rail Network Upgrade

Incorporated Document

Incorporated document pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

DRAFT

MAY 2018

1.0 INTRODUCTION

- 1.1. This document is an incorporated document in the Brimbank, Casey, Cardinia, Glen Eira, Greater Dandenong, Hume, Kingston, Maribyrnong, Melbourne, Melton, Monash, Stonnington and Yarra Planning Schemes (Planning Schemes) and is made pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*.
- 1.2. The land identified in Clause 3 of this incorporated document may be used or developed in accordance with the specific control in Clause 4 of this document.
- 1.3. The control in this document prevails over any contrary or inconsistent provision in the Planning Schemes.

2.0 PURPOSE

- 2.1 The purpose of the control in this document is to permit and facilitate the use and development of land described in Clause 3 for the purposes of upgrades to the Melbourne metropolitan rail network (Upgrade Works), in accordance with Clauses 4 and 5.

3.0 LAND TO WHICH THIS INCORPORATED DOCUMENT APPLIES

- 3.1 The control in this document applies to the land required for the Upgrade Works, as shown on the maps at Appendix 1, and described as the Upgrade Land.

4.0 CONTROL

Exemption from Planning Scheme Requirements

- 4.1 Despite any provision to the contrary or any inconsistent provision in the Planning Schemes, no planning permit is required for, and no provision in the Planning Schemes operates to prohibit, control or restrict the use or development of land described in Clause 3 for the purposes of the Upgrade Works.
- 4.2 The subdivision of any part of the Upgrade Land is exempt from a public open space contribution under clause 52.01 of the Planning Schemes and the subdivision of the Upgrade Land is a class that is exempt from any public open space requirement under the *Subdivision Act 1988*.
- 4.3 The use and development of the Upgrade Land for the purposes of, or related to, the Upgrade Works includes, but is not limited to:
 - a) Use and development of the Upgrade Land for a *Railway* or *Railway station*, including the subdivision and consolidation of land, ancillary use and development such as a train stabling facility, roads, cuttings, batters and fill, communications, signalling, electrical infrastructure, and public transport related infrastructure.

- b) Use and development of the Upgrade Land for ancillary activities to the use and development described in Clause 4.3a) including, but not limited to:
- i. Use and development of lay down areas for construction purposes.
 - ii. Use and development of temporary site workshops, storage, administration and amenities buildings, vehicle parking areas and access roads.
 - iii. Constructing fences, temporary sites barriers and site security.
 - iv. Displaying signs.
 - v. Removing, destroying and lopping trees and removing vegetation, including native vegetation.
 - vi. Demolishing and removing buildings and works.
 - vii. Carrying out works to alter watercourses.
 - viii. Constructing and carrying out works to create bunds, mounds and landscaping, and to alter drainage and utilities.
 - ix. Creating or altering access to a road in a Road Zone
- c) Any use or development that the responsible authority confirms in writing is for the purposes of the project.

4.4 Land uses in italics have the same meaning as in Clause 74 of the Planning Scheme.

Conditions

4.5 The use and development permitted by this document must be undertaken in accordance with the following conditions:

Environmental Management Framework

4.6 Prior to the commencement of any use or buildings or works allowed by this document (excluding buildings and works under Clause 4.14) an Environmental Management Framework (EMF) must be submitted to and approved by the Minister for Planning.

4.7 The EMF must include:

- a) A summary of the project and associated activities.
- b) Environmental Performance Requirements to define the environmental outcomes that must be achieved for the design and construction of the Upgrade Works.

- c) The process and timing for preparation of any plans required by the Environmental Performance Requirements and entity responsible for approval of the plans.
- d) The monitoring, reporting and auditing processes to ensure compliance with the Environmental Performance Requirements.

4.8 The buildings and works allowed by this document must be carried out in accordance with the approved EMF and the approved Environmental Performance Requirements.

4.9 The EMF may be prepared and approved in stages or parts and may be amended from time to time with the approval of the Minister for Planning.

Native Vegetation

4.10 Where, but for the incorporated document, a planning permit would be required under the relevant planning schemes for the removal, destruction or lopping of native vegetation, details of the proposed removal, destruction or lopping of native vegetation necessary for the construction of the project must be prepared in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) to the satisfaction of the Secretary to the Department of Environment, Land, Water and Planning (DELWP), except as otherwise agreed by the Secretary to DELWP.

Flood Management

4.11 Where, but for this incorporated document, the relevant floodplain management authority would be a referral authority to the proposed buildings and works, the buildings and works must be undertaken to the satisfaction of the relevant floodplain management authority.

Heritage Management

4.12 Prior to the commencement of development (excluding preparatory buildings and works under Clause 4.18) on Upgrade Land affected by the Heritage Overlay, documentation must be prepared to the satisfaction of the responsible authority (except as otherwise agreed by the responsible authority). The documentation must include:

- a) Site plans and elevations showing the proposed development.
- b) An assessment of the impact of the proposed development on the heritage place.

Creating or altering access to a road in a Road Zone, Category 1

- 4.13 Any buildings or works to create or alter access to a road declared as a freeway or arterial road under the *Road Management Act 2004*, land owned by the Roads Corporation for the purpose of a road, or land in a Public Acquisition Overlay if the Roads Corporation is the acquiring authority for the land, must be undertaken to the satisfaction of the Roads Corporation.

Works where a planning permit would not usually be required under the provisions of the Planning Scheme

- 4.14 Buildings and works, including vegetation removal, that would not require a permit under the provisions of the relevant planning scheme may be undertaken on the Upgrade Land as required.

Other conditions

- 4.15 Plans and other documents listed in Clause 4.0 may be prepared and approved for separate components or stages of the Upgrade Works but, subject to Clause 5.0, each plan or other document must be approved before commencement of works for that component or stage.
- 4.16 The plans and other documents may be amended from time to time to the satisfaction of the responsible authority or relevant approving authority listed in Clause 4.0.
- 4.17 The use and development of land for the project must be undertaken generally in accordance with the approved plans and documents.

Preparatory buildings and works

- 4.18 The following buildings and works may commence in the Upgrade Land before the plans and other documents listed in Clause 4.0 are approved:
- a) Preparatory buildings and works for the Upgrade, including, but not limited to:
 - i. Works, including vegetation removal, where planning approval would not be required under the provisions of the Planning Schemes.
 - ii. Investigating, testing and preparatory works to determine the suitability of land and property condition surveys.
 - iii. Creation and use of construction access points and working platforms.
 - iv. Site establishment works including temporary site fencing and hoarding, site offices, and hardstand and laydown areas.

- v. Construction, protection, modification, removal or relocation of utility services, rail signalling, overhead and associated infrastructure.
 - vi. Establishment of environment and traffic controls, including designated 'no-go' zones.
 - vii. Demolition to the minimum extent necessary to enable preparatory works.
 - viii. Establishment of temporary car parking.
 - ix. Salvaging and relocating artefacts and other preparatory works required to be undertaken in accordance with an approved cultural heritage management plan applicable to project works under the *Aboriginal Heritage Act 2006*.
- b) The removal, destruction or lopping of native vegetation to the minimum extent necessary to enable preparatory works, to the satisfaction of the Minister for Planning. Any native vegetation removed to enable preparatory works forms part of the total extent of native vegetation removal necessary for the construction of the project and native vegetation offsets must be provided in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP, 2017) except as otherwise agreed by the Secretary to DELWP.

5.0 EXPIRY

- 5.1 The control in this Incorporated Document expires if any of the following circumstances applies:
- a) The development allowed by the control is not started by 31 December 2018;
 - b) The development allowed by this control is not completed by 31 December 2028; or
 - c) The use allowed by the control is not started by 31 December 2028.
- 5.2 The Responsible Authority may extend these periods if a request is made in writing before the expiry date or within three months afterwards.

APPENDIX 1 – UPGRADE LAND FOR UPGRADE WORKS

DRAFT

Item 8

Attachment 1 Attachment One - marked up Copy of
proposed changes to Policy

COUNCILLOR CIVIC SUPPORT AND EXPENSES POLICY

CITY OF STONNINGTON
COUNCILLOR CIVIC SUPPORT AND EXPENSES POLICY

CONTENTS

| | Page |
|---|------|
| 1. OVERVIEW..... | 1 |
| 2. WHAT IS AN APPROPRIATE EXPENSE..... | 2 |
| 3. COUNCILLOR AND MAYORAL ALLOWANCES | 2 |
| 4. CIVIC SUPPORT, FACILITIES AND EQUIPMENT | 4 |
| 5. CHILD CARE EXPENSES..... | 9 |
| 6. COMMUNICATION EXPENSES..... | 10 |
| 7. TRAVEL EXPENSES AND ARRANGEMENTS..... | 12 |
| 8. SEMINARS/CONFERENCES, TRAINING AND PROFESSIONAL DEVELOPMENT | 20 |
| 9. SUPPORT FOR MAYOR’S PARTNER..... | 23 |
| 10. MANAGEMENT MECHANISMS AND ACCOUNTABILITY | 23 |
| 11. GOODS AND SERVICES TAX | 24 |

APPENDICES AND FORMS

Appendix One - Expense Types and Key Supporting Document requirements

Form One - Councillor Expense Reimbursement Claim Form

Form Two - Councillor Training/Professional Development Notification Form

1. OVERVIEW

This Policy identifies –

- allowances paid to Councillors;
- the facilities made available to Councillors; and
- the circumstances under which Council will make payment for –
 - professional development;
 - travel, and
 - other expenses

that will enable Councillors to fulfill their responsibilities as elected members of the community.

The *Local Government Act 1989* (the Act) defines the Purpose, Objectives, Role, Functions and Powers of a Council in Sections 3A, 3C, 3E and 3F.

The Local Government Act is currently under full review and references may change.

Allowances

Section 74 of the Act provides for allowances payable to the Mayor and Councillors, Section 74A the general provisions relating to allowances, Section 74B Allowance Orders.

Expenses

Section 75 outlines the reimbursement of out of pocket expenses to Councillors performing duties as a Councillor for which the Council must have a Councillor Reimbursement Policy as outlined in Section 75B. Section 75C requires a Council to make available for the Mayor and Councillors the minimum resources and facilities prescribed. The specified facilities, allowances and reimbursements, as detailed in this policy, are available to the Mayor and Councillors while carrying out their respective civic roles. These facilities, allowances and reimbursements are not available to a Councillor's family unless the same is directly related to required attendance at a civic function or to another aspect of the Councillor's civic duties, as approved by the Chief Executive Officer.

If a Councillor does not claim a particular expense or use a particular facility, this cannot be offset against a claim for an additional amount of some other expense or facility. Expenses are expected to be claimed no later than two months following the occurrence of the expense and within two weeks of the end of the financial year in which they were incurred. The method of reimbursement is by Electronic Funds Transfer.

The estimated cost of allowances, facilities and reimbursable expenses payable to Councillors is provided for in Council's annual budget.

Allowances are taxable income and Councillors should put in place their own processes for documenting claimable expenses. Personal taxation is the responsibility of each Councillor.

2. WHAT IS AN APPROPRIATE EXPENSE

The fundamental test to be applied in determining whether or not a Councillor expense is appropriately incurred is whether the expenditure is necessary because it is supplemental or incidental to, or consequent on the exercise of Council duties.

Expenses incurred by Councillors when acting in a private capacity will not be reimbursed or paid.

Any costs incurred by a Councillor which are not covered specifically within the policy will not be met, unless the Councillor has received prior written authorisation from the Mayor or, if delegated to do so, from the Chief Executive Officer.

Supporting evidentiary documentation will be required for all Councillor expense reimbursements and payments.

In accordance with Council's commitment to transparent accountability, an annual review of Councillor expenses will be conducted by the internal auditor the outcome of which together with a summary of the expenses to be presented at an ordinary Meeting of Council.

Reference to the Chief Executive Officer in this policy may extend to the General Manager Corporate Services acting under delegation on the Chief Executive Officer's behalf.

3. COUNCILLOR AND MAYORAL ALLOWANCES

3.1 Councillor Allowance

Section 73B of the Act –provision is made for an annual adjustment factor to be applied to Mayoral and Councillor Allowances. This adjustment is generally announced late in the year and effective currently from 1 December.

¹

Councillor allowances are based on three categories of Council. Stonnington City Council is a Category 3 Council.

Councillor allowances are paid monthly on or around the 15th of the month, by Electronic Funds Transfer. The Mayoral allowance is pro-rated as at the date of the Mayoral election and adjustments are made to reflect any change in office as Councillor or Mayor.

Council must review and determine the level of Councillor allowance and the Mayoral allowance within six months after a general election or by the next 30 June whichever is the later. The allowances determined are payable during the next four financial years subject to the annual review by the Minister This is a public review with submissions received under section 223 of the Act.

The Mayor and Councillors currently receive the maximum allowance. An equivalent of the superannuation guarantee contribution (currently 9.5%) is also required to be paid monthly with the allowance.

¹ The table at the end of this policy can be changed without reference back to Council to maintain and reflect the annual adjustment factor.

3.2 Mayoral Allowance

For Mayors, the Order allows for the separate Mayoral allowance limits.

The Mayoral allowance is paid monthly by Electronic Funds Transfer and must be reviewed as already outlined for Councillors allowance. The Mayor is not entitled to receive an allowance as a Councillor if he or she receives the allowance as Mayor.

3.3 General

Section 74 A(3) of the *Act* states that a Council does not have to pay an allowance to a Councillor who does not wish to receive it.

Any personal taxation implications from the receipt of allowances are the responsibility of individual Councillors.

The Australian Taxation Office (ATO) Decision ID2007/205 'Assessability of superannuation contributions made in favour of local government Councillors' allows all Councillors, not just those who are members of Eligible Local Governing Body (ELGBs), to enter into salary sacrificing arrangements with a complying superannuation fund without those contributions being assessable as income of the Councillor.

4. CIVIC SUPPORT, FACILITIES AND EQUIPMENT

4.1 Home/Workplace Equipment Facilities

Each Councillor is entitled to the following home/workplace equipment and/or facilities:

- A multifunction Printer/Facsimile/Photocopier
- A mobile telephone.
- An ipad
- Laptop
- Stationery
- Councillor email, and phone listings on Council's website

The quality and type of facilities will be at the discretion of the Chief Executive Officer and Manager Business Systems and Technology and/or Manager Governance and Corporate Support. Minor office furniture and equipment to assist in the performance of Councillor duties may be applied for via the Civic Support office, and, if appropriate will be purchased through Council's procurement system.

Councillor iPhones/iPads will be replaced mid term – after 2 years unless they wish to keep their current equipment. Laptops should last the 4 years but can be replaced if needed.

.

The above equipment/facilities remain the property of the Council and must be returned at the end of a Councillor's term of office. Sale of IT equipment to Councillors at the end of their term will be at the discretion of the Chief Executive Officer and Manager Business Systems and Technology and subject to the Sale of Assets Policy.

Councillor telephone accounts are monitored by the Civic Support Officer who is also responsible for account payment authorisations.

4.2 Office Accommodation

Office accommodation and a meeting room is available at the Stonnington City Centre 311 Glenferrie Road Malvern, and in the Malvern Town Hall to assist the Mayor and Councillors to undertake their civic duties during and after business hours.

4.3 Insurance

Councillors are covered under the following Council insurance policies on a 24-hour basis in respect of any act or thing done or omitted to be done in good faith, while discharging the duties of civic office including attendance at meetings of external bodies as Council's representative:

- Public Liability
- Professional Indemnity
- Councillors and Officers Liability
- Personal Accident
- Comprehensive Motor Vehicle (mayoral vehicle only)

Council will pay any applicable policy excess in respect of claims made against a Councillor, where the claim arises from Council business and is accepted by Council's insurers. This provision will apply whether the claim is defended or not.

WorkCover

A Councillor injured while carrying out duties as a councillor may be entitled to claim Workers compensation under the Accident Compensation Act 1985. Contact the Manager Governance and Corporate Support on 8290 1305 if required.

4.4 Facilities for the Mayor and Councillors

As the leader and chief spokesperson for the City, the mayoral position requires a range of additional support services and facilities to those supplied to Councillors. Consequently, the Mayor will be provided with the following:

Mayoral Vehicle

- A fully maintained vehicle (final decision to rest with the Chief Executive Officer) will be provided to assist the Mayor to carry out his/her duties and for private use during the mayoral term.

- It is expected that the cleanliness of the vehicle will be maintained at all times by the Mayor.
- Cleaning of the vehicle is the responsibility of the Mayor and reasonable costs for a car wash and the cleaning of the interior may be claimed for reimbursement.
- The mayoral vehicle will be traded in accordance with Council's normal vehicle replacement policy, unless otherwise authorised by the Chief Executive Officer.
- Alternatively the Council will reimburse the Mayor for the running costs of their own vehicle in lieu of the need to house an additional vehicle at their home. For this option the Councillor must utilise a Log Book to keep a record of all travel for Council purposes and copies of the log book must be submitted with each claim for reimbursement.

Secretarial / /Media Support

- An appropriate level of secretarial support / media will be made available to assist the Mayor and Councillors in performing his/her role.
- Secretarial /media support may include, but not be limited to, preparation of correspondence, responding to invitations, media releases, issue research, maintaining the mayoral diary and constituent/community contact activities, booking meeting rooms, organising meetings and refreshments (if requested). Assistance is always available in respect to access and use of any equipment including IT systems.
- The level of secretarial /media support shall be determined by the Chief Executive Officer in consultation with the Mayor.
- See

Office Accommodation

- Appropriate office accommodation will be provided at the Stonnington City Centre to assist the Mayor perform his/her role.
- The nature of office accommodation shall be determined by the Chief Executive Officer in consultation with the Mayor.
- A Councillors room is maintained at the Stonnington City Centre and the Malvern Town Hall.

4.5 Meeting/Function Rooms

Subject to availability, meeting/function rooms owned and controlled by Council can be booked by Councillors, free of charge for meetings, interviews and other functions provided they are associated with Council business.

4.6 Civic Entertainment/Hospitality

Civic Hospitality

The Council provides internal hospitality services (morning/afternoon teas, light lunches, supper etc) which Councillors may utilise when conducting Council business on Council premises. This must be arranged at least 24 hours before with the Civic Support Officer for catering to be ordered.

All formal civic functions will be co-ordinated by the Civic Services office, and must be pre-approved by the Mayor.

All official civic entertainment expenses will be met from the annual budget approved as part of the Council's budget.

External Hospitality

It is recognised that Councillors may need to use external hospitality services when conducting Council business outside Council offices. Councillors will be reimbursed reasonable expenses incurred while entertaining visiting dignitaries or Council business guests on behalf of Council, including the reasonable costs of drinks accompanying a meal. The Mayor must give prior approval to any such entertainment. Tax invoices/Receipts must be retained to support any claim for reimbursement.

Councillors' Sustenance

The following internal sustenance arrangements shall be available to all Councillors:

- Reasonable refreshments during meetings on Council business. The nature of refreshments shall depend on the nature of the meeting, the timing and attendees, and shall be at the discretion of the Chief Executive Officer and/or the Mayor.
- Reasonable meals served before/during or after meetings when such meetings are to be held over extended periods or are likely to have a late conclusion time at the discretion of the Chief Executive Officer and/or the Mayor.

Use by external organisations or private individuals of Council catering facilities and services (afforded to Councillors) on matters not related to Council business is not permitted.

4.7 Mail and Couriers

- Each Councillor will be entitled to post, through the Council mailing system and utilising Council supplied stationery, standard mail items, which relate to Council business (not including election related material- see 4.12) per month including corporate Christmas cards. Electronic cards are also available in lieu of cards. (see point 4.8 under Stationery)

- The Council will pay the cost of courier services utilised by Councillors for the conveyance of urgent Council business documents in the discharge of their civic duties.
- Council will provide a weekly courier service for delivery of Council agenda and other papers to Councillors place of residence or work places.

4.8 Stationery and Publications

Stationery

- Council shall, upon request, supply Councillors with standard stationery held or obtained generally for the organisation's requirements. Stationery may include but not necessarily be limited to paper, envelopes, writing implements, USBs, computer paper, envelopes, writing pads/books printer requisites and business cards. It is preferred that Councillors obtain these requirements through the Civic Support Officer rather than seeking reimbursement following any purchase.
- Councillors will be supplied with personalised business cards with the font size and any photographs to be determined in consultation with the Councillor prior to any print.
- Councillors can avail themselves of standard Council letterhead and other Council inscribed stationery as required.
- Councillors will be provided with a large font name badge for themselves and also one for their partner.

Councillors will be provided with corporate Christmas cards and envelopes upon request. The Council corporate Christmas E-card will be provided to all Councillors in lieu of cards. Assistance always available for the distribution of the e-cards.- The supply of stationery will be co-ordinated by the Civic Services Office.

- Council inscribed stationery is not to be converted in any way and may only be used for Council business matters (not elections- see 4.12).
- All outgoing mail must go through the Civic Support Office and not placed in street mail box.

Publications

It is preferred that Councillors utilise the electronic version of any State Act or regulation at www.legislation.vic.gov.au Councillors will be supplied upon request with a copy of the *Local Government Act*, however it should be noted that paper copies are quickly out of date.

4.9 Parking Entitlements

Parking will be available for Councillors at the Stonnington City Centre and the Prahran Service Centre . Additionally, a reserved car parking space will be available for the Mayoral vehicle at the Stonnington City Centre and the Prahran Service Centre.

Councillors will also be issued with a City of Stonnington Council 'all areas parking permit' which provides exemption for their private vehicle from:

- Any signed parking bay at a Council facility where the inscription on the sign reads 'Councillor vehicles excepted' or 'SCC vehicles excepted'.
- Any resident priority parking restriction in the municipality, *ie*, all permissive restrictions in front of residential property (including 'permit zones').
- The permit must be affixed or displayed on the vehicles windscreen left hand bottom corner.
- Councillors may also exercise the option of obtaining a second 'all areas parking permit' for a second private vehicle.

Councillors may claim reimbursement of parking fees incurred on Council business by completing a Councillor expense reimbursement claim form (refer Form One) and providing appropriate tax invoice/receipt documentation. Where parking meter/ticket machine expenses are incurred on Council business and a receipt is not available, a reimbursement claim form should be submitted for the Mayor's consideration and approval.

In accordance with section 11.3 of this policy, Parking Infringement Notices (PIN's) issued by Stonnington Council, any other Council or the Victoria Police, and incurred by Councillors will not be waived or reimbursed. However, where a Councillor believes a legitimate grievance exists regarding a PIN the matter may be referred to the Parking Review Committee for appeal consideration together with an accompanying explanatory statutory declaration.

4.10 Building Access

Each Councillor will receive an access card allowing 24-hour access to the Councillors' area at the Stonnington City Centre. and the underground carpark. Access is also provided to the Council Chamber and Councillors Lounge at Malvern Town Hall. Access to sections of the Council Offices is not available after hours when staff are not in attendance.

4.11 Councillors with Disabilities

Council may resolve to provide reasonable additional civic support, facilities, and equipment for any Councillor with a disability to enable that Councillor to freely perform his or her civic duties.

4.12 Council Elections and Exclusions

Councillors must not use Council provided materials and/or facilities for election purposes. This applies to their own candidature or in assisting the candidature of others. See Councillor Code of Conduct for further details – Election Period Policy section. An extract from the Policy is attached at Attachment Two.

4.13 Memberships

Councillors may become members of organisations outside of Council membership that supports or assists them in the performance of their Councillor duties. These may include the Australian Local Government Women's Association (ALGWA) or the Australian Institute of Company Directors (AICD).

5. CARE EXPENSES

Expenses for bona fide child care services (for children being cared for up to the age of 14 years) and for expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*, (see explanation at Appendix Two) will be paid or reimbursed by Council, if claimed, when a Councillor attends:

- meetings of the Council or its Committees.
- meetings, briefing sessions and civic or ceremonial functions convened by the Mayor, the Council or the Chief Executive Officer.
- meetings arising as a result of a Councillor being appointed by the Council to an external body or committee except where the body itself reimburses relevant child care expenses incurred by the Councillor.
- a meeting, function, or other official role as a representative of the Mayor or Council.
- the City offices, to discuss with the Mayor, other Councillors or Officers any matter relating to Council. This may relate to Ward or Committee responsibilities or areas of focus or specialisation.
- conferences or study tours, training sessions and seminars in capacity as a Councillor.
- other Civic related engagements where the payment of child care or other care has been pre-approved by the Mayor.

Recognised child care and carer expenses consist of reasonable hourly fees, agency booking fees (if applicable) and reasonable associated travelling expenses.

Fees are generally payable per hour or part of an hour subject to any minimum period which is part of the care providers usual terms.

Reasonable child care and carer fees will be determined as not exceeding reasonable prevailing child care market rates. The Chief Executive Officer may determine reasonable market rates.

Child care or carer costs are not eligible for payment or reimbursement if paid to a person who normally or regularly lives with the Councillor, except where a live-in (professional) helper such as a nanny/carer is required to work extra time at extra expense because of the Councillor's duties.

Child care or carer expense payment or reimbursement claims must be submitted to the Civic Services Officer and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons child care was necessary. including what Council function/meeting Councillor attended).

6. COMMUNICATION EXPENSES

Communication costs may necessarily be incurred by Councillors in the performance of their civic duties. Allowable communication expenses may relate to Councillor accessibility and communication with other Councillors, Council officers, constituents, community members, Council business partners and, on occasions, family members. This section deals with costs associated with use of mobile phones and home/office communication equipment. Communication costs whilst on Council business trips is outlined in Section 7.

6.1 Mobile Phones

One mobile telephone is available for the reasonable use of each Councillor. Council will pay all connection fees, rental charges and all Council business call charges.

While the telephones are provided for Council business use, it is recognised that for practical reasons Councillors may make a reasonable number of non-Council business related calls on mobile phones. It is also recognised that the individual level of usage of Council supplied mobile phones by Councillors may differ according to individual circumstances, the nature of their Council activity and involvement. It is also acknowledged that for practical reasons a reasonable level of private usage of mobile telephones is acceptable. However, the onus will be on each Councillor to determine what is reasonable according to their individual circumstances and role.

Where private telephone use is deemed by Councillors themselves, or the Mayor, to be beyond reasonable limits, Councillors will be required to reimburse Council for the cost of such calls.

To assist Councillors in determining what is a reasonable level of usage for private telephone calls on mobile phones, the following guidelines are provided:

- Standard local telephone calls which Councillors could not for practical reasons make via a private land line telephone service due to location, mobility or convenience would be considered reasonable.
- Normally STD and international calls unless conducting Council business would not be considered reasonable private use. However, it is acknowledged that the nature of some Councillors' private employment may necessitate some reasonable private use STD calls. Determination in this regard will be at the Mayor's discretion.
- Telephone calls to information/service providers which incur a significant per minute charge will normally not be considered reasonable.

6.2 Home Telephones/Broadband

Councillors may seek reimbursement of expenses incurred in using their home telephone service for all Council business related calls where such calls are clearly identifiable on itemised accounts, to the Mayor's satisfaction. Broadband costs will also be reimbursed to the set limit of the Council contract. Overruns in costs must be met by the Councillor. In relation to the

Mayor's home telephone, the Chief Executive Officer will authorise any claims for Council business call reimbursements.

Councillors shall identify the purpose of any Council business related telephone calls for which they seek reimbursement.

6.3 Multi function Printer, Scanner, Facsimile

Each Councillor may be provided with a multi-function printer, scanner facsimile machine for their home office. If required Council will pay all associated connection fees, rental charges and all Council business related call charges.

With relation to any private usage of this machines or Internet access, the policy covering private usage and mobile phones will apply.

Councillors are required to ensure that they have read, understood and comply with Council's corporate policies in respect to the use of any communication and IT equipment and resources and Equal Employment Opportunity having particular regard to what is "appropriate material" that is sent, received, stored or spoken.

As inappropriate or unauthorised use of computer systems, communications systems and networks may expose the City of Stonnington to security threats and a wide range of legal issues, these Policies have been designed to protect the users, stakeholders and the City of Stonnington from illegal or damaging actions by individuals either knowingly or unknowingly.

The Acceptable Use Policy is to ensure that all computer systems and networks owned or managed by the City of Stonnington are operated in an effective, safe, ethical and lawful manner and it is the responsibility of every computer user to know these requirements and to comply with them.

6.4 Media In accordance with Council's Media Policy information written for the media (on behalf of the City of Stonnington) including media releases, should be forwarded to the Marketing & Communications department for approval by the Manager Communications and Chief Executive Officer or General Manager Planning and Amenity.

If a Councillor wishes to prepare media releases of their own (by way of electronic or other material) it shall be at a private cost to the Councillor and as such will not bear Council's logo or identification. This includes the preparation of speeches for any private function.

Councillors should always bear in mind if undertaking such media contact that it does not breach Council's Election Period Policy or the Local Government (Electoral) Regulations-2015.

7. TRAVEL EXPENSES AND ARRANGEMENTS

Introduction

Councillors, may on occasion, be given the opportunity of attending conferences, conventions, study tours, seminars, training courses and other

events as a participant, presenter, delegate or official Council representative, either interstate or internationally. The following section details the policy in relation to associated travel expenses and arrangements.

7.1 Daily Allowance (Per Diem)

Councillors may choose to receive a daily allowance for travel and accommodation at a rate determined by reference to allowances prescribed by the State Government Parliamentary Regulations (*which refers to the Commonwealth Remuneration Tribunal*) and considered appropriate by the Chief Executive Officer.

If this option is chosen other expense payments or reimbursements will not be available as the daily allowance is considered sufficient to cover all expenses. Councillors may request a prepayment as calculated by the Chief Executive Officer prior to travel.

7.2 Reimbursement/Direct Payment

Councillors may choose to receive reimbursement and/or have direct payment made on their behalf for allowable expenses for domestic and interstate travel.

If this option is chosen the following policy provisions will apply (refer 8.3 to 8.6).

7.3 Domestic and Country Travel – Private Vehicle Usage

Councillors using their private vehicles may claim expense reimbursement where such travel is in the course of conducting Council business. Councillors may be reimbursed private vehicle travelling expenses for:

- travel for inspections, functions, and external meetings associated with legitimate Council business.
- travel for attendance at conferences, courses and seminars where such attendance has been authorised by the Mayor.
- travel to and from air, rail or bus ports when embarking on interstate or international Council business.

To be reimbursed for use of their private vehicle or to support a claim through the Councillor's personal annual Tax Return process Councillors must provide adequate details of:

- the purpose of the trip
- date and location
- kilometres travelled and
- where appropriate, receipts for tolls, parking and petrol.
- Maintenance of a vehicle log book assists in supporting such claims.

Private vehicle expense reimbursements for Councillors must be approved by the Mayor, and for the Mayor approved by the Chief Executive Officer, and processed for payment by the Civic Support Officer. Claims must be made in the Travel Claim section of the Councillor Expenses Claim Form (refer FormOne).

The allowance payable to Councillors for use of their own private vehicle on Council business shall be in accordance with the rates prescribed in the Victorian Local Authorities Award as reflected in the Council's Enterprise Agreement at the date of any claim.

Reimbursement claims should be lodged no later than two months following the occurrence of the expense and within two weeks of the end of the financial year in which they were incurred.

7.4 (a) Cab Charge Vouchers

Councillors may use cab charge vouchers for taxi travel on journeys associated with their civic duties.

Cab charge vouchers are available from the Civic Support Officer.

7.4 (b) Uber

Councillors may use Uber for travel on journeys associated with their civic duties. Travel claims expense reimbursements for Councillors must be approved by the Mayor, and for the Mayor approved by the Chief Executive Officer, and processed for payment by the Civic Support Officer. Claims must be made on the official travelling allowance claim form (refer Form Two).

7.4 (c) Uber Black/Limousines

Council does not support the use of Uber black or limousines for travel to functions or other business. Use of such vehicles will be at the cost of the Councillor.

7.5 Public Transport

Councillors may utilise public transport for journeys associated with their civic duties. Tickets are available from the Service Centre. Alternatively claims for reimbursement may be made on the Councillor Expenses Claim Form.

7.6 Council Vehicles

Where practicable, and by prior arrangement through the Chief Executive Officer, a Council vehicle may be made available to Councillors, for travel outside the municipality where use of private vehicles or other means of transport is not convenient or practicable.

7.7 Interstate and International Travel

Generally such interstate or international travel will be associated with opportunities for enhancing Council reputation; for developing new and existing contacts with other cities and areas; for advancing Councillors municipal business knowledge base and in creating stronger investment, cultural, education, tourism, environmental and immigration ties.

All interstate or international travel undertaken by Councillors must be in accordance with the achievement of Council's corporate objectives and goals and be approved and be authorised in accordance with this policy.

Councillors shall provide detailed reporting on proposals for travelling interstate and internationally and written reports on the resultant outcomes

and benefits to Council of the travel undertaken. Such travel will be incorporated into a Councillors total annual study/conference allowance.

Management will assist in the development of itineraries, corporate gifts and may participate in visits with Councillors where appropriate.

Authorisation Process

All applications for international travel must be assessed and approved by Council, at an Ordinary meeting of the Council. The authorisation process will include notification to Council of all business related itinerary details with reimbursement of costs limited to the predetermined itinerary. Approval must be in the form of a specific Council resolution.

All applications for interstate travel by Councillors must be in writing and assessed and approved by the Mayor and/or the Chief Executive Officer. For the Mayor applications will be assessed and endorsed by the Chief Executive Officer. All authorisations must be in writing. Applications should also include the estimated costs of the trip to be incurred by Council. Approval in all cases is dependent upon the cost being within budget.

Councillors must use the appropriate notification form (refer Form Two) for both interstate and international training/conference attendance and provide all required details, eg, purpose, dates, itinerary, costs, etc.

Partner Travel

The costs of a partner accompanying a Councillor on a business trip (country, interstate or international) must be borne by the Councillor unless there is a bona fide business purpose or necessity for the presence of the partner.

Travel at Council expense by a partner must be approved in writing by the Mayor, prior to departure, for all local travel destinations and by Council for international events.

Where it can be demonstrated to the satisfaction of the Mayor that the presence of a partner is necessary to support the business or representational needs of Council, costs associated with the travel, accommodation and incidentals for the partner will be paid or reimbursed by Council.

Non Council Funded Travel

Council and/or individual Councillors, may from time to time receive offers of sponsored travel from industry bodies, educational institutions, other governments and interstate or international organisations.

All such offers should be initially referred to the Chief Executive Officer and Mayor for consideration who will jointly consider the appropriateness of the offer dependent on:

- the offer of travel is not made in exchange for, nor with an expectation of, the granting of favourable treatment.
- acceptance of the offer would not give rise to an actual or perceived conflict of interest.
- acceptance of the offer would provide opportunity for enhancement of Council's reputation or in creating stronger investment, cultural,

educational, tourism, environmental and professional development opportunities for Council and the Stonnington community.

Additionally, care must be taken to ensure that there is no conflict of interest in such situations with Councillors being seen to use the status of their civic office to advance the interests of other private organisations or interest groups.

Travel conditions at the expense of other parties should be in accordance with the standards of the sponsoring organisation.

Any international requests will need to be approved by Council resolution including cover for any incidental costs.

Communication Expenses

It is acknowledged that legitimate communication costs may be incurred by Councillors when travelling interstate or internationally on sanctioned Council business.

This may include costs incurred in using mobile phones, facsimile and telephone services (including Internet) at places of accommodation or access points while interstate or overseas on Council business.

Use of Council mobiles will be limited when overseas to minimise costs associated with international roaming. The use of WiFi is encouraged.

All such costs will be subject to the general provisions of subsections 7.1 and 7.2 of this section and will be subject to scrutiny and approval of the Mayor or Chief Executive Officer. Where deemed appropriate the Mayor may refer such matters to Council for ratification.

7.8 Private Travel in Conjunction with Council Travel

Councillors undertaking private interstate or international travel arrangements in conjunction with Council authorised travel must ensure that all costs incurred with private travel are clearly delineated from Council funded travel arrangements.

Pre departure itineraries should include specific detail of any private travel arrangements and, under no circumstances, should private travel costs be funded by Council.

Where any private travel and associated costs are included in a package ticket arrangement the Councillor must reimburse Council for the private proportion prior to departure.

Private travel to be taken in conjunction with Council travel must be disclosed to the Mayor or Chief Executive Officer as appropriate within the parameters of normal authorisation procedures articulated in this policy.

7.9 Travel Organisation and Conditions

Bookings and Confirmation

Generally, travel and accommodation arrangements should only be made after the appropriate approval is granted by the Mayor or the Chief Executive Officer, or Council resolution.

However, it is acknowledged that for practicality reasons, in some circumstances, tentative arrangements may need to be pursued in anticipation of formal approval. Tentative arrangements can be made following written authorisation of the Chief Executive Officer, if the following conditions exist:

- where the need for travel was not known by a Councillor in a time frame which would allow for consideration and approval by the Mayor in a reasonable period.
- where issues of ticket availability or material cost savings are dependent on the timing of the travel booking.

Arrangements for travel and associated accommodation, car hire etc, must be booked confirmed and paid for prior to departure through Council's Civic Support Officer. Payments for travel must be made through Council's purchasing system with all arrangements co-ordinated by the Civic Support Officer.

Class of Travel

Air Travel

Unless otherwise approved by Council, all domestic travel is to be by the most economical means and by the most direct route.

Where special circumstances apply, such as health issues, long distance travel, high itineraries and heavy workloads, Council may authorise premium economy or business class travel.

Air travel class upgrades are permitted if at the Councillors expense and if itemised and paid by the Councillor prior to departure.

Premium economy or Business class may be approved by Council for international air travel longer than six (6) hours duration.

Rail Travel

Councillors may use first class rail travel at Council's expense, when available.

Duration of Travel

The duration of any Council related business travel should be kept to a minimum in order to minimise Council cost.

Insurance Arrangements

Council's personal accident insurance policy provides specific worldwide accident coverage for Councillors their partners/spouses whilst engaged in or on any activity directly or indirectly connected with Council business.

Consequently separate travel insurance may not be required except when also incorporating personal travel. However, personal item luggage insurance etc may be required.

Passports/Visas

Councillors travelling overseas are responsible for ensuring they have a current passport and any required visas.

Where passports and/or visas have to be procured because of Council travel, costs will be paid or reimbursable by Council.

Cash Advances/Daily Expense Allowances

If required, cash advances are available to Councillors travelling on official Council business to cover any anticipated daily 'out-of-pocket' expenses.

Requests for cash advances are to be co-ordinated through the Civic Services Officer.

In determining the amount to be provided, consideration shall be given to duration of travel, exchange rates and costs and standards of destination areas, with the allowance based on those prescribed in the State Government Parliamentary Allowance Regulations for the specific destination. The Chief Executive Officer is to authorise all cash advance requests. A diary of 'out of pocket' expenses together with receipts, should be maintained.

Any unused cash advance must be returned to the Civic Services Officer as soon as practicable after a Councillor's return.

7.10 Travel Expense Reconciliation, Documentation and Reporting

Councillors must reconcile any reimbursable travel expenses or cash advances within seven days of return and submit such reconciliation to the Civic Services Officer. All reconciliations must include appropriate supporting documentation, eg, tax invoices/receipts, credit card vouchers (with receipts) etc, copies of which will be retained by the Civic Services Officer. The exchange rate to be applied by Councillors when making claims and reconciling expenses for international travel shall be the rate prevailing on the date of departure for travel as confirmed by Council's Finance Manager.

Where tax invoices/receipts cannot be obtained or furnished by a Councillor, a statutory declaration will be required in support of any unsubstantiated reimbursement claims.

Councillors travelling overseas may need to pay for some accommodation expenses by personal credit card and seek reimbursement from Council upon their return.

Where additional travel costs are incurred due to an unforeseen extension of the duration of a Council business trip, Councillors should detail the reason for the variance and provide supporting documentation to the Chief Executive Officer for the reimbursement of additional expenses.

7.11 Travel Reporting and Councillor Travel Register

Section 12 of the *Local Government (General) Regulations 2015* requires Council to maintain a register for public inspection of details and costs relating to all interstate and overseas travel undertaken by Councillors in the previous twelve month period.

Councillors must ensure that any reconciliation of travel expenses occurs within seven days of return to ensure travel details are registered promptly.

After returning from a Council related trip, Councillors are required to prepare a written report regarding the trip. The report should cover details of cities/countries visited and the outcomes associated with the objectives of the trip. A copy of the report should be submitted to the Mayor and Chief Executive Officer and then distributed to all Councillors.

The author of the report will submit the report as follows:

- a) for overseas travel Councillors are required to make a presentation at an Ordinary Council meeting within one month of return;
- b) for interstate/intrastate/local travel Councillors are required to make a presentation to either the next Councillor Briefing or Ordinary Council meeting.

7.12 Other Travel Expenses/Issues

Accommodation Standard

Accommodation associated with interstate or international travel should, where possible, be pre-booked, the details of which should be included in the trip itinerary. Where possible such accommodation will be booked at any conference related/arranged venue. Such bookings will be made by the Civic Support Officer. Reasonable accommodation, where possible equivalent to four star standard, will be provided for Councillors. Standard rooms will normally be booked, except in special circumstances where due to official entertainment/business meeting requirements, a suite may be required.

Generally, the standard of accommodation will be based on the current Government guidelines for specific destinations at the time of travel. In such circumstances, prior approval from the Chief Executive Officer will be required.

Councillors may accept room upgrades if there is no additional cost to Council, or if the Councillor pays for the upgrade.

Rental Cars/Taxis/Uber

Hire of rental cars should only be used where there is a need for convenience of transport and/or where the cost of rental cars will be more economic than alternative taxi/uber fares. The cost should always be compared with the use of taxis/uber with the emphasis on using the least expensive, practical means of transport.

Taxis/Uber can be used for commuting from airports to places of accommodation or business.

Uber black or limousine travel is not permitted.

Gifts

In circumstances where the exchange of corporate or business related gifts between a host and visitor is customary and polite, gifts are appropriate. Where possible, gift exchange needs should be anticipated prior to departure and arrangements made through the Civic Support Unit for corporate or Australian gifts prior to departure.

Where gifts are required to be purchased, such costs must be reasonable and reimbursement must be approved by the Mayor and Chief Executive Officer on production of prescribed documentation and receipts.

Gifts received by Councillors remain the property of the Council and should be given to the Chief Executive Officer for recording and display of such items.

Communication Expenses

To assist Councillors in meeting communication requirements while on Council sanctioned travel, e-mail accounts shall be opened, where requested, which will allow access through personal computers in hotels and other Internet access points. Any costs associated with accessing such accounts for business and reasonable private family communication will be reimbursed or paid by Council. Mobile Telephones – International roaming is not encouraged by Council however use of WiFi is preferred.

Refer to Section 7.6 of this Policy for further communication detail.

Sustenance and Hospitality

Councillors travelling on Council related business are entitled to payment or reimbursement of costs associated with the provision of daily sustenance meals including breakfast, lunch, dinner and refreshments. These may be acquired at a place of accommodation or alternative venue. Any meals provided as part of conference itineraries will not be eligible for reimbursement however as Councillors are expected to partake of such meals as part of the networking opportunities of the event.

Councillors will be able to claim reimbursement for, or Council payment of, reasonable hospitality expenses incurred in entertaining individuals and officials while conducting Council business.

Incidental Expenses

Incidental expenses such as dry cleaning and laundry will be reimbursed or paid on production of tax invoices/receipts.

8. SEMINARS/CONFERENCES, TRAINING AND PROFESSIONAL DEVELOPMENT

Conferences, seminars and training courses which impact on the role of Councillors generally and their ability to make contemporary informed decisions are common both locally, interstate and internationally. The City of Stonnington will encourage all Councillors to attend conferences which enhance their role and development as a Councillor, particularly those which focus on an individual Councillor's areas of specialisation and/or ward and advisory committee responsibilities.

Councillors wishing to attend overseas conferences require authorisation by way of a Council resolution. Attendances at conferences within Australia require the Mayor's or the Chief Executive Officer's approval. Approval is dependent upon the cost being within budget and being consistent with Council's goals and strategies. It is expected that a brief report on the seminar/conference will be given at the next Councillor Briefing meeting.

8.1 External Conferences/Seminars

Conferences and seminars are seen as opportunities for learning, development and networking for Councillors. The annual budget per Councillor for councillor training is determined each year as part of the budget process.

Within the four year period of each elected Council. Councillors may accrue up to two years training budget allocation but no more than two years of the training budget allocation may be spent in any one year. Applications by a Councillor for conference attendance held by external providers in Australia but outside the Melbourne metropolitan area will be subject to prior approval by the Mayor or Chief Executive Officer.

Attendance at a conference outside Australia requires Council approval. See section 7.7. (Refer Form Two for Notification Form).

Any attendance by the Mayor at a conference in Australia but outside the Melbourne metropolitan area will be subject to prior approval by the Chief Executive Officer.

The Chief Executive Officer must ensure that no scheduled Ordinary Council meeting or committee meeting is left without a quorum because of the absence of Councillors at conferences. In the event of agreement not being reached regarding maintaining a quorum, the matter will be referred to the Council for a decision.

Council staff will not reimburse any over expenditure of international conference/seminars in any period, unless a Council resolution is obtained.

8.2 Registration Fees

Payment of registration fees for external conferences/seminars etc will normally be made through Council's purchasing system. Registration applications should be processed through the Civic Services section. Registration payments for approved conferences paid privately by Councillors will be reimbursed after lodgement of an expense reimbursement claim form.

8.3 Accompanying Partners

Partners may accompany Councillors to conferences where the presence of a partner is necessary to support the business or representational needs of Council. In determining the appropriateness of paid partner accompaniment the relevant provisions of section 8.4 of this policy will apply.

Where it is deemed appropriate for a partner's attendance Council will cover the cost of the partner's registration/entrance fee.

8.4 Councillors as Presenters

Councillors may receive invitations to speak at Local Government conferences and seminars in their capacity as Councillors with the City of Stonnington.

It is common practice for organisers to pay all expenses of Councillors invited to be presenters.

Any such invitations should be discussed with the Mayor or Chief Executive Officer prior to agreeing to contribute as a presenter. Support may be provided by management in the preparation of material to assist a Councillor's presentation. See also section 7.7.

If a Councillor is paid a presentation fee by a professional conference organiser the fee should be paid into the general revenue of Council via the Civic Services Unit.

Further any gifts received for the presentation must be declared in accordance with Section 7.12 of this policy and Council's Gifts, Benefits and Hospitality Policy.

8.5 Payment of Associated Expenses

Often when attending conferences and seminars the registration fee will include the cost of meals and sometimes accommodation.

Where this is not the case the provisions relating to travel, accommodation and meal expenses in other sections of this policy will apply. (See sections 5, 6, 7 and 8)

8.6 Internal Professional Development

In-house professional development courses may be provided, normally on Council premises. The cost of these courses will not affect the annual Councillor training budget allocations as referred to in Section 8.1.

In-house training may include:

- Councillor orientation programs
- Workshop/Strategic Planning sessions
- Media Training
- Technology training
- Governance Topics

8.7 Other Professional Development

Governance training is important for Councillors and the Australian Institute of Company Directors (AICD) is a nationally recognised qualification as a Graduate of the AICD.

Council, at its meeting held on 8 April 2013 resolved to fund the cost of Councillors undertaking, during the first three years of each four year Council term, the AICD course. The cost of this course is over and above the annual

amount available for Councillors for training under this Councillor Civic Support and Expenses Policy and provision made separately in the budget outside of the Councillors regular training budget and does not form part of the annual summary of expenses.

9. SUPPORT FOR MAYOR'S PARTNER

The spouse/partner of the incumbent Mayor will on occasions be required to support the Mayor as an official representative of Council.

In today's Council, while not common, the Mayor's partner may receive individual invitations and attend functions and events on behalf of Council. Similarly the Mayor's partner may become involved in charity events and committees as a representative of Council.

The level of any such involvement during the Mayoral year will be assessed and it may be determined that the Mayor's partner may require some assistance and support from the City's administration. To this end the Mayor's partner may be entitled to receive the following:

- a mobile phone for official Council business use and for communication with the Mayor and with family.
- secretarial support from the Civic Services Unit in such matters as responding to invitations etc.

10. MANAGEMENT MECHANISMS AND ACCOUNTABILITY

The following procedures and mechanisms will apply to the claiming and payment of expense reimbursements as articulated in this policy.

10.1 Expense Reimbursement Claims

When a Councillor requires reimbursement of monies expended whilst conducting Council business, which are allowable reimbursable expenses under the provisions of this policy, the following procedures should be followed:

- Obtain a relevant receipt or supporting documentation for expenditure.
- Complete a Councillor expense reimbursement form (refer Form One) including details of what the claim was for and event/function attended, and/or travelling allowance claim section of this form, as required.
- Where the expense incurred is in excess of \$50, Councillors should where possible obtain a GST 'Tax Invoice' for inclusion with their claim (refer section 11).

10.2 Expense Reimbursement Payments

If the claim is of a value less than \$50, and is approved, it may be paid via Council's petty cash system. Arrangements can be made to collect and sign for petty cash reimbursement from the Civic Service Unit. This excludes reimbursement of payments made by credit card. Such claims must be made through the Civic Services Officer as outlined below.

If the claim exceeds \$50, and is approved, it will be processed by the Civic Services Unit through Council's accounts payable system with the payments electronically deposited to the claimant Councillor's bank account. Processing will normally occur within two weeks although urgent reimbursements can occur more promptly if authorised by the Chief Executive Officer.

10.3 Exclusions

Any expense arising from a breach of road, traffic, parking or other regulations or laws, including Council local laws, will not be reimbursed or funded in any way by Council.

If a Councillor chooses not to claim a particular expense, this cannot be offset against a claim for any additional amount associated with another expense.

Claims for expenses other than those included in this policy will not be reimbursed, except in exceptional circumstances after approval by the Chief Executive Officer.

10.4 Approval and Administrative Processes

All expense payments and reimbursements in relation to Councillors will be subject to endorsement and approval by the Mayor (Council and/or the Chief Executive Officer where prescribed in this policy) and the payment requisition endorsed by the General Manager Corporate Services or delegate.

All expense payments and reimbursement claims will be administered by the Civic Services Unit.

10.5 Audit and Reporting

Councillor expenses will be subject to an annual review by the internal auditor and reported to the Audit Committee and to Council. A summary report is presented to an Ordinary meeting of Council and an annual summary is required to be included in the Council's Annual Report.

11. GOODS AND SERVICES TAX

When Council procures goods and services it will normally pay GST to the supplier. The Council must receive a tax invoice from the supplier to enable it to claim input tax credits. Council can claim input tax credits for any GST payable on Councillor expenses. Consequently, it is important that Councillors obtain a tax invoice for any expenses incurred, although tax invoices are only required for suppliers with a value in excess of \$50.

SCHEDULE OF CHANGES

| No. | Change | Date |
|------------|--|------------------|
| 1 | Original adopted by Council | 19 November 2001 |
| 2. | Amended prior to General Election 2008 | 6 October 2008 |
| 3. | Reviewed, amended and adopted by Council | 3 October 2011 |
| 4. | Review adopted by Council | 20 February 2017 |
| 5. | Review | 2018 |
| | | |
| | | |
| | | |

MAYORAL AND COUNCILLOR ALLOWANCES – ANNUAL ADJUSTMENT FACTOR

| Date | Mayor | Councillors |
|-------------------------|-----------------|--------------------|
| 1 December 2010 | \$81,610 | \$25,549 |
| 1 December 2011 | \$83,650 | \$26,188 |
| 26 October 2012 | \$85,741 | \$26,843 |
| 24 December 2013 | \$87,884 | \$27,514 |
| 1 December 2014 | \$90,081 | \$28,202 |
| 1 December 2015 | \$92,333 | \$28,907 |
| 1 December 2016 | \$94,641 | \$29,630 |
| 1 December 2017 | \$96,534 | \$30,223 |
| | | |
| | | |
| | | |

APPENDIX ONE

Expense Types and key Supporting Document Requirements
(Numbers in brackets are references to sections in Policy)

| Civic Support | Details | Substantiation requirements |
|---------------------------------------|--|--|
| Mayoral allowance (3.2) | Paid around 15 th of each month | |
| Councillor allowance (3.1) | Paid around 15 th of each month | |
| Taxation implications (3.3) | Responsibility of individual Councillors | |
| Home/Workplace facilities (4.1) | <ul style="list-style-type: none"> • Combined fax/copier/printer machine; • Mobile phone; • ipad • laptop | <ul style="list-style-type: none"> • pre-approval for any purchase of office equipment – it is preferred that such purchases are through the Civic Support office |
| Telephones/Mobiles | | <ul style="list-style-type: none"> • Copy of monthly statement from phone provider |
| Landline connections | | |
| Insurance /Workcover (4.3) | Coverage for discharge of Councillor duties in good faith | |
| Mayor and Councillor facilities (4.4) | <ul style="list-style-type: none"> • fully maintained vehicle (Mayor) ; • secretarial support; • office accommodation | <ul style="list-style-type: none"> • If own vehicle used in lieu of Council vehicle – log book must be maintained and copies of entries provided to support claims with details of travel and function attended including date and time |
| Meeting/function rooms (4.5) | Available for Council business | |
| Civic hospitality (4.6) | Morning/afternoon teas, meals, etc for Council business on Council premises (charged out internally) | |

| | | |
|----------------------------|--|--|
| External hospitality (4.6) | Cost will be reimbursed with prior approval of Mayor | <ul style="list-style-type: none"> • Receipts • Completion of Form One with details including date and details of function |
| Mail (4.7) | Through Council's mail only on Council stationery (no election material) | |
| Stationery (4.8) | <ul style="list-style-type: none"> • stationery supplied on request; • personalised business cards (consultation required) • Name Tags (consultation required) | <ul style="list-style-type: none"> • It is preferred that this is through the Civic Support Office |
| Publications (4.8) | Up-to-date legislation available on-line at www.legislation.vic.gov.au Local Government Act supplied (on request) – | |
| Parking (4.9) | <ul style="list-style-type: none"> • parking spaces available at Stonnington City Centre and Prahran Town Hall; • reserved parking for Mayor at both buildings • “all areas” parking permit x 2; • reimbursement of parking fees (not fines) | |

| | | |
|------------------------------|--|---|
| Public transport (7.5) | Trains and trams | <ul style="list-style-type: none"> • Copy of Myki statement showing travel expense incurred • Completion of Form Two outlining details of travel and function attended including date and time. |
| Building access (4.10) | 24 hour access to Councillors area at Stonnington City Centre | |
| care expenses (5.0) | Paid/reimbursed | <ul style="list-style-type: none"> • Receipts • Details of meeting/function provided for each receipt |
| Communication expenses (6.0) | Reimbursed if reasonably incurred through other than Council supplied mobile or home telephone | |
| Travel (7.0) | <ul style="list-style-type: none"> • overseas with prior Council approval; • interstate with prior Mayor's or CEO's approval; • daily allowance; • reimbursement of other expenses | <ul style="list-style-type: none"> • Receipts or copy of credit card payment details • Completion of Form Two outlining details of travel and function attended including date and time. |
| Private vehicle usage ((7.3) | Reimbursement for Council business | <ul style="list-style-type: none"> • Receipts for parking • Completion of Form One with details of travel mileage, date and function |
| Taxis/Uber (7.4) | Cabcharge vouchers available from Civic Support Officer | <ul style="list-style-type: none"> • Receipts • Details of travel and function attended including date and time • Use of Uber Black and limousines not approved |

| | | |
|---|--|--|
| Council vehicles | For travel outside municipality with CEO approval | <ul style="list-style-type: none"> • Vehicle log book to be completed. |
| Professional development (8.0) | <ul style="list-style-type: none"> • Councillors are encouraged to attend seminars and conferences with prior approval of the Mayor. For overseas travel by Council resolution; • in-house training provided from time to time | <ul style="list-style-type: none"> • Receipts must be provided for any expenses incurred that were not paid for in advance with event/function/conference etc. |
| Miscellaneous expenses (10.2) | | <ul style="list-style-type: none"> • Receipt • Completion of Form One with details of expense |
| Procedure for claiming reimbursement/payment of expenses (10.0) | | <ul style="list-style-type: none"> • Receipts must be provided for all claims GST tax invoice if over \$50);- credit card details can be provided if necessary • complete and submit relevant form/s to Civic Support Officer within two months of incurrence of expense and within two weeks of the end of the financial year |

ATTACHMENT TWO

Extract from Council's Election Period Policy and Procedures

5.0 COUNCIL RESOURCES

In accordance with Section 55D of the Act the Council will ensure that due probity is observed in the use of all Council resources during the

Election Period and Council staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Chief Executive Officer's delegate.

- 5.1 Council resources, including offices, meeting rooms, support staff, hospitality services, equipment and stationery or vehicles will be used exclusively for normal Council business during the Election Period, and will not be used in connection with any election campaign
- 5.2. Reimbursements of Councillor's out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- 5.3 No Council logos, publications, letterheads, or other City of Stonnington branding including business cards and photographs taken for Council purposes, will be used for, or linked in any way to, a candidate's election campaign.
- 5.4 Officers are unable to assist in preparing Councillor election material or using their media contacts.
- 5.5 Photocopying of election campaigning material by councillors or staff on office machines is not permitted.
- 5.6 Data-bases and mailing lists held by Council remain the property of Council and are subject to the requirements of Privacy and Data Protection Act 2015, and therefore

are not available to councillors, candidates or members of the public.

- 5.7 Councillors will not use council issued mobile phones and email addresses for election campaigning purposes.
- 5.8 The use of Council's internet or intranet sites for any activity to do with the election campaigning is prohibited. This includes linking council websites to private candidate websites.
- 5.9 Where Councillors have Council funded services such as mobile phones, landlines and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, Councillor will reimburse the Council for usage of those services during the election period that exceeds normal usage levels.
- 5.10 The Personal Assistant to the Mayor and Councillors, Civic Support Officer and any other staff member, will not be asked to undertake any tasks connected directly or indirectly with the election campaign of a Councillor standing for re-election.

6. COUNCIL PUBLICATIONS

6.1 In accordance with Section 55D of the Act the Council must not:-

- (a) print, publish or distribute; or
- (b) cause, permit or authorise others to print, publish or distribute on behalf of the Council,

any advertisement, handbill, pamphlet or notice that contains electoral matter during the Election Period, unless the advertisement, handbill, pamphlet or notice has been certified by the CEO.

In addition, due to the lead time for preparation of such material, the City of Stonnington has implemented a voluntary commencement of the election period which requires certification by the CEO for all outlined material for the month proceeding the election period. That is from 21 August 2016

A publication that contains an express or implicit reference to any of the following is taken to be electoral matter:

- the election
- a candidate in the election, or
- an issue submitted to, or otherwise before, the voters in connection with the election.

6.2 The process for the certification will be as follows:

- When drafting a publication, check that no election material is present - if uncertain check with the Governance and Corporate Support Unit
- All draft publications are to be sent or produced by Communications (excluding Job advertisements). They will forward any document for clarification or if material is doubtful to the Governance and Corporate Support Unit to check.
- Once the draft is prepared and checked the document is to be given to the CEO with the wording as per Form 1.
- The Chief Executive Officer will use the wording in Form 2 to certify the document

6.3 Information which is considered as electoral material:-

- publicises the strengths or weaknesses of a candidate
- advocates the policies of the Council or of a candidate
- responds to claims made by a candidate
- publicises the achievements of the elected Council or an individual Councillor
- publicises matters that have already been the subject of public debate
- about matters that are known to be contentious in the community and likely to be the subject of election debate
- dealing with election candidates statements
- referring to councillors or candidates by name or by implicit reference

6.4 Council is required to produce the Annual Report during the Election Period as well as the IMAP Annual Report. The Annual Report will not contain any material that could be regarded as promoting any Councillor including the Mayor, but will fulfil its statutory obligations for reporting. It may also be required for the Annual

Report to be the subject of a Special Council Meeting in October to confirm its completion.

- 6.5 Council will cease publication of Stonnington News, Ward newsletters and any similar publication during the election period.
- 6.6 Council will restrict Councillor details on the Council web-site to Councillor photographs, names, contact details and committee or other bodies Councillors have been appointed to by the Council.
- 6.7 Councillors are able to publish their own campaign material from their own funds outside the Council, and not bearing any reference or inference that such material is from the Council, bear any Council identification such as logos or similar.

Councillors must ensure that they comply with the requirements of the Act in respect to election material and the necessary registration and endorsements from the Returning Officer.



COUNCILLOR EXPENSE REIMBURSEMENT CLAIM FORM

Councillor Ward
 Month Account No
 (Office Use Only)

Details of Expenses to be Claimed **Amount**
(Receipts must be attached)

.....

Total \$

Vehicle Type PMU Registration No.

| Details of Travel | | | | |
|-------------------|---------------|--|------|------------|
| Date | Area(To/From) | Purpose Provide details of the function you attended | Time | Kilometres |
| | | | | |
| | | | | |
| | | | | |

Councillor's Signature Date.....

Endorsed By Mayor Date.....

Approved by CEO Date.....

Processed by Civic Services **Date**.....

Accounts Payable (all documents scanned into Tech1) **Date**.....





FORM TWO

TRAINING/PROFESSIONAL DEVELOPMENT NOTIFICATION FORM

Councillor Ward

Month Account No
(Office Use Only)

Training/Professional Development Title:

Date/s of Conference/Seminar/Tour:

| Estimated Cost to Council | |
|---------------------------|----|
| Registration Fee: | \$ |
| Travel Costs: | |
| Accommodation: | |
| Other: | |
| Total | \$ |

Budget Available: \$..... (Office Use Only)

Outline of Conference:

Will conference be accompanied by any private travel/accommodation etc? YES/NO

(if YES provide brief detail)

.....
.....

Will spouse/partner be accompanying Councillor? YES/NO

Dates of any Council meeting which will be missed:

Councillor's Signature Date

Endorsed By Mayor Date

Approved by CEO

..... **Date**
11.1

**Processed by Civic
Services**

..... **Date**

Appendix Two

s. 4

4 Meaning of care relationship

- (1) For the purposes of this Act, a person is in a care relationship if he or she provides another person, or receives from another person, care because one of the persons in the relationship—
 - (a) has a disability; or
 - (b) is older; or
 - (c) has a mental illness; or
 - (d) has an ongoing medical condition (including a terminal or chronic illness or dementia).
- (2) Despite subsection (1), the following relationships are also care relationships for the purposes of this Act—
 - (a) a relationship where an individual has custody and guardianship of a child under a permanent care order made under Part 4.10 of the **Children, Youth and Families Act 2005**; and
 - (b) a relationship where a child is placed with an individual who provides care to that child under a child care agreement made under Part 3.5 of the **Children, Youth and Families Act 2005**; and
 - (c) a relationship where a child is placed with an individual who provides care to that child under a protection order made under Part 4.9 of the **Children, Youth and Families Act 2005**.
- (3) For the purposes of this Act, a person is not in a care relationship with another person merely because he or she—
 - (a) is the spouse, or the domestic partner within the meaning of the **Children, Youth and Families Act 2005**, of the other person; or
 - (b) is the parent, child or other relative of the other person; or
 - (c) lives with the other person.
- (4) Despite anything to the contrary in this section, a person is not in a care relationship for the purposes of this Act if he or she provides care to another person—
 - (a) under a contract of service or a contract for the provision of services; or
 - (b) under an employment contract; or
 - (c) in the course of doing voluntary work for a community organisation; or
 - (d) as part of the requirements of an education course or training.
- (5) A person described in subsection (1) or (2) may be in a care relationship even if the person receives funding from either the Commonwealth or State Government in relation to carrying out the role of a carer.

Item 11
Attachment 1 Attachment 1 - Letter to Residents



7 February 2018

Ref: 18/13966

Resident
Properties Abutting Millewa Avenue
Malvern East 3145

Dear Sir/Madam,

RE: Millewa Avenue – Resident survey about street parking and improvement works

Over the years, Millewa Avenue residents have raised concerns about street parking, access, road surface condition and drainage.

Recently Council has successfully upgraded a number of concrete roads similar to Millewa Avenue by renewing kerbs and providing a new asphalt surface. Camira Avenue, Malvern East is a similar width concrete road which had similar vehicle access issues. Council was able to upgrade the street to a high standard, and introduce 'No Stopping' restrictions on one side to address the vehicle access concerns. A photo of the completed works in Camira Street is provided on the following page.

This same approach could be used to upgrade Millewa Avenue. In view of this Council is surveying residents about the possibility of introducing parking restrictions as part of a broader proposal to upgrade the road surface and drainage. In general terms, the proposal would include;

- Renewal of the kerbs and channels and resurfacing of the street in asphalt at its current width;
- Installation of new stormwater drainage;
- Introduction of 'No Stopping' restrictions (details to be determined in consultation with residents).

Note: It is important to understand Council will not support any options that require full reconstruction and widening of the street as this would be expensive, require extensive tree removal and alteration of existing services and driveways.

- Please complete the survey attached to this letter, to share your views about the proposal to introduce parking restrictions as part of a broader package of street upgrade works.

An evaluation report will be prepared on the results of the survey for Council consideration following which residents will be advised of the outcomes and next steps. If residents are generally supportive of the proposal, Council will develop further options for residents regarding details of the proposal such as the configuration of the parking restrictions, and timing of the works.

If you require any further information on the proposal please contact me on 8290 2005.

Yours sincerely,

Ian McLauchlan
Manager Transport and Parking

Service Centres

311 Glenferrie Road, Malvern
Cnr Chapel and Greville Streets, Prahran

PO Box 21, Prahran Victoria 3181
T 8290 1333
F 9521 2255
council@stonnington.vic.gov.au
AUSDOC DX 30108



Camira St, East Malvern

Survey response

Are you supportive of the proposal to introducing 'No Stopping' restrictions as part of a more comprehensive proposal to upgrade the road including;

- renewal of the kerb and channel
- resurfacing of the street in asphalt at its current width
- associated drainage.

Yes No

Comments

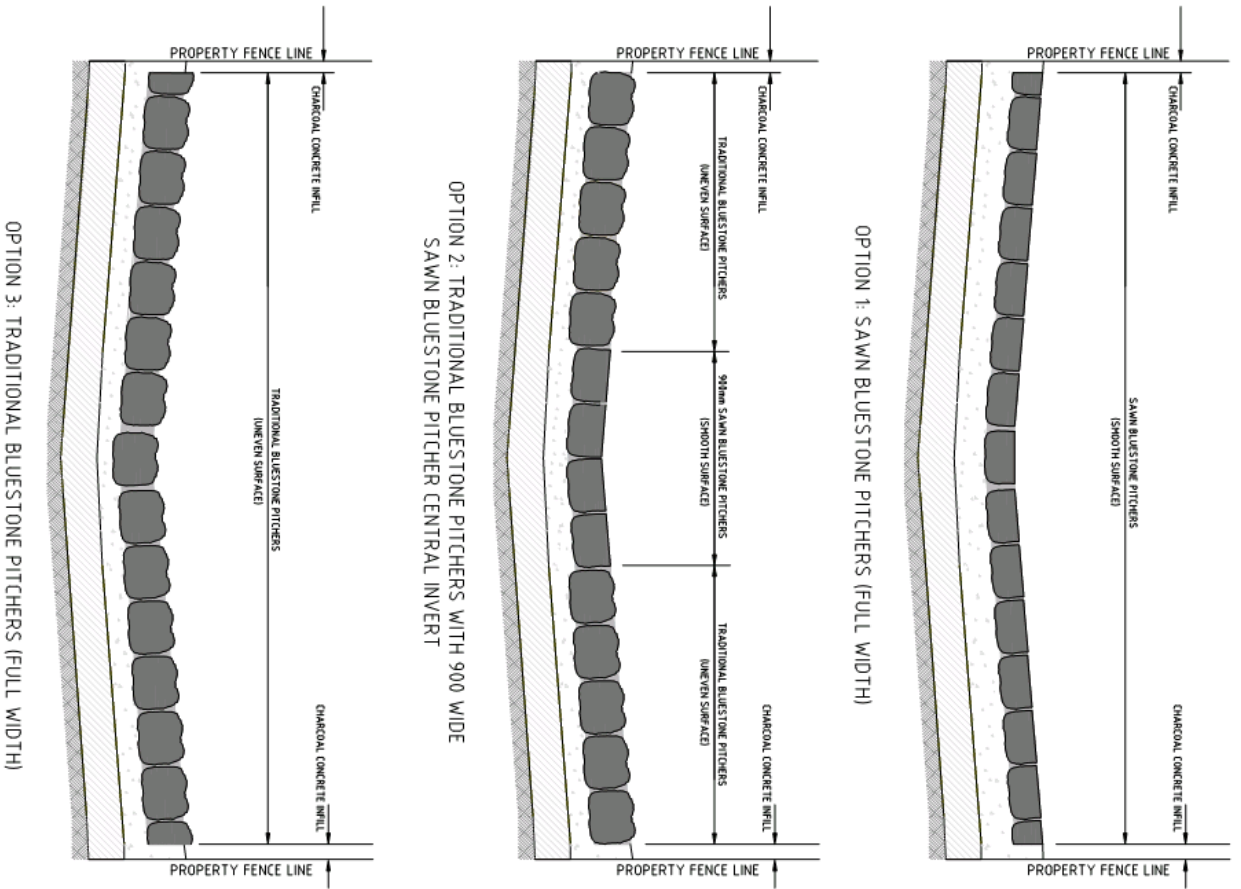
Note; If residents are supportive of the proposal, Council will develop further options for resident consideration regarding options for installation of the restrictions.

Please return the survey in the reply paid envelope enclosed, or fax to 98227270 or email to council@stonnington.vic.gov.au by **Friday 23 February 2018**.

Item 12

Attachment 1 Sawn and Traditional Bluestone Pitcher
Pavement Detail

NOT TO SCALE



EXAMPLE: SAWN BLUESTONE PITCHERS LLANEAST ST, ARMADALE



EXAMPLE: MIXTURE OF SAWN AND TRADITIONAL BLUESTONE PITCHERS LANEWAY IN BENDIGO ST, BURNLEY, WHERE SAWN BLUESTONE PITCHERS SPAN ACROSS PEDESTRIAN FOOTPATH

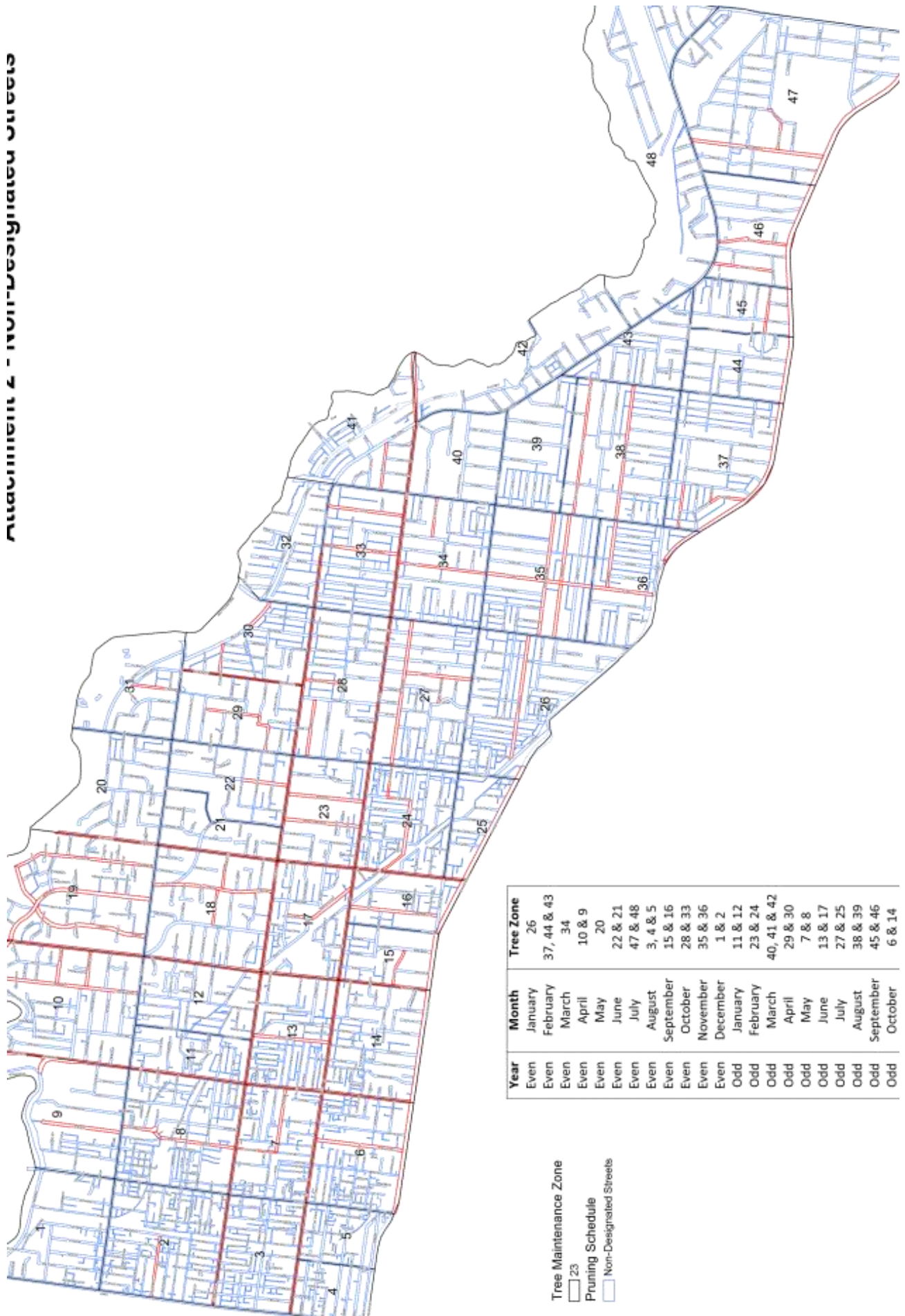


EXAMPLE: TRADITIONAL BLUESTONE PITCHERS SOUTHERN END OF HINTON LANE, PRAHRAN

Item 13

Attachment 1 Attachment 1 - Pruning schedule non-designated streets

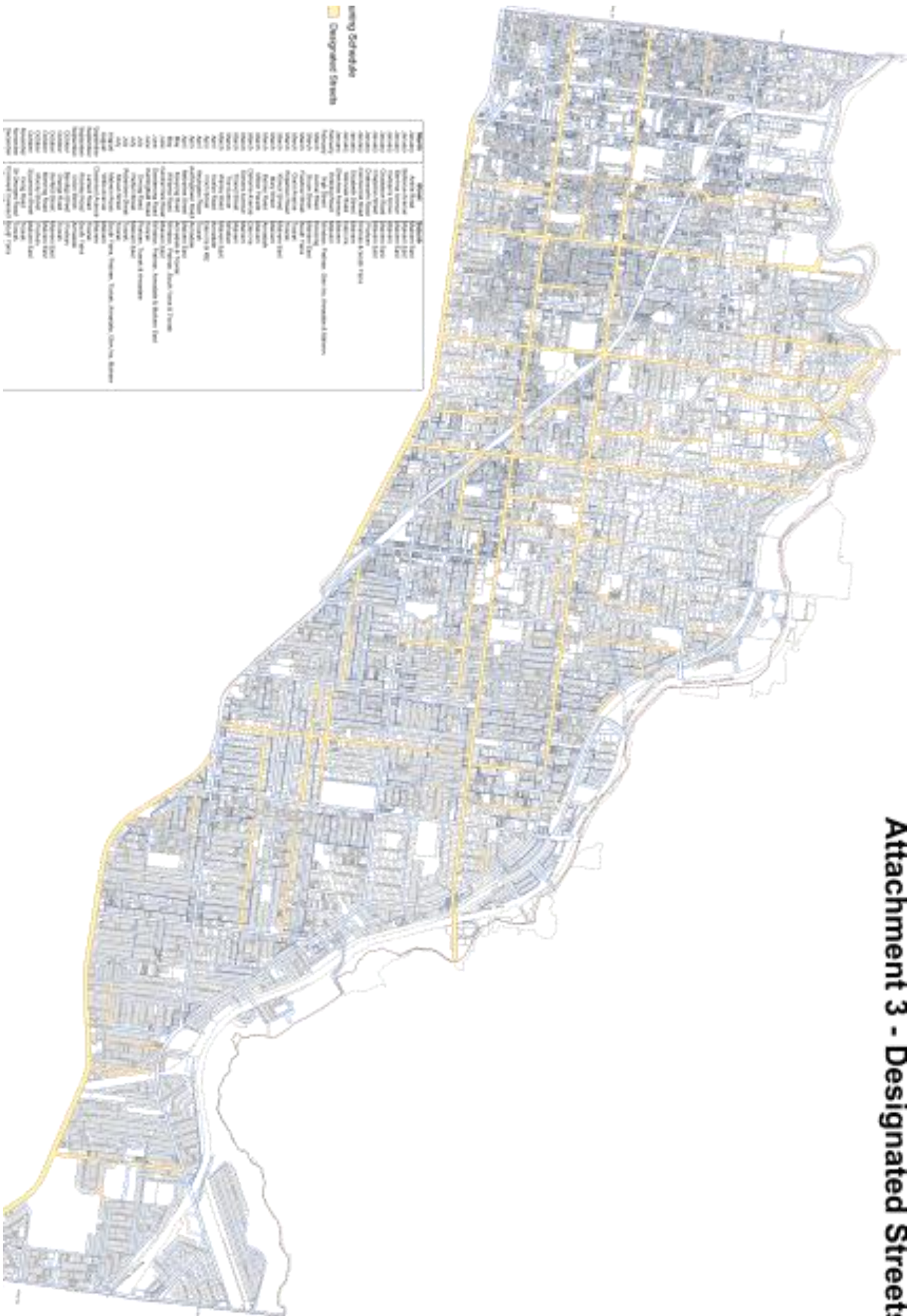
ATTACHMENT 1 - PRUNING SCHEDULE NON-DESIGNATED STREETS



Item 13

Attachment 2 Attachment 2 - Pruning schedule
designated streets

Attachment 3 - Designated Streets



Item 13

Attachment 3 Attachment 3 - Example of public notice

Attachment 5 – Example of public notice

Example of the public notice for publication in a locally circulated community newspaper:

STREET TREE PRUNING IN THE CITY OF STONNINGTON

During the coming month (April 2017) Council will be pruning street trees in Malvern (streets bounded by Toorak Road, Glenferrie Road, Malvern Road, Tooronga Road and Monash Freeway) plus trees in Armadale - Avalon Road and Huntingtower Road. Glen Iris / Malvern East – Finch Street. Malvern East – Netherlee Street. Toorak – Heyington Place. Pruning is in accordance with our obligations under the *Electric Line Clearance Regulations 2015*.

The works are designed to improve the health of the trees and to maintain safe clearances from power lines, roadway signage, vehicles and pedestrians.

This work is expected to commence on the 1st April and continue for approximately four (4) to six (6) weeks. Works will begin no earlier than **14 days** from the date of this notice, and will occur no later than **60 days** from the date of this notice. If works do not occur within the timeframes specified, council will renotify.

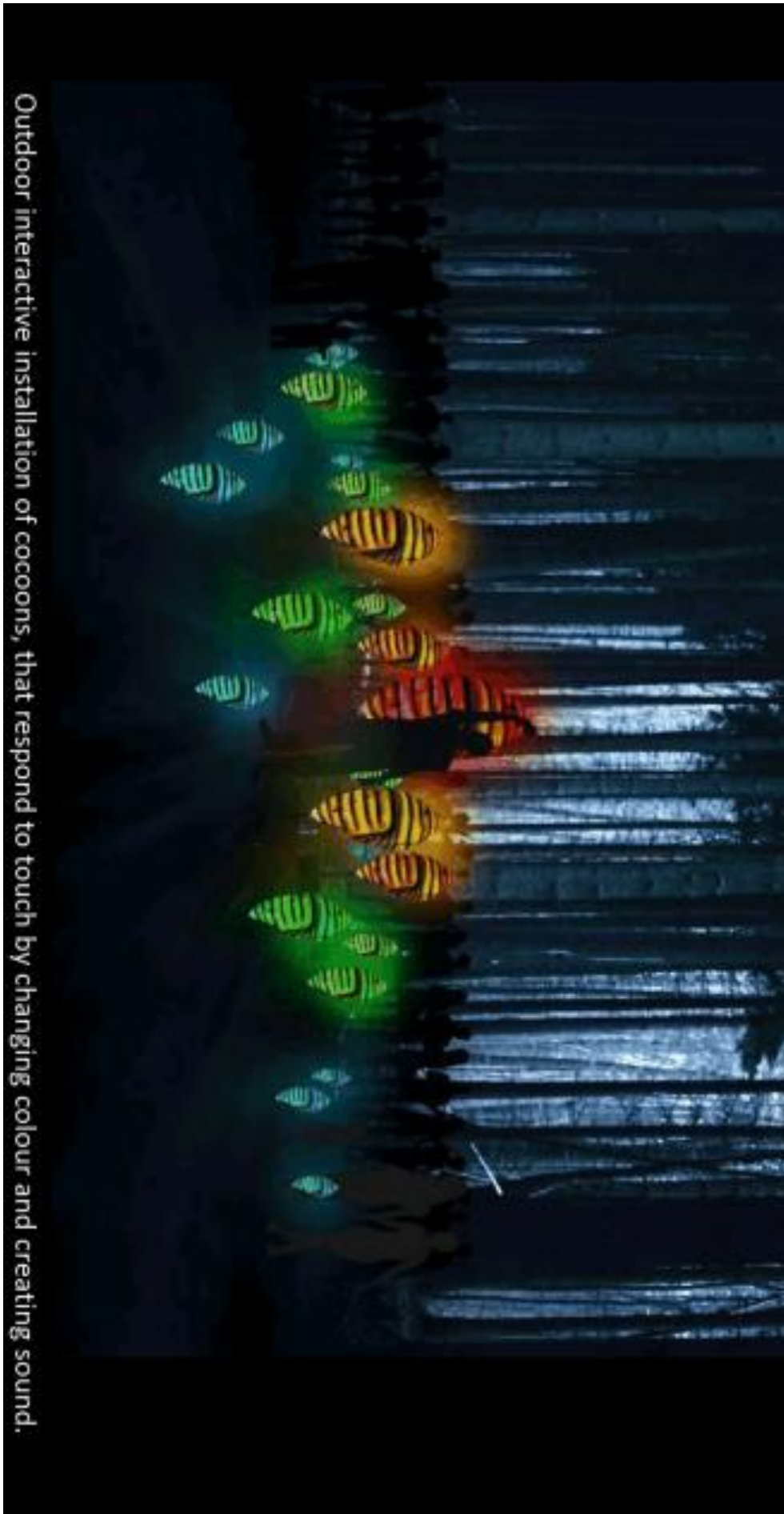
Council apologises for any inconvenience caused while these necessary works are completed.

Please contact City of Stonnington on 8290 1333 if you have any questions.

Item 14

Attachment 1 Attachment A Proposal A B - Example
Images





Outdoor interactive installation of cocoons, that respond to touch by changing colour and creating sound.



SowinskiCullen and Associates



Proposal B

Architectural Lighting Treatment

ELECTROLIGHT

Electrolight is a design studio dedicated to making a difference through light.

Founded in Melbourne in 2004, the practice has grown to include studios in Sydney, San Francisco and London.

"Sculptors of light and curators of the visual realm, we draw talent from the best creative minds in the design industry. We leverage technology so that our practice transcends geographic borders; our team is united by a belief that our work makes a difference."





