



Ordinary Council Meeting Agenda

Monday 23 November 2020 at 7 PM

**Main Hall, Malvern Town Hall
Corner Glenferrie Road & High Street Malvern**

Vision

Stonnington will be an inclusive, healthy, creative, sustainable and smart community.

Council's vision will be implemented through four key pillars:

- **Community:** An inclusive City that enhances the health and wellbeing of all residents, where people can feel safe, socially connected and engaged.
- **Liveability:** The most desirable place to live, work and visit.
- **Environment:** A cleaner, safer and better environment for current and future generations to enjoy.
- **Economy:** A City that will grow its premier status as a vibrant, innovative and creative business community.

These pillars reflect the shared priorities of our community and Council, and are consistent with our history and vision for a liveable future. For each pillar, there is a framework for our strategies, actions and measures which outline the key services and projects to be delivered to our community. The Strategic Resource Plan sets out how Council will provide the resources needed to implement strategies and actions within the Council Plan.

Councillors

Cr Jami Klisaris
Cr Alexander Lew
Cr Polly Morgan
Cr Marcia Griffin
Cr Kate Hely
Cr Matthew Koce
Cr Melina Sehr
Cr Mike Scott
Cr Nicki Batagol

Chief Executive Officer

Jacqui Weatherill

Reconciliation Statement

We acknowledge that we are meeting on the traditional land of the Boonwurrung and Wurundjeri people and offer our respects to the elders past and present. We recognise and respect the cultural heritage of this land.

Affirmation Statement

We are reminded that as Councillors we are bound by our Oath of Office to undertake the duties of Councillor in the best interests of the people of the City of Stonnington and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in us under the Local Government Act and any other relevant Act.

Welcome

Welcome to a Stonnington City Council meeting. The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. These meetings are an important way to ensure that the democratically elected Councillors work for the community in a fair and transparent way. Council business is conducted in accordance with Part C – Meeting Procedure section of Council’s Governance Rules.

Councillors carry out the functions, powers, authorities and discretions vested with them under the **Local Government Act 2020**, and any other relevant legislation. Councillors impartially perform the Office of Councillor duties, in the best interests of the City of Stonnington residents, to the best of their skills and judgement.

Councillors must formally declare their conflicts of interest in relation to any items listed on the agenda at the start of the meeting and immediately prior to the item being considered, in accordance with Part 6 – Council integrity, Division 2 – Conflict of Interest of the Act.

About this meeting

The agenda, as specified in Stonnington’s Governance Rules, lists of all the items to be discussed. Each report is written by a Council Officer and outlines the purpose of the report, relevant information and a recommended decision for Councillors. Council will consider the report and either accept, reject or make amendments to the recommendation. Council decisions are adopted if they receive a majority vote from the Councillors at the meeting.

Live webcasting

Council meetings are broadcast live via Council’s website, allowing those interested to view proceedings without needing to attend the meeting. This gives people who are unable to attend, the ability to view Council decisions and debate. A recording of the meeting is available on our website after the meeting (usually within 48 hours). Only Councillors and Council officers are visible. People in the public gallery will not be filmed, but if you speak, you will be recorded.

Members of the gallery

If you choose to attend a Council Meeting as a member of the public gallery, you should note the role of the Chairperson (usually the Mayor) and your responsibilities under the City of Stonnington Governance Rules – Division 8 – Questions to Council from Members of the Public, Division 12 – Recording of Proceedings and Division 13 Behavior.

Your cooperation is appreciated. We hope you enjoy the meeting.

Stonnington City Council

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1 Reading of the Reconciliation Statement and Affirmation Statement

2 Introductions

3 Apologies

4 General Business

4.1 Declaration of Oath or Affirmation of Office

Acting Executive Manager Governance & Integrity: Bill Warne

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To note Councillor's Oath of Office as taken in accordance with section 30 Local Government Act 2020 at a ceremony held on Monday 9 November 2020.

Officer Recommendation

That the oath and/or affirmation of office as taken by the following Councillors on Monday 9 November 2020 as shown in Attachment 1 be recorded in the minutes of this Council meeting.

Cr Jami Klisaris

Cr Alexander Lew

Cr Polly Morgan

Cr Marcia Griffin

Cr Kate Hely

Cr Matthew Koce

Cr Melina Sehr

Cr Mike Scott

Cr Nicki Batagol

Executive Summary

A Councillor is not capable of undertaking the role of Councillor until they have taken the oath or affirmation of office. Councillors took the oath and/or affirmation of office and at a ceremony held on Monday 9 November 2020 before the Chief Executive Officer. Signed declarations are attached which were signed and dated before the Chief Executive Officer.

Councillors also declared in their oath or affirmation to abide by the Councillor Code of Conduct and uphold the standards set out in the Councillor Code of Conduct on Monday 9 November 2020.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

1. Councillors Oath or Affirmation of Office [4.1.1 - 9 pages]



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Jami Klisaris, swear under God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."

.....
Cr Jami Klisaris

Declared at Malvern on
9 November 2020 before me

.....
Jacqui Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Alexander Michael Charles Lew, swear under God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."


.....
Cr Alexander Michael Charles Lew

Declared at Malvern on
9 November 2020 before me


.....
Jacqui Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Pollyanna Jane Louise Morgan, affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."


.....
Cr Pollyanna Jane Louise Morgan

Declared at Malvern on
9 November 2020 before me


.....
Jacquie Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Marcia Anne Griffin, swear under God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."


.....
Cr Marcia Anne Griffin

Declared at Malvern on
9 November 2020 before me


.....
Jacqui Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Katherine Alexandra Hely, affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."


.....
Cr Katherine Alexandra Hely

Declared at Malvern on
9 November 2020 before me


.....
Jacqui Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Matthew Koce, swear under God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."

A handwritten signature in black ink, appearing to read 'Matthew Koce', positioned above a dotted line.

.....
Cr Matthew Koce

Declared at Malvern on
9 November 2020 before me

A handwritten signature in black ink, appearing to read 'Jacquie Weatherill', positioned above a dotted line.

.....
Jacqui Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Melina Sehr, swear under God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."



.....

Cr Melina Sehr

Declared at Malvern on
9 November 2020 before me



.....
Jacquie Weatherill (Chief Executive Officer)



Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Mike John Scott, affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."

A handwritten signature in black ink, appearing to read 'Mike John Scott', written over a dotted line.

.....
Cr Mike John Scott

Declared at Malvern on
9 November 2020 before me

A handwritten signature in black ink, appearing to read 'Jacquie Weatherill', written over a dotted line.

.....
Jacqui Weatherill (Chief Executive Officer)

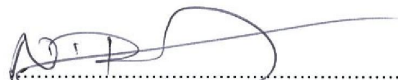


Councillor's Oath of Office - Local Government Act 2020, Section 30

"I, Nicole Tania Batagol, affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Stonnington City Council.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the **Local Government Act 2020** or any other Act to the best of my skill and judgment."


.....
Cr Nicole Tania Batagol

Declared at Malvern on
9 November 2020 before me


.....
Jacqui Weatherill (Chief Executive Officer)

4.2 Determination of Mayoral Term

Acting Executive Manager Governance & Integrity: Bill Warne

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To set the term of office of the Mayor.

Officer Recommendation

That Council APPROVE:

1. ***The Mayoral term as one (1) year.***

OR

2. ***The Mayoral term as two (2) years.***

Executive Summary

Under section 25 of the Local Government Act 2020 Councillors must elect a Councillor to be the Mayor at a meeting of the Council that is open to the public.

Section 26(3) of the Local Government Act 2020 provides that Council may resolve to elect a Mayor for a term of one (1) or two (2) years. This decision must be made before the Mayor is elected. Council has previously supported one-year Mayoral terms.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

Council must set a term for the Mayor in accordance with the Local Government Act 2020. There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.4 Determination of the office of Deputy Mayor

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To determine whether Council wishes to elect an office of Deputy Mayor.

Officer Recommendation

That Council APPROVE to establish an office of Deputy Mayor.

Executive Summary

Section 20A of the *Local Government Act 2020* allows a Council to establish an office of Deputy Mayor and requires that if a Council has established an office of Deputy Mayor, then the provisions of the *Local Government Act 2020* (relating to the office of Deputy Mayor) apply. Council may elect not to have the office of Deputy Mayor. The Deputy Mayor receives no additional allowance for this role.

The Deputy Mayor undertakes the mayoral role in the absence of the Mayor and also exercises the powers of the Mayoral office when the Mayor is unable for any reason to attend a Council meeting or incapable of performing the duties of office or the office of Mayor is vacant.

The Deputy Mayor is to be elected in the same manner as the election of Mayor.

In 2019/2020 the Council established the office of Deputy Mayor.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.5 Election of Mayor

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To outline the process for the election of the Mayor.

Officer Recommendation

That Councillor (name to be inserted) _____ be elected as the Mayor.

Executive Summary

Councillors must elect a Councillor to be the Mayor at a meeting that is open to the public.

The election of the Mayor must be done by a show of hands.

The election process is conducted by the Chief Executive Officer.

Council's *Governance Rules* (Part B) provide for the election of the Mayor to be in accordance with the following procedure:

- a) the CEO must invite nominations for the office of the Mayor; and***
- b) the nominations must be seconded by another Councillor.***

Once nominations have been received, the following process applies:

- a) if there is only one (1) nomination, the candidate nominated must be declared to be duly elected;***
- b) if there is more than one (1) nomination, the CEO, will invite the candidates to speak for three minutes in support of their nomination;***
- c) if there is more than one (1) nomination, the Councillors present at the meeting must vote for one of the candidates;***
- d) in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;***
- e) in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate.***

The Councillors present at the meeting must then vote for one of the remaining candidates;

- f) if one of the remaining candidates receives an absolute majority of the votes, they are duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;**
- g) in the event of two (2) or more candidates having an equality of votes and one of them having to be declared:**
- i. a defeated candidate; and**
 - ii. duly elected**
- the declaration will be determined by lot.**
- h) if a lot is conducted, the CEO will have the conduct of the lot and the following provisions will apply:**
- i) each candidate will draw one lot;**
 - i. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and**
 - ii. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected).**

Once elected, the Mayor must take the Chair.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

Council must elect a Mayor within one month of the swearing in ceremony accordance with the Local Government Act 2020. There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.6 Mayoral Address

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

For the elected Mayor to make an address to Council.

Officer Recommendation

That the Mayor make an address to Council

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.7 Election of Deputy Mayor

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To outline the procedure for the election of Deputy Mayor.

Officer Recommendation

That Councillor (name to be inserted) _____ be elected to the position of Deputy Mayor.

Executive Summary

The Deputy Mayor is to be elected in the same manner as the election of Mayor.

Councillors must elect a Councillor to be the Deputy Mayor at a meeting that is open to the public.

The election of the Deputy Mayor must be done by a show of hands.

The election process is conducted by the Mayor.

Council's *Governance Rules* (Part B) provide for the election of the Deputy Mayor to be the same procedure as used for the election of the Mayor. This process is outlined in the report regarding the election of Mayor.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.8 Deputy Mayoral Address

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

For the elected Deputy Mayor to make an address to Council if the Council has elected a Deputy Mayor.

Officer Recommendation

That the Deputy Mayor make an address to Council

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

Nil

4.9 Mayoral and Councillor Allowance

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To note the Mayoral and Councillor Allowances

Officer Recommendation

That Council:

- 1. NOTE the report on the Mayoral and Councillor allowances.**
- 2. Conduct a review of Mayoral and Councillor allowances in accordance with the provisions of the Local Government Act 1989.**

Executive Summary

The Minister for Local Government is required to annually review the current amount, limits and ranges of Mayoral and Councillor allowances to determine whether an adjustment factor should be applied.

The Minister has conducted the review and determined that this year no adjustment to allowances will be made in respect of all Councils.

Stonnington is a Category 3 Council.

The current allowances are shown below:

Mayoral Allowance: \$100,434 per annum

Councillor Allowance: \$31,444 per annum

Plus an equivalent of the Superannuation Guarantee (currently 9.5%)

These are the maximum levels payable.

Payment of Mayoral and Councillor allowances cannot exceed more than one month in advance.

The allowance framework under the Local Government Act 1989 continues until the Victorian Independent Remuneration Tribunal makes its first determination under the Local Government Act 2020. The Remuneration Tribunal has not yet been requested to make a determination and when it has, the Tribunal has six months to make a determination from the date requested. Consequently, Councils should plan to undertake their own review of allowances under s74(1) of the 1989 Act

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

1. Letter to Council CE O_ Annual Adjustment of Allowances 27102020 [4.9.1 - 1 page]



Department of Jobs, Precincts and Regions

GPO Box 4509
Melbourne,
Victoria 3001 Australia
Telephone: +61 3 9651 9999
DX 210074

Ref: BORG-2-20-7662
File:

Dear Chief Executive Officer

The Minister for Local Government is required to annually review the current amounts, limits and ranges of mayoral and councillor allowances to determine whether an 'adjustment factor' should be applied.

The Minister has conducted this review under section 73B of the *Local Government Act 1989* and determined that, this year, no adjustment to allowances will be made in respect of all councils.

The Minister had regard to the Victorian Premier's recent decision determining a zero per cent adjustment to Victorian Public Service executive remuneration for the 2020-21 financial year.

Councils will therefore continue to pay mayors and councillors the same allowance amounts that applied prior to the current general elections.

If you require further information, please contact Tim Presnell, Manager Governance and Integrity on 0430 247 472 or at tim.presnell@ecodev.vic.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Colin Morrison'.

Colin Morrison
Acting Executive Director
Local Government Victoria

Date: 27/10/2020

4.10 Future Council Meetings

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

- S1** The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

Council needs to schedule Council meeting dates for 2021.

Officer Recommendation

That Council:

- 1. APPROVE the scheduling of Council meetings and Councillor Briefing Sessions for 2021 in accordance with the dates shown in Attachment 1.**
- 2. NOTE Council meetings will be held at the Malvern Town Hall or “electronically” during a declared state of emergency or state of disaster in accordance with any relevant requirements.**
- 3. NOTE that the meeting schedule will be published on the Council website.**

Executive Summary

The *Local Government Act 2020* (LGA 2020) and Council's *Governance Rules* provide for the conduct of Council meetings. In particular, Rule 9 of the *Governance Rules* (which were adopted by Council on 31 August 2020) provides that Council must from time to time fix the date, time and place of all Council meetings.

Background

Council departments require direction to enable forward planning for the forthcoming year as the time-tabling for such matters as the progress of the budget, Council Plan or planning items to meet statutory deadlines is essential. It also assists Councillors in planning around their own commitments. The following meeting dates of Council and Councillor briefings are proposed for 2021. (Public holidays and school terms are included for information only). The calendar is adjusted, as is usual practice around public holidays.

It is proposed that Council meetings be held either in the Malvern Town Hall (Malvern Council Chamber) or electronically during a declared state of emergency or state of disaster in accordance with any relevant legislation and commence at 7:00pm.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

The Local Government Act 2020 and Council's Governance Rules require Council to fix the dates and time of future Council meetings.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

1. Proposed Council Meeting dates 2021 [4.10.1 - 4 pages]

Councillor Briefing Session & Ordinary Council Meetings Schedule 2021

Year & Date	Day	Time	Activity
2021			
26 January	Tuesday		Australia Day: Citizenship Ceremony Celebration.
27 January	Wednesday	6:00pm	Councillor Briefing (Confidential Briefing Session)
1 February	Monday	7:00pm	Council Meeting (open to the public)
8 February	Monday	6:00pm	Councillor Briefing (Confidential Briefing Session).
15 February	Monday	7:00pm	Council Meeting (Open to the public)
22 February	Monday	6:00pm	Councillor Briefing (Confidential Briefing Session)
1 March	Monday	7:00pm	Council Meeting (Open to the Public)
8 March	Monday		Labour Day Public Holiday
9 March	Tuesday	6:00pm	Councillor Briefing (Confidential Briefing Session)
15 March	Monday	7:00pm	Council Meeting (Open to the Public)
22 March	Monday	6:00pm	Councillor Briefing (Confidential Briefing Session)
29 March	Monday	7:00pm	Council Meeting (Open to the Public)
2 April	Friday		Good Friday. Term 1 Autumn school holidays commence.
5 April	Monday		Easter Monday.
6 April	Tuesday	6:00pm	No meeting Scheduled
12 April	Monday	6:00pm	Councillor Briefing

			(Confidential Briefing Session)
18 April	Sunday		Term 1 Autumn school holidays finish.
19 April	Monday	7:00pm	Council Meeting (Open to the public)
25 April	Sunday		Anzac Day Public Holiday.
26 April	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
3 May	Monday	7:00pm	Council Meeting (Open to the public)
10 May	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
17 May	Monday	7:00pm	Council Meeting (Open to the public)
24 May	Monday	6:00pm	Council Briefing (Confidential Briefing session)
31 May	Monday	6:00pm	No Meeting scheduled
7 June	Monday	7:00pm	Council meeting. (Open to the public)
14 June	Monday		Queen's Birthday Public Holiday.
15 June	Tuesday	6:00pm	Councillor Briefing (Confidential Briefing session)
21 June	Monday	7:00pm	Council meeting (Open to the public)
26 June	Saturday		Term 2 Winter school holidays commence.
28 June	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
5 July	Monday	7:00pm	Council Meeting
12 July			Term 2 Winter school holidays finish
12 July	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
19 July	Monday	7:00pm	Council Meeting (Open to the public)

26 July	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
2 August	Monday	7:00pm	Council Meeting (Open to the public)
9 August	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
16 August	Monday	7:00pm	Council Meeting (Open to the public)
23 August	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
30 August	Monday		No Meeting Scheduled
6 September	Monday	7:00pm	Council Meeting (Open to the public)
13 September	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
17 September			Term 3 Spring school holidays commence
20 September	Monday	7:00pm	Council Meeting (Open to the public)
27 September	Monday	6:00pm	Councillor Briefing Session (Confidential Briefing session)
3 October			Term 3 Spring school holidays finish
4 October	Monday	7:00pm	Council Meeting (Open to the public)
11 October	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
18 October	Monday	7:00pm	Council Meeting (Open to the public)
23 October	Friday		Friday before AFL Grand Final Public Holiday
25 October	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
1 November	Monday	7:00pm	Council Meeting (Open to the public)

2 November	Tuesday		Melbourne Cup Public Holiday
8 November	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
15 November	Monday	7:00pm	Council Meeting (Open to the public)
22 November	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
23 November	Tuesday	7:00pm	Election of Mayor Council Meeting (Open to the public)
29 November	Monday	7:00pm	Council Meeting (Open to the public)
6 December	Monday	6:00pm	Councillor Briefing (Confidential Briefing session)
13 December	Monday	7:00pm	Council Meeting (Open to the public)
17 December			Term 4 Summer school holidays
25 December			Christmas Day
26 December			Boxing Day

4.11 Council Committees, Delegates/Representatives

Chief Governance Officer: David Taylor

Linkage to Council Plan

Stewardship: Council will strive for excellence, ensuring that it has the capacity to deliver timely and efficient services to meet community needs and continually improve standards of service delivery.

S1 The City's capacity to deliver the objectives of the Council Plan is based on our service culture, people, good governance, business systems and technology, asset and risk management and responsible financial planning.

Purpose of Report

To confirm, determine or note the following:

- Councillor Representatives on Project Steering Committees
- Membership of the Audit & Risk Committee
- Metropolitan Local Governments' Waste Forum
- Municipal Association of Victoria (MAV) Delegate and substitute delegate
- Victorian Local Governance Association (VLGA) Representatives
- Representatives on other boards/committees as listed:
 - Stonnington Active Transport Group
 - Stonnington Disability and Access Committee
 - Ethnic Services Committee
 - Positive Ageing Committee
 - Stonnington History Committee
 - Prahran Mechanics Institute
 - Community Grants Working Group
 - IMAP (Inner Melbourne Action Plan)
 - Community Recovery Committee
 - Internal advisory committees (various)

Officer Recommendation

That Council:

1. ***NOTE that the Council can appoint Project Steering Committees for major projects e.g. Prahran Town Hall Redevelopment, and will consider these in early 2021. In the interim, the whole of Council will be informed about progress in relation to major projects.***

2. **APPOINTS until such time as Council resolves otherwise, Councillor membership of Council's Audit & Risk Committee shall be comprised in accordance with the table below:**

Audit Committee	Member(s)
Stonnington City Council Audit & Risk Committee <i>Former Delegate: Cr Koce & Cr Griffin</i>	Cr Cr, Mayor (substitute)

3. **APPOINTS until such time as Council resolves otherwise, Council's representative on external management Committees/boards shall be accordance with the table below:**

External Management Committees/Boards	Member(s)
Metropolitan Local Governments' Waste Forum <i>Former Delegate: Cr Hindle</i>	Cr
Municipal Association of Victoria (MAV) <i>Former Delegate: Cr Klisaris & Mayor as substitute.</i>	Cr Mayor, Cr (substitute)
Victorian Local Governance Association (VLGA) <i>Former Delegate: Cr Chandler</i>	Cr
Inner Melbourne Action Plan* <i>Former Delegate: Mayor of the Day</i>	Mayor of the Day

*Subject to change in 2021

4. **APPOINTS until such time as Council resolves otherwise, Councillor membership of Council's External Advisory Committees shall be accordance with the table below:**

External Advisory Committee	Member(s)
Stonnington Disability and Access Committee <i>Former Delegate: Cr Atwell</i>	Cr
Community Grants Working Group <i>Former Delegate: All Councillors</i>	Mayor (Cr) All Councillors
Ethnic Services Committee <i>Former Delegate: Mayor</i>	Mayor, Cr
Positive Ageing Committee <i>Former Delegate: Cr Davis</i>	Cr
Stonnington Active Transport Group (formerly Stonnington Cycling Reference Group) <i>Former Delegate: Cr Koce</i>	Cr

Stonnington History Committee <i>Former Delegate: Mayor</i>	Mayor, Cr
Community Recovery Committee (New Committee)	Cr (Chair) Cr (Deputy Chair)

5. APPOINTS that the until such time as Council resolves otherwise, Councillor to chair Council's internal advisory committees in accordance with the table below:

Internal Advisory Committee	Member(s)
Sustainability Advisory Committee (note: <i>includes Climate Action and Active Transport</i>)	Cr
Economic Development & Tourism Advisory Committee	Cr
Planning Advisory Committee	Cr
Community & Wellbeing Advisory Committee	Cr
Deliberative Engagement & Strategic Communications Advisory Committee	Cr

Background

Council currently have a range of committees, both advisory, steering and community based as well as representation on a number of external boards/committees/groups. Each year Council is required to nominate a Chair for each Committee and Councillor or staff representation for the external boards/committees/groups. See attachment 1 for a detailed list of the committees/groups.

The Inner Melbourne Action Plan (IMAP) is a collaborative partnership between the cities of Melbourne, Port Phillip, Stonnington, Yarra and Maribyrnong. These Councils work together to strengthen the liveability, attraction and prosperity of the region through strong advocacy and cooperation.

Member Councils are represented by the Mayor and CEO, IMAP partners with relevant Government Departments and agencies.

COMMITTEE/GROUP	MEETING CYCLE	APPOINTMENTS
Audit & Risk Committee	Meets quarterly in the months of February, May, August and November at 4:30pm	Chair: Bruce Potgieter 1 year term - 17 Feb 2020 expires 30 April 2021 Deputy: David Ashmore 3 year term - 01 Oct 2018 expires 30 Sept 2021 Independent Member: Bev Excell 3 year term – 17 Feb 2020 expires 17 Feb 2023 Two Councillor representatives: (Mayor as substitute)

Metropolitan Local Governments' Waste Forum	Meets bi-monthly at 6.15pm on a Thursday at a city location	Representative: Cr
Municipal Association of Victoria (MAV)	Attendance required at 2 State Council Meetings per year and Annual Conference	Representative: Cr Substitute: Mayor of the Day
Victorian Local Governance Association (VLGA)	Holds monthly 'Leading Edge' forums (except for January) on a Thursday at 6pm. Meetings held at VLGA offices, 60 Leicester Street, Carlton – all Councillors are welcome to attend.	Representatives: All Councillors (for noting)
Stonnington Active Transport Group (formerly Stonnington Cycling Reference Group)	Meets quarterly on a Wednesday at 6pm at the Depot	Two (2) Councillor Representatives (one as Chair)
Stonnington Disability & Access Committee	Meets quarterly on a Tuesday in the Council Chambers, Malvern Town Hall from 5.30-7.00pm.	One (1) Councillor Representatives (who will Chair the meeting)
Ethnic Services Committee	Meets quarterly on a Thursday in the Banquet Hall at Malvern Town Hall (from 10 – 11.30am)	One (1) Councillor Representatives (who will Chair the meeting)
Positive Ageing Committee	Meets quarterly	One (1) Councillor Representatives (who will Chair the meeting)
Stonnington History Committee	Meets twice a year (March and November) in the Stonnington History Centre	One (1) Councillor Representatives (who will Chair the meeting)
Prahran Mechanics Institute	Bi-monthly meetings, usually a Wednesday or Thursday (4.30pm), Prahran Mechanics Library, 140 High Street	Delegate: Mayor,
Community Grants Working Group	Meets as required, usually a Wednesday or Thursday (6:00pm)	Mayor as Chair (All Councillors)
IMAP (Inner Melbourne Action Plan Committee)	Delegated Committee under the Local Government Act 2020. Currently meets quarterly on a Friday (8:00am)	Mayor required to attend all meetings
Community Recovery Committee	Membership will include two Councillors in Chair and Deputy-Chair roles, Municipal Recovery Manager (ex officio), and up to 14 independent members, including two selected via an EOI process.	Two (2) Councillors
Internal Advisory Committee	Quarterly meetings at a time that is suitable for Chair. Chaired by one Councillor. Open to all Councillor to attend.	Chaired by nominated Councillor. All Councillors members and can attend.

Governance Compliance

Policy Implications

There are no policy implications associated with this report.

Financial and Resource Implications

There are no financial and resource implications associated with this report.

Conflicts of Interest Disclosure

No Council Officer and/or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Legal / Risk Implications

There are no legal / risk implications relevant to this report.

Stakeholder Consultation

There was no requirement for external stakeholder consultation in this proposal.

Human Rights Consideration

Complies with the Charter of Human Rights & Responsibilities Act 2006.

Attachments

1. Council Committees External Committees Boards Groups 2020 [4.11.1 - 5 pages]

Council Committees / External Boards / Committees / Groups

Steering Committees

Council currently has the following Steering Committees:

- Prahran Town Hall Redevelopment Steering Committee
- Multi-Purpose Sport and Recreation Facility – Percy Treuvaud Memorial Park Steering Committee

Steering Committees provide strategic oversight and direction for significant community infrastructure projects. They are an informal governance arrangement governed by project-specific 'Charters' that allow Councillor ongoing involvement in finalising project design responses. As such, it is preferable that Councillor representatives remain for the life of the project.

Community Recovery Committee

The City of Stonnington Community Recovery Committee is being formed in response to the COVID-19 pandemic event. The committee will identify and implement strategies and plans to achieve key recovery goals, which may include new and refocused grant streams plus targeted programs, partnerships and advocacy to:

- decrease incidence of family violence
- rebuild strength and social connection for older residents
- support our community to reconnect and safely participate in community life
- encourage residents to live actively to improve health and wellbeing
- develop strategies to address homelessness and rough sleeping
- support community members experiencing financial hardship
- re-engage young people with school and learning
- embed tolerance and acceptance
- decrease harm from alcohol, drugs and gambling.

The membership of the Community Recovery Committee has been designed to reflect the demography and interests of the Stonnington community. Membership will include two Councillors in Chair and Deputy-Chair roles, Municipal Recovery Manager (ex officio), and up to 14 independent members, including two selected via an EOI process.

Representatives include residents from the following cohorts:

- All age cohorts and life stages
- Socio-economically disadvantaged communities
- People living with disability (Stonnington Disability and Access Committee)
- Culturally and linguistically diverse communities
- Environmental representative
- Welfare and emergency relief support
- Arts & Cultural community
- Rotary Club

Audit & Risk Committee

External independent members were appointed to the Audit Committee as follows:

- Mr Bruce Potgieter as Independent Member/Chair effective 1 July 2016 and concluding 30 April 2020 (Council resolution 7 March 2016).
- Mr David Ashmore as an Independent Member/Deputy Chair effective 1 October 2018 and concluding on 30 September 2021 (Council resolution 23 July 2018).
- Bev Excell additional Independent Member concluding on 7 February 2023 (Council resolution 25 November 2019)

The Committee structure also requires two Councillor Representatives. The Audit & Risk Committee is an Advisory Committee under the Local Government Act.

Metropolitan Local Governments' Waste Forum

The Metropolitan Local Governments' Waste Forum (the Forum) acts as a conduit for advice and consultation between the Metropolitan Waste and Resource Recovery Group (MWRRG) and metropolitan councils on waste management and resource recovery. The Forum consists of a Councillor (voting member) and a Council officer (as a technical advisory non-voting member) from each of the 31 metropolitan councils. The MWRRG is a Victorian State Government Statutory Body responsible for coordinating and facilitating the delivery of waste management and resource recovery across metropolitan Melbourne.

The MWRRG works with Melbourne's 31 metropolitan councils to plan, coordinate and facilitate their procurement of waste management and resource recovery services. MWRRG encourages joint efforts to reduce waste generation, maximise the sustainable recovery of materials from waste for reuse, recycling and reprocessing, and to minimise costs through economies of scale. All these efforts are geared towards minimising the damage to the environment caused by waste disposal. Assistance provided by MWRRG to Councils includes:

- advising on best practice guidelines in municipal waste management and resource recovery technologies
- coordinating education and awareness-raising programs for the community
- commissioning and undertaking research into municipal waste management and resource efficiency
- assisting metropolitan councils procure waste management services from waste service providers
- managing contracts and arrangements between metropolitan councils and the providers of waste management services and facilities to those metropolitan councils
-
- assessing the need for and planning for municipal waste management infrastructure and landfills in metropolitan Melbourne.

Through an electoral process four members (Councillors) are nominated to be appointed to the Board of the MWRRG by the 31 metropolitan councils via the Metropolitan Local Governments' Waste Forum.

Municipal Association of Victoria (MAV)

The Municipal Association of Victoria (MAV) is incorporated by an Act of State Parliament. The Municipal Association Act 1907 defines its purpose (to promote the efficient carrying out of municipal government throughout the State of Victoria and of watching over and protecting the interests rights and privileges of municipal corporations), sets out how the Association will operate and empowers members to make rules to further clarify its role and processes. The State Council is the governing body. It is made up of all the representatives of the member Councils. The role of the Association is to:

- represent and advocate for local government interests;
- establish and maintain alliances with key stakeholders;
- respond to arising issues;
- mediate, facilitate and advise;
- lead sector development;
- support councillor development;
- host and facilitate educational and training events;
- provide collaborative procurement opportunities;
- provide insurance services.

Victorian Local Governance Association (VLGA)

The Victorian Local Governance Association is a not for profit and independent membership-based organisation. The purposes of the Association are as follows:

- to be a peak body for Councils;
- to protect, advance and advocate for the importance of the role of effective local government;
- to support and assist Councillors to do their job well;
- to provide resources, information and education, and undertake projects to support good governance and leadership; and
- to be a sustainable, focused and values driven organisation.

The Victorian Local Governance Association's recently amended its Constitution to make provision for all Councillors of a member council to become VLGA representatives (each entitled to attend, speak and vote at general meetings on behalf of the member council).

Stonnington Cycling Reference Group

The aim of the Reference Group is to oversee, plan and provide for a logical, safe, connected cycling system to encourage participation in cycling, connect to major destinations, and highlight points of interest and amenity features of the City by:

- Providing the opportunity for input into the planning and provision of cycling infrastructure in Stonnington; and
- Informing Council on issues to assist decision making in relation to policy, program and service delivery for cycling.

The Group comprises a maximum of three community members, two Councillors (one as Chair), and two Council Officers. The Group is not a decision making body and has no formal authority or delegated powers. The Stonnington Cycling Reference Group will:

- Contribute to the development and implementation of the Stonnington Cycling Strategy, as appropriate;
- Provide input into specific cycling initiatives, including programs and infrastructure planning and development;
- Provide information on general issues pertaining to the achievement of cycling objectives within the City of Stonnington; and,
- Ensure that cycling initiatives and programs are developed that achieve a balanced outcome having regard to Council Plan priorities, other stakeholder/community interests and the current urban environment.

Stonnington Disability and Access Committee

The Stonnington Disability and Access Committee is made up of local people with disability, disability sector organisations and others with an involvement or interest in disability access matters. Membership of the Stonnington Disability and Access Committee is open to all Councillors who wish to attend its meetings. Functions and scope of operation:

- Provide advice and feedback on relevant Council policy, protocol and programs, including Council's disability action plan;
- Provide strategic leadership in advocating for improved access and inclusion on behalf of Stonnington ratepayers, residents, and visitors;
- Promote awareness of access and inclusion issues, both within Council and the wider Stonnington community;
- Identify systemic discrimination and providing advice to Council officers to assist them in dealing with such matters; and
- Provide responses to questions from Council on access and inclusion matters.

Ethnic Services Committee

This Committee was established by Council to improve dialogue with local culturally and linguistically diverse (CALD) communities. The Committee is comprised of local ethnic service organisations, members from mainstream community organisations and clubs, Council staff, a Councillor representative. Previously the Committee was chaired by the Director of the New Hope Foundation. On 1 October 2017, the New Hope Foundation merged with Dutch Care to become MiCare. MiCare will continue to provide the range of settlement support services and community services for multicultural communities in Stonnington, as well as providing opportunities for residential care and ethno-specific community centres.

Discussions were held with MiCare to determine the best way to chair future meetings. A proposal to have the Councillor Representative chair the meeting was agreed to by officers and representatives of MiCare and the Terms of Reference were updated to reflect this change.

The Committee allows Council to have strong networks with culturally and linguistically diverse communities and provides opportunities for Stonnington residents from CALD backgrounds to inform Council on matters relating to CALD issues.

The Committee provides opportunities for CALD communities to participate and provide input into the planning, coordination and delivery of culturally responsive Council services.

Positive Ageing Committee

The primary goal of the Positive Ageing Committee is to provide Council with advice on matters relating to senior people living, working, studying or visiting the City of Stonnington. Committee members will also provide feedback on the progress of the Positive Ageing Strategy 2018-2021. The Committee will consequently promote and encourage an age-friendly society.

Membership will consist of a Councillor as Chair, Manager Aged , Diversity and Community Planning, and up to nine independent members consisting of three local residents and six representatives from local agencies, community organisations or groups who have a focus on the provision of programs for older people in the City of Stonnington.

A combination of local residents and service providers will ensure that feedback from the Committee is both reflective of community opinion and significant. Membership of the Positive Ageing Committee is open to all Councillors who wish to attend its meetings.

Stonnington History Committee

The Stonnington History Committee is an advisory group which brings together the skills, knowledge and enthusiasm of those wanting to protect Stonnington's heritage. The Committee participates in matters relating to history in which Council may be involved and provides general input into activities of an historical nature.

Functions and scope of operation:

- Foster communication and partnership between the historical societies, the Stonnington History Centre, Council and the community.
- Promote and encourage partnerships to foster collaboration between historical organisations to optimise potential for joint projects and funding.
- Ensure the ongoing relevance and importance of local and indigenous history within the City of Stonnington.

Prahran Mechanics Institute (PMI)

The PMI has had a long association with Council, firstly with the municipality of Prahran (from 1900-1996 the Mayor of Prahran was PMI President and four ward Councillors also sat on the PMI committee). It is a requirement of the PMI Act No 1617 to have one representative from Council. The main function of the PMI is the Victorian History Library and all other activities of the library relate to Victorian history (publishing, lectures, historic films, family history seminar, displays, etc.). The day to day operation of the library and related activities are carried out by professionally qualified staff.

The committee is required to meet at least six times per year. The main functions of the committee are the management of properties and investments, the overseeing of library operations, and consultation with and instructions to the Secretary Librarian for the overall administration of the PMI.

