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Council Meeting - Minutes

Held on Tuesday 22 November 2022

Council Chamber, Malvern Town Hall



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The meeting commenced at 7:00pm

Councillors Present:

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

Apologies:

Nil

Council Officers Present:

Rick Kwasek	Acting Chief Executive Officer
Cath Harrod	Director Community & Wellbeing
Simon Holloway	Acting Director Environment & Infrastructure
Julia Gallace	Chief Financial Officer
David Thompson	Executive Manager Legal & Governance
Jane Wright	Acting Manager Communications & Engagement
Judy Hogan	Civic Support Officer
Loren Lawford	Executive Assistant Mayor & Councillors

In accordance with the Local Government Act 2020 and the Governance Rules, the Acting Chief Executive Officer chaired the meeting pending the election of the Mayor.

1 Reading of the Statement of Reconciliation

The Acting Chief Executive Officer, Rick Kwasek read the following Statement of Reconciliation:

We acknowledge we are meeting on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations and pay our respect to their Elders past, present and emerging.

We extend that respect to all Aboriginal and Torres Strait Islander peoples. We acknowledge their living connection to Country, relationship with the land and all living things extending back tens of thousands of years.

2 Introduction of Councillors & Executive Staff

The Acting Chief Executive Officer introduced the Councillors and the Council Officers present.

3 Apologies

There was no apologies for the meeting.

4 Disclosure of Conflicts of Interest

There were no declarations of conflict of interests.

5 Business

5.1 Election of Mayor

Length of Term: Mayor

MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Polly Morgan

That the Council resolve that the Mayor be elected for a one (1) year term.

Carried

Election of Mayor

The Acting Chief Executive Officer called for nominations for the position of Mayor of the City of Stonnington for 2022-23.

Cr Melina Sehr nominated Cr Jami Klisaris for the position of Mayor of the City of Stonnington for 2022-23.

Cr Mike Scott seconded the nomination of Cr Jami Klisaris.

Cr Jami Klisaris accepted the nomination.

Cr Alexander Lew nominated Cr Marcia Griffin for the position of Mayor of the City of Stonnington for 2022-23.

Cr Kate Hely seconded the nomination of Cr Marcia Griffin.

Cr Marcia Griffin accepted the nomination.

The Acting Chief Executive Officer asked if there were any further nominations.

There were no further nominations.

The Acting Chief Executive Officer invited Councillors nominated, Cr Jami Klisaris and Cr Marica Griffin to speak in support of their nomination.

Cr Jami Klisaris spoke.

Cr Maricia Griffin spoke.

The Acting Chief Executive Officer asked Councillors to vote by show of hands for candidate, Cr Jami Klisaris.

Following the show of hands, Cr Jami Klisaris receiving an absolute majority of the votes was elected as Mayor of the City of Stonnington for 2022-23.

The Mayor, Cr Jami Klisaris was then assisted into the Mayoral Robes and Chain and assumed the seat as Chair for the meeting.

5.2 Election of Deputy Mayor

Length of Term: Deputy Mayor

MOTION:

MOVED: Cr Mike Scott

SECONDED: Cr Matthew Koce

That the Council resolve that the Deputy Mayor be elected for a one (1) year term.

Carried

Election of Deputy Mayor

The Mayor, Cr Jami Klisaris called for nominations for the position of Deputy Mayor of the City of Stonnington for 2022-23.

Cr Polly Morgan nominated Cr Melina Sehr for the position of Deputy Mayor of the City of Stonnington for 2022-23.

Cr Alexander Lew seconded the nomination.

Cr Melina Sehr accepted the nomination.

Cr Kate Hely nominated Cr Nicki Batagol for the position of Deputy Mayor.

Cr Mike Scott seconded the nomination.

Cr Nicki Batagol accepted the nomination.

The Mayor, Cr Jami Klisaris asked if there were any further nominations.

There were no further nominations.

The Mayor, Cr Jami Klisaris invited Councillors nominated, Cr Melina Sehr and Cr Nicki Batagol to speak in support of their nomination.

Cr Melina Sehr spoke.

Cr Nicki Batagol spoke.

The Mayor, Cr Jami Klisaris asked Councillors to vote by show of hands for candidate, Cr Melina Sehr.

Following the show of hands, Cr Melina Sehr receiving an absolute majority of the votes was elected as Deputy Mayor of the City of Stonnington for 2022-23.

5.3 2023 Schedule of Fixed Council Meetings

MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Matthew Koce

That the Council resolve:

- 1. To ADOPT the schedule of fixed Council meetings for 2023, (refer Attachment 1), and publish the details of the fixed Council meetings on the Council website.***
- 2. To CONDUCT the 2023 fixed Council meetings and any Unscheduled or Special meetings:***
 - a. partially in person and partially by electronic means; but if all Councillors attend in person then***
 - b. wholly in person; but if no Councillor attends in person and five or more Councillors request to attend by electronic means then***
 - c. wholly be electronic means.***

Carried

5.4 Councillor Appointments for 2022-2023

External Management Committees/Boards

MOTION:

MOVED: Matthew Koce

SECONDED: Nicki Batagol

That the Council resolve to APPOINT Council's representatives on External Management Committees/Boards in accordance with the table below:

External Management Committees/Boards	Councillor(s)
Municipal Association of Victoria (MAV)	Mayor, Cr Jami Klisaris Cr Polly Morgan (substitute)
Victorian Local Governance Association (VLGA)	All Councillors
M9	Mayor, Cr Jami Klisaris
Eastern Alliance for Greenhouse Action (EAGA)	Cr Kate Hely

Carried

External/Internal Advisory Committees

MOTION:

MOVED: Matthew Koce

SECONDED: Nicki Batagol

That the Council resolve to APPOINT Councillor membership of Council's External/Internal Advisory Committees in accordance with the table below:

External/Internal Advisory Committee	Councillor(s)
Stonnington Community Recovery Committee	Chair: Cr Matthew Koce Deputy Chair: Cr Marcia Griffin
Transport Advisory Committee (previously known as the Cycling Reference Group and the Active Transport Committee)	Chair: Cr Mike Scott
Stonnington Disability and Inclusion Committee	Cr Polly Morgan
Stonnington LGBTIQA+ Advisory Committee	Cr Mike Scott
Reconciliation Action Plan Advisory Committee	Chair: Cr Nicki Batagol

Carried

Internal Advisory Committees and Project Steering Committees

MOTION:

MOVED: Matthew Koce

SECONDED: Nicki Batagol

That the Council resolve to APPOINT Councillor membership and Councillors to chair Council's Internal Advisory Committees and Project Steering Committees in accordance with the table below:

Internal Advisory Committee and Project Steering Committee	Councillor(s)
Community Grants Working Group	Chair: Mayor, Cr Klisaris All Councillors
Volunteer Awards Evaluation Panel	Chair: Mayor, Cr Jami Klisaris All Councillors

Percy Treyvaud Memorial Park Steering Committee	Chair: Mayor, Cr Jami Klisaris Cr Matthew Koce Cr Polly Morgan
Prahran Town Hall Redevelopment Steering Committee	Chair: Deputy Mayor, Cr Melina Sehr Cr Matthew Koce Cr Mike Scott
Transformation Councillor Reference Group	Cr Nicki Batagol Deputy Mayor, Cr Melina Sehr
Toorak Park Redevelopment Steering Committee	Chair: Cr Nicki Batagol Cr Marcia Griffin Cr Polly Morgan
Economic and Place Development Committee	Chair: Cr Kate Hely Deputy Chair: Cr Marcia Griffin

Carried

Audit and Risk Committee

MOTION:

MOVED: Cr Matthew Koce

SECONDED: Cr Marcia Griffin

That the Council resolve to APPOINT Councillor membership of Council's Audit & Risk Committee in accordance with the table below:

Audit & Risk Committee	Councillor(s)
Stonnington City Council Audit & Risk Committee	Cr Sehr, Deputy Mayor Cr Polly Morgan Cr Nicki Batagol

Carried

Note – Cr Alexander Lew abstained from voting on this Item.

Stonnington History Committee

The Mayor, Cr Jami Klisaris called for nominations for the Stonnington History Committee.

There were no nominations.

Climate Emergency Advisory Committee

MOTION:

MOVED: Cr Kate Hely

SECONDED: Cr Alexander Lew

That the Council resolve to APPOINT Councillor membership of Council's Climate Emergency Advisory Committee in accordance with the table below:

Internal Advisory Committee and Project Steering Committee	Councillor(s)
Climate Emergency Advisory Committee	Chair: Cr Kate Hely Deputy Chair: The Mayor, Cr Jami Klisaris

Carried

Chapel Street Transformation Steering Committee

MOTION:

MOVED: Cr Matthew Kocce

SECONDED: Cr Marcia Griffin

That the Council resolve to APPOINT Councillor membership of Council's Chapel Street Transformation Steering Committee in accordance with the table below:

Internal Advisory Committee and Project Steering Committee	Councillor(s)
Chapel Street Transformation Steering Committee	Chair: Cr Matthew Kocce The Mayor, Cr Jami Klisaris Cr Nicki Batagol Cr Kate Hely

Carried

The Mayor, Cr Jami Klisaris made the following address.

Now that we have reached the end of our agenda, I would like to say a few words. Firstly, I would like to thank the majority of Councillors for instilling your trust and faith in me to serve another year as Mayor. I would also like to congratulate Cr Sehr on being elected as Deputy Mayor.

As a 19 year old, when I first thought about standing for council way back in 2012, I could never imagine that I would still be here 10 years later, let alone that I would be serving a third term as Mayor.

I have lived in Stonnington for almost my entire life, the love and passion that I have for this area and community runs deep, therefore it is not lost on me how incredibly special it is to lead this community for another year. It is a great honour and as I said earlier, I will give everything to the role so that we can be a productive council that continues to make great decisions for the community we serve.

This year we have delivered a number of great projects including the Harold Holt dive tower restoration, a new dedicated dog park at Thomas Oval, the Hobson St pocket park, upgraded facilities at Ferrie Oval and Como Park, opened a new Headspace in Malvern as well as purchased more land to turn into open space.

We have a number of projects currently underway as well and I would like to specifically mention the new sport facilities that are being built at the Percy Treyvaud Memorial Park. As many know, I have been a keen advocate for more sporting facilities for our women and girls to increase their ability to play sport in Stonnington. When I was elected as Mayor last year I expressed excitement at the thought of the new sport facilities, including the 4 court stadium for netball and basketball, commencing construction.

I am overjoyed that construction really did begin earlier this year and that we will see these new facilities up and running in the next year or so - although not without its challenges, it has been great to contribute to this project from the very beginning and to see this facility open during this term of council, which is a testament to the leadership shown by many around this table.

There are many other matters that we as Councillors will need to turn our minds to in 2023, including formulating the next budget, recruiting for a new CEO, establishing strong relationships with our State and Federal MP's, all while ensuring that we continue to offer a high level of service to our community and deliver projects on time and on budget.

As Mayor, I look forward to seeing what we can achieve together and am excited for what 2023 holds for us.

As we head towards the end of 2022, I hope that everyone takes some time to reflect on the year that we have had. We can all find ways to improve and serve our community better, and after recent media interest in council and councillor conduct, I sincerely hope that improvements are made and that our obligations under the Code of Conduct are taken seriously. After all, our community wants to see us engage, participate in decisions, keep personal and political agendas outside the chamber, and stick to our morals and values.

Before wrapping up, I would like to acknowledge my family and my fiancé Michael. The unwavering support that I receive from you makes all the difference in ensuring that I can bring my whole self to council and serve the community to the fullest of my abilities.

I would also like to acknowledge Cr Sehr, who has provided an incredible amount of support to me and all Councillors this year, thank you for your guidance not only throughout this year, but throughout my entire time on Council. Your level of knowledge about council and the community is so impressive and I'm grateful that you will continue to serve as Deputy Mayor.

Thank you.

Cr Melina Sehr then addressed the meeting.

Councillors then congratulated both the Mayor, Cr Jami Klisaris and the Deputy Mayor, Cr Melina Sehr.

The meeting concluded at 7:46pm.

Confirmed on 12 December 2022.

.....
CR JAMI KLISARIS, MAYOR



Council Meeting - Minutes

Held on Monday 28 November 2022

**Council Chamber, Malvern Town Hall
Corner Glenferrie Road & High Street Malvern**



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The meeting commenced at 7:00pm

Councillors Present:

Cr Jami Klisaris, Mayor
Cr Melina Sehr, Deputy Mayor
Cr Nicki Batagol
Cr Kate Hely
Cr Matthew Koce
Cr Alexander Lew
Cr Polly Morgan

Apologies:

Cr Mike Scott (Leave of Absence)
Cr Marcia Griffin (Leave of Absence)

Council Officers Present:

Rick Kwasek	Acting Chief Executive Officer
Annaliese Battista	Director Planning & Place
Cath Harrod	Director Community & Wellbeing
Simon Holloway	Acting Director Environment & Infrastructure
David Thompson	Executive Manager Legal & Governance
Julia Gallace	Acting Director Organisation Capability
Mat Burke	Manager Corporate Strategy & Performance
Judy Hogan	Civic Support Officer
Loren Lawford	EA Mayor & Councillors

1 Reading of the Statement of Reconciliation

The Mayor, Cr Jami Klisaris read the following Statement of Reconciliation:

We acknowledge we are meeting on the Traditional Lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the East Kulin Nations and pay our respect to their Elders past, present and emerging.

We extend that respect to all Aboriginal and Torres Strait Islander peoples. We acknowledge their living connection to Country, relationship with the land and all living things extending back tens of thousands of years.

2 Reading of the Statement of Commitment

The Mayor, Cr Jami Klisaris read the following Statement of Commitment:

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.

3 Introduction of Councillors & Executive Staff

The Mayor, Cr Jami Klisaris then introduced the Councillors and the Acting Chief Executive Officer introduced the Council officers present.

4 Apologies

The Mayor, Cr Jami Klisaris informed the meeting that Cr Mike Scott was an apology for the meeting and had previously been granted a leave of absence.

The Mayor, Cr Jami Klisaris then informed the meeting that Cr Marcia Griffin was an apology for the meeting.

PROCEDURAL MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Polly Morgan

That the apology received from Cr Marcia Griffin for non-attendance at the Council Meeting of 28 November 2022 be accepted and leave of absence granted.

Carried

5 Confirmation of the Minutes of the previous meeting

5.1 Minutes of the Council Meeting held on 14 November 2022

MOTION:

MOVED: Cr Kate Hely

SECONDED: Cr Nicki Batagol

That the Minutes of the scheduled meeting of the Council held on 14 November 2022 be confirmed as an accurate record of the proceedings.

Carried

6 Disclosure of Conflicts of Interest

The Acting Chief Executive Officer foreshadowed he would declare a conflict of interest and the nature of the conflict of interest during Confidential Business.

7 Questions From the Community

Mr Hurlston - Response to Questions asked at the Council meeting on 14 November 2022.

Question 1

"Given council staff and councillors raised serious concerns over "appropriate" spending of the traders associations (using "public money") will council commit to a full investigation of all council staff, executive and councillor expenses and a public report of same"?

Response

Council has a strong audit program incorporating internal and external audits with oversight by the Audit and Risk Committee which has 4 independent members on it.

Council also recently completed our annual VAGO audit in addition to an internal audit of accounts payable and procurement with no material findings and have continued to present healthy financial audits over many years.

Councils Auditors HLB Mann Judd, undertook a review of Councillor Expenses in April 2022 with no material findings, the results of which were reported to the Audit and Risk Committee.

Hoping this gives you comfort as to the extensive and ongoing monitoring of financial risks already undertaken by Council.

Question 2

"Given the collapse of an ADCO project in Boroondara, what has council done to ensure the safety and integrity of the ADCO building site at Percy Trevaud Park"?

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Response

Council have met with ADCO in relation to the matter and given the alternate contract model, construction methodology and proposed structure Council is satisfied that ADCO are managing the Percy Treyvaud site safely and in line with Construction Management Plans and Project Requirements. Council will continue to liaise with ADCO in relation to the incident as findings come to hand.

Question 3

"Given councillors approved the meeting minutes and supporting documents in relation to the service review, no longer confidential, on what grounds does council continue to refuse to release the recording of the debate"?

Response

I have interpreted your question to relate to the Council resolution of 10 October 2022. Should this interpretation not be correct, please let me know. To assist, a copy of the Council resolution follows:

1. That the Council resolve to determine that the following information is no longer confidential information and should immediately be publicly available:
 - a) the individualised Grant Thornton Financial and Governance Audit Reports and individualised Deloitte Survey Findings;
 - b) the officer report titled 'Service Review' (Item 16.1) presented to Council on 26 September 2022;
 - c) the minutes relating to Item 16.1 from the Council meeting on 26 September 2022.

As is self-evident, there is no reference in the Council resolution to release the recording of the debate.

To further assist, at the Council meeting on 26 September 2022, the Council resolved to close the meeting to the public in accordance with the *Local Government Act 2020* (Vic) to discuss confidential agenda item titled 16.1 Service Review. As such, I take this opportunity to bring to your attention section 38 of the *Freedom of Information Act 1982* (Vic) which is to be read in conjunction with section 125 of the *Local Government Act 2020* (Vic).

Mr Hawkins - Response to Questions asked at the Council meeting on 14 November 2022.

Question 1

"As part of Korowa's planning permit for their pool development, a condition was imposed as part of the Council permit that the new pool could not be used on a Sunday or public holidays. I refer to the minutes of the Council of 15 September 2019 for the documentation of these conditions. Korowa Aquatics are now advertising swimming lessons at the pool between 8.00am and 1.00 on a Sunday, which is in direct conflict with the condition imposed on the planning permit (1121/18). Has this condition has been removed by the council"?

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Question 2

"If not, please advise how the school is able to ignore a condition imposed by the council as part of the planning permit and offer the use of the pool outside of the prescribed times. Operating hours can be found at [KorwaraAquatics.com](https://www.korwaraaquatics.com) and is also referenced in the programs which are offered on a Sunday"?

Question 3

"Should the school request permission from the Council to operate on a Sunday, will residents be consulted prior to the Council consider granting any such permission as you would find general discontent with any such proposal"?

Question 4

"Has the school also complied with each of the other conditions imposed on them as part of the Planning Permit, or have they disregarded these as well"?

Response

Thank you for bringing this matter to our attention. Please be advised that officers have investigated the concerns that Korowa Girls School at 10-16 Ranfurly Crescent, Glen Iris, was advertising the use of the pool for swimming lessons on Sunday, as the School's Planning Permit requires there be "no use on Sundays and public holidays" of the swimming pool without the written consent of the Council.

Enforcement action was taken, which included a Letter to Comply being issued to the Korowa Girls School requiring that the use of the swimming pool complies with their Planning Permit.

In response to the enforcement action, the school has now confirmed in writing that no swim classes are occurring on Sundays. I confirm their website has been updated to remove reference to swim classes on Sundays.

One (1) set of questions from a member of the community were submitted to the Council. In accordance with the Governance Rules, a summary of the questions submitted by Mr Hurlston follow.

Question 1 - what actions have been taken by the Council regarding the use of a Council premise by the City on a Hill Church?

Question 2 - recognising the Labor Party election promise, if re-elected, to end a freeze on late-night liquor licences in the City of Stonnington, what is the Council position?

Question 3 - with the Sex Work Decriminalisation Act 2022 being passed by the Victorian Parliament, what is the Council position on how it will manage enforcement and compliance with the legislation?

The Mayor, Cr Jami Klisaris, stated a written response to the questions will be sent to Mr Hurlston within ten (10) business days in accordance with the Customer Charter. Further, in accordance with the Governance Rules, the responses will then be tabled and inserted into the Minutes of the following Council meeting.

8 Business

8.1 Quarterly CEO Update - Q1 FY23

MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Nicki Batagol

That the Council:

- 1. APPROVE the Q1 FY23 CEO Update (Attachment 1) for public release.***

Carried

8.2 Planning Scheme Review

MOTION:

MOVED: Cr Kate Hely

SECONDED: Cr Matthew Koce

That the Council:

- 1. ENDORSE the Stonnington Planning Scheme Review.***
- 2. NOTE the Stonnington Planning Scheme Review Community Engagement Report.***
- 3. AUTHORISE Council Officers to submit the Stonnington Planning Scheme Review and Community Engagement Report to the Minister for Planning in accordance with Section 12B of the Planning and Environment Act 1987.***
- 4. AUTHORISE the Director Planning and Place to make minor changes to the Stonnington Planning Scheme Review where they do not impact the intent of the Review.***

Carried

8.3 Proposed Discontinuance of Right of Way abutting 2-3 Gahan Court, Toorak - Public Submissions hearing

MOTION:

MOVED: Cr Kate Hely

SECONDED: Cr Matthew Koce

That the Council:

- 1. NOTE that 16 formal submissions were received and considered under the two section 223 processes, in respect to Council's proposal to discontinue and sell the road known as part of the laneway abutting 2-3 Gahan Court, Toorak.***
- 2. NOTE that Council received no requests from submitters wishing to be heard in person at the Hearing of Submissions.***

3. ***DECLINE the request to discontinue the laneway abutting 2-3 Gahan Court, Toorak, which is shown in the plan contained in Schedule 1 to this Report, being the whole of the land contained in certificate of title volume 9680 folio 653 (Road), having followed the required statutory procedures pursuant to sections 207A and 223 of the Act, and pursuant to its power under clause 3 of Schedule 10 of the Act.***
4. ***ADVISE the applicants of this Council decision.***

Carried

8.4 Electric Vehicle Charging Infrastructure Policy

MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Kate Hely

That the Council defer the consideration of the Electric Vehicle Charging Infrastructure Policy for one Council meeting cycle.

Carried

8.5 Communications and Engagement Plan - Parking Action Plan

MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Jami Klisaris

That the Council:

1. ***ENDORSE officers to undertake broad community and stakeholder engagement to inform the development of a Stonnington Parking Action Plan.***
2. ***APPROVE the community engagement to be undertaken in line with the Communications and Engagement Plan attached to this report.***
3. ***NOTE that a report will be brought back to Council with the outcome of the consultation.***

Carried

8.6 Quick Response Grant

MOTION:

MOVED: Cr Polly Morgan

SECONDED: Cr Melina Sehr

That the Council:

1. ***ENDORSE the Quick Response Grants funding recommendation as per Attachment 1; and***

- 2. NOTE that Quick Response Grants will remain open until the funds are fully expended.**

Carried

8.7 Financial Report Q1 2022

MOTION:

MOVED: Cr Melina Sehr

SECONDED: Cr Polly Morgan

That the Council:

- 1. NOTE the Council Financial Report for the period ending 30 September 2022, which is projecting a full year surplus of \$36.93 million (including Open Space Contributions and Capital Grants) which is \$1.23 million favourable compared to the budget of \$35.71 million (refer Attachment 1 – Income Statement);***
- 2. NOTE the Council Financial Report for the period ending 30 September 2022, which is projecting an adjusted surplus of \$11.74 million (excluding Open Space Contributions and Capital Grants) which is \$0.14 million favourable compared to the budget of \$11.60 million (refer Attachment 1 – Overview - Year to Date and Full Year comparison);***
- 3. NOTE that on 30 September 2022 the Council has spent \$19.97 million of the capital program, \$3.68 million ahead of the Year to Date adopted budget (refer Attachment 1 – Capital Works Expenditure).***

Carried

9 Correspondence

There was no correspondence tabled at the meeting.

10 Tabling of Petitions and Joint Letters

Cr Matthew Kocé tabled a petition regarding law and order issues at a premises in Oxford Street, South Yarra.

PROCEDURAL MOTION:

MOVED: Cr Matthew Kocé

SECONDED: Cr Kate Hely

That the Council resolve:

- 1. The petition be received and noted.***
- 2. The petition be referred to the Director Planning & Place for consideration.***
- 3. The first named signatory to the petition be advised of the Council decision.***

Carried

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11 Notices of Motion**11.1 Notice of Motion 08/2022: Crs Lew, Batagol, Griffin and Hely**

MOTION:

MOVED: Cr Alexander Lew

SECONDED: Cr Nicki Batagol

Notice of Motion 08/2022:**Council resolve:**

1. *That Council request that the Chief Executive Officer consider what controls and processes should be implemented when purchasing properties for the provision of open space.*
2. *That a report be brought back to the Council on this issue within 6 months.*

Carried**12 Reports by Councillors**

The Mayor, Cr Jami Klisaris sought the leave of the meeting for Item 12.2 Minutes of the Audit & Risk Advisory Committee and Item 12.3 Record of Councillor Briefing Session held on 21 November 2022 to be moved as an en bloc motion.

Leave of the meeting was granted.

12.2 [Minutes of the Audit & Risk Advisory Committee Meeting held on 5 October 2022](#)

MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Melina Sehr

That the Council:

1. **NOTE the minutes of the meeting of the Audit & Risk Advisory Committee held on 5 October, 2022.**

Carried

12.3 Record of Councillor Briefing Session held on 21 November 2022

MOTION:

MOVED: Cr Nicki Batagol

SECONDED: Cr Melina Sehr

That the Council RECEIVE the Record of the Councillor Briefing Session held on 21 November 2022.

Carried

Cr Kate Hely informed her colleagues about her attendance and the matters discussed at the Climate Emergency Advisory Committee meeting held on 5 November 2022.

Cr Polly Morgan as the Chair of the Disability and Inclusion Committee took the opportunity to thank all committee members for their work during the year and praised the individuals who worked in the disability field.

Cr Matthew Koce as the Chair of the Community Recovery Committee informed his colleagues about his attendance and the matters discussed at the Community Recovery Committee meeting held on 24 November 2022.

13 Questions to Council Officers

Cr Alexander Lew asked the following question of the Acting Chief Executive Officer:

I refer to an item in a quarterly report from the Local Government Inspectorate. It refers to the issue of councillors being warned about personal interest returns and two Councillors who have breached s134 of the Local Government Act 2020. Did you read that email and are you familiar with article?

The Acting Chief Executive Officer responded.

Cr Alexander Lew then asked the following question of the Acting Chief Executive Officer:

Did that article cause you to review any returns published on Stonnington's website?

The Acting Chief Executive Officer responded.

Cr Alexander Lew then requested the Acting Chief Executive Officer to:

Review previous returns provided to the Chief Executive Officer by councillors and report to the next Council meeting. Cr Alexander Lew stated he had not asked the Acting Chief Executive Officer to disclose any confidential information provided to the Chief Executive Officer and the Local Government Inspectorate.

Council Meeting 28 November 2022 - Minutes

Cr Alexander Lew then remarked he had asked the Acting Chief Executive Officer to look at the returns and advise the councillors if any Stonnington Councillors have put on their returns words to the effect 'information provided to the Chief Executive Officer'.

The Acting Chief Executive Officer responded he would take the request on notice.

14 Urgent Business

There was no urgent business submitted to the meeting.

15 General Business

Cr Matthew Koce informed the meeting of the passing of Mr Emil Giles founder of the Toorak Village Residents Action Group Inc (TVRAG) on 20 November 2022. Cr Matthew Koce then provided the following vale for Emil Giles:

Emil founded Toorak Village Residents Action Group Inc back in 1995 and was for many years it's president. After years in that role, he passed the batten to others and a few years ago made a decision to act only as any adviser to the Committee. As we all know Emil was passionate about TVRAG and continued to be a member of and the heart of TVRAG.

All Councillors present and passed will have had a phone call from Emil and in many cases many calls. He was a successful business man working for many years in New York banking and then moving back to Australia and to Toorak Village. He supported Council and Councillors where he felt support was deserved and earned but was on the phone when he felt they needed advice.

Emil was central to the members gifting to Council \$85,000 to the cost of installation of CCTV cameras in Toorak Village, he attended many meetings in the lead up to the formation of the various zoning plans and worked behind the scenes to express his view. He died peacefully Sunday morning 20 November 2022. He had been ill for some time and was a force of nature right till the end.

Cr Alexander Lew commented that it had been reported in the quarterly report of the Local Government Inspectorate that two Councillors had been warned they were in contravention of clause 134 (1) of the Local Government Act 2020. Cr Alexander Lew Stated he was unaware if the report refers to Stonnington Councillors and it had caused him to review personal interests returns. Further, it appeared that two councillors have said the words to the effect of 'provided to the Chief Executive Officer'.

The Mayor, Cr Jami Klisaris stated she was pleased to announce that the City of Stonnington has received another award, this time on the international stage for Prahran Square.

Council Meeting 28 November 2022 - Minutes

The Mayor, Cr Jami Klisaris then remarked the Acting Chief Executive Officer had virtually accepted the Excellence Award for Urban Habitat/District Master Plan Scale at the 2022 Council on Tall Buildings and Urban Habitat (CTBUH) Awards, which was hosted in Chicago. We are very proud of our award winning Prahran Square, and this award joins a number of others for the design, architecture, and planning of cultural landscape and public spaces. Congratulations to everyone involved in the project.

16 Confidential Business

MOTION:

MOVED: Cr Matthew Koce

SECONDED: Cr Nicki Batagol

1. ***That, in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting be closed to members of the public for the consideration of the agenda items titled:***
 - 16.1 ***Personnel Matter***
 - 16.2 ***Prahran Market Board Appointment***
2. ***These agenda items are confidential information for the purposes of section 3(1) of the Local Government Act 2020 because:***
 - (a) ***Item 16.1 is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f));***
 - (b) ***Item 16.2 is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)); and***
 - (c) ***these grounds apply because the agenda items concern personal information and the premature disclosure of the personal information could be prejudicial to the interests of other persons and the Council.***

Carried

The Council meeting was closed to the public at 8:06pm

Council Meeting 28 November 2022 - Minutes

Re-Opening of Council Meeting to the Public

PROCEDURAL MOTION:

MOVED: Cr Matthew Koce

SECONDED: Cr Nicki Batagol

That the Council resolve that the Council meeting be re-opened to the public.

Carried

The Council meeting was re-opened to the public at 8:10pm with all Councillors present except Cr Marcia Griffin and Cr Mike Scott.

The meeting concluded at 8:10pm

Confirmed on 12 December 2022.

.....
CR JAMI KLISARIS, MAYOR

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Surname	Given name
Robinson	Mitchell

Stonnington City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

- a) Mitchell Robinson

By this Instrument of Appointment and Authorisation Stonnington City Council:

- a) under section 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the Regulations made under that Act; and
- b) under section 313 of the *Local Government Act 2020* authorises the officers generally or in a particular case to institute proceedings for offences against the Acts and Regulations described in this instrument.

It is declared that this instrument:

- a) comes into force immediately upon its execution; and
- b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Stonnington City Council on **5 December 2022**.

<p>THE COMMON SEAL OF THE STONNINGTON</p> <p>CITY COUNCIL</p> <p>was hereunto affixed in the presence of:</p> <p>_____</p> <p>Councillor</p> <p>_____</p> <p>Chief Executive Officer</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>
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Date: 5 December 2022

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Shared E-Bike Services Trial

Memorandum of Understanding

Between

Stonnington City Council (the Council)

and

The Operator (Lime Network Pty. Ltd. ABN. 21 628 322 930)

1. Background

- 1.1. The Council encourage the use of active and sustainable modes of transportation and each has specified targets to increase the number of people riding bicycles.
- 1.2. Bicycle share schemes have the potential to encourage cycling and public transport use by providing an alternative mode choice. They can play a key role in mobility for Victorians.
- 1.3. The placement and use of shared E-Bikes, however, may result in undesirable amenity and other impacts if they are not managed properly.

2. Purpose of this MOU

- 2.1. The purpose of this Memorandum of Understanding (MOU) is to help Council and The Operator work together to ensure that a shared E-Bike trial is successfully delivered in Stonnington. It documents the roles and responsibilities of the Council and The Operator in relation to:
 - 2.1.1. the exchange of information
 - 2.1.2. agreed standards of service and maintenance
 - 2.1.3. mitigation of any impacts of shared E-Bike services on public amenity.
- 2.2. The parties wish to proactively address any issues during system implementation and operation.
- 2.3. The Operator and the Council agree that this MOU is legally binding.

3. Collaboration & Openness

- 3.1. The parties will communicate freely and constructively with one another to ensure that all significant issues are discussed openly and resolved in a respectful manner.
- 3.2. The parties will share relevant information with each other. In the normal course of events, the parties will work on the assumption that information should be freely exchanged. This does not include commercially sensitive business information which is not relevant to the public interest or personal information

Shared E-Bike Services MOU – CoS January 2022

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which is to be treated in accordance with the *Privacy and Data Protection Act 2014* (Vic) and/or any other relevant privacy legislation.

- 3.3. The parties acknowledge that they have a mutual interest in the successful planning, development and delivery of the scheme. Nevertheless, it is recognised that the views and objectives of the parties may not always coincide. The parties will work openly and constructively to resolve any differences which emerge.

4. Point of Contact

- 4.1. The Operator must designate a central point of contact at management level for the purpose of communication directly with the Council.

5. Communications and Media

- 5.1. The Operator will work with the Council to design and implement a coordinated media and communications campaign aimed at ensuring information is clearly communicated to the community about the scheme.
- 5.2. The Operator and the Council will meet on a regular basis agreed by both parties to identify and remedy any issues that arise for either party.
- 5.3. In the event of a serious incident, The Operator will notify the Council as soon as they become aware.

6. Service Delivery Objectives

- 6.1. The trial is an opportunity to better understand the benefits and disbenefits of an E-Bike share scheme and to support the education and promotion of new and innovative transport technologies for the community. The service delivery objectives will be used to evaluate the success of the E-Bike Share scheme.
- 6.2. The parties agree that the objectives of the E-Bike Share scheme are:
- 6.2.1. To improve the efficiency and performance of the transport system by increasing bicycle trips and reducing dependence on private motor vehicles and commercial passenger vehicles.
- 6.2.2. To deliver a well-managed, service, that prioritises safety and avoids negative impacts to public amenity while maintaining efficient movement and comfort on our footpaths.

7. Evaluation

- 7.1. The trial will be evaluated on a quarterly basis. This will include an in depth review of The Operator's performance.
- 7.2. Evaluation criteria will include successful operation of the E-Bike Share scheme (number of users and trips) and issues management (number of complaints and resolution).
- 7.3. Evaluation outcomes will be public through media and other channels to ensure public awareness of performance.

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8. Term

- 8.1. Unless earlier terminated in accordance with this MOU, the term of this MOU is twelve months from the date it is signed, unless otherwise agreed.
- 8.2. This MOU may be replaced by a more permanent arrangement at the expiration of this MOU, or as agreed by the parties. The performance of The Operator against this MOU and the degree of positive or negative impact of the E-Bike share scheme on the community, costs to the Council, infrastructure costs, and safety and amenity will be factors in deciding upon more permanent arrangements.
- 8.3. Additional Councils will may be able to join this MOU with the agreement of the Council and The Operator.

9. Variation

- 9.1. The Council and The Operator agree that the terms and conditions of this MOU may be varied by agreement in writing.

10. Monitoring and Maintenance

- 10.1. The parties agree to the timeframes and the corresponding course of action set out in the Resolution Timeframes (Schedule 4).
- 10.2. The Operator must monitor bicycle locations to ensure that the bicycle parking requirements, densities and relocation timelines are being met.
- 10.3. The Operator will provide customer service and monitoring of complaints twenty four hours per day, seven days per week.
- 10.4. The Operator will provide a customer service phone line twenty four hours per day, seven days per week.
- 10.5. The Operator must provide adequate resources to receive and action complaints from the public and the Council, in accordance with this MOU.
- 10.6. The Operator will be responsible for the activity and costs of retrieving abandoned bicycles from parks, waterways and public land.

11. Complaint management

- 11.1. The Operator must establish a system for tracking complaints from customers, the public and the Council.
- 11.2. All complainants must be provided a case number when registering a complaint.

12. Customer safety and conduct

- 12.1. The Operator must follow all relevant laws and regulations.
- 12.2. The Operator must provide education and training through a variety of channels on how users need to park safely and follow all relevant laws, regulations and the parking guidelines in this MOU.

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- 12.3. The Operator must encourage customers and others to reposition poorly located bicycles.
- 12.4. The Operator must take reasonable steps to manage customer behaviour to ensure compliance with exclusion zones, no parking zones and preferred parking zones identified by the Council.
- 12.5. The Operator must deploy mechanisms to deter irresponsible use of E-Bikes including but not limited to issuing fines for parking in no parking zones and barring access to the system for repeated infringements.
- 12.6. After notice from a Council, a customer or the public, the Operator must ensure any bicycle which is not safe to operate is immediately disabled from service and repaired before the bicycle is returned to service.

13. Fleet size

- 13.1. The Operator must consult with the Council prior to expansions of the fleet which are in line with the deployment plan.
- 13.2. The Operator must seek written approval from the Council for expansion of the fleet size beyond the deployment plan.

14. Bicycle deployment and parking

- 14.1. The Operator must deploy bicycles considerately in relation to footpath space, congestion and public amenity.
- 14.2. The Operator will work in collaboration with the Council and public land owners to determine the optimal deployment plan which balances customer demand with public amenity. The deployment plan will also identify designated areas where share bicycles should be parked. These may be virtually or physically delineated or both. This will need to be done both before the launch and throughout the trial period.
- 14.3. The Operator must act under the advice of the Council to determine appropriate geofences, preferred parking zones, exclusion zones, no parking and slow zones both on a permanent and temporary basis.
- 14.4. The Operator must respond to the relevant Council's requests about the rebalancing and redistribution of bicycles in a timely manner.
- 14.5. The Operator will investigate opportunities to implement off-street storage of bicycles to reduce pressure on footpaths and provide a plan by the end of the trial.
- 14.6. Bicycles that breach the User Parking Guidelines or Bicycle Deployment Guidelines established in this MoU can be impounded by the relevant Council. See Clause 18.6.
- 14.8. The Operator must direct customers to park in the designated areas and minimise parking outside this area.
- 14.9. Physically delineated parking areas may be established if approved by the relevant Council. Setup costs of these areas will be at the Operator's expense.

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15. Insurance & Liability

- 15.1. The Operator shall hold a current public liability insurance policy with coverage for any injuries or damage that may result from use of its bicycles, which names and indemnifies Council to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured, as specified in the public liability policy in the name of the Operator.
- 15.2. The public liability policy shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Operator.
- 15.3. The sum insured should not be less than \$20,000,000
- 15.4. The Operator shall provide evidence of this insurance to the Council upon request.
- 15.5. The Operator agrees to indemnify and to keep indemnified each of the Council, their servants and agents from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Operator's performance or purported performance of its obligations under this Contract and be directly related to the negligent acts, errors or omission of the Operator.
- 15.6. The Operator's liability to indemnify each of the Council shall be reduced proportionally to the extent that any act or omission of the relevant Council, contributed to the loss or liability.
- 15.7. The Operator agrees to hold harmless the Council their servants and agents in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Operator against any of the Council, except to the extent that the relevant Council is negligent.

16. Data sharing

- 16.1. The Operator and the Council agree to cooperate and share data for the purposes of transport and urban planning, monitoring and compliance subject to commercial-in-confidence considerations, in accordance with the data sharing requirements (Schedule 5).
- 16.2. The Operator and the Council agree to not share any data obtained from the MDS with third parties without express permission from the Operator.
- 16.3. The Council agrees not use the data obtained from MDS for monetary or financial benefit.

17. Supporting local businesses and people

- 17.1. The Operator must employ staff based in Metropolitan Melbourne under normal conditions of stable ongoing employment for the purposes of this scheme.

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- 17.2. The Operator will support and partner with local businesses in the Melbourne community and report on this to the Council.
- 17.3. The Operator must take steps to contribute to the Melbourne economy through local employment, partnerships and procurement to engage local businesses to promote local tourism, retail and hospitality.

18. Role and Responsibilities of the Council

- 18.1. Council will:
 - 18.1.1. Determine, if bicycles are placed in appropriate locations or deployed in excessive numbers and provide feedback to the Operator;
 - 18.1.2. From time to time, nominate a central point of contact who will be responsible for the direct communication with the Operator in relation to broken, damaged, unusable or abandoned and inappropriately placed or dangerously placed bicycles;
 - 18.1.3. Use its communications channels to encourage customers and the public to report issues to the Operator, park bicycles appropriately and champion responsible use of bicycles;
 - 18.1.4. Encourage Council staff and the community to report broken, damaged or unusable or abandoned and inappropriately placed or dangerously placed bicycles on Council managed land to the Operator.
- 18.2. The Council may impound bicycles which are in breach of the resolution timeframes (Schedule 4) and charge a vehicle impound fee of \$435 per bicycle for the collection of impounded bicycles. This will not involve notification to the Operator. Standard vehicle impound recovery processes for the Council will apply.

19. Exercise of Council' powers

- 19.1. It is acknowledged and agreed that this MOU does not fetter or restrict the power or discretion of the Council in relation to any powers or obligations the Council have under any Act, regulation or local law that may apply.

20. Dispute Resolution

- 20.1. Parties agree to resolve disputes respectfully and privately.
- 20.2. In the event of a dispute, the Parties must meet within 5 Business Days of becoming aware of the dispute to endeavour to resolve the matter promptly
- 20.3. If disputed matters cannot be resolved, an independent mediator will be selected by the agreement of all Parties within two weeks, and the decision of the mediator will be binding on all Parties.

21. Ceasing of operations

- 21.1. The Council shall be advised two months in advance of any decision to cease operations by the Operator.

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- 21.2. In any circumstance where operations are to cease, the Operator will be responsible for the retrieval of all bicycles and any associated property stored on land owned by the Council, public or private landholders.
- 21.3. A plan detailing this approach must be submitted to the council two weeks prior to the operation ceasing.
- 21.4. Any bicycles which are not collected will be retrieved by council, an impound fee will apply and the bicycles will be recycled.
- 21.5. The Operator shall provide a surety of \$15,000 total to the Council for the duration of the trial. This amount will be held by the Stonnington City Council and may be drawn upon by public agencies in the event that costs are incurred related to: (a) parks, waterways and public land clean-up fees or, (b) overdue unpaid impound fees at the conclusion of the duration of the MOU.
- 21.6. The Council must provide appropriate evidence of costs incurred, including photographic imagery, to the Operator prior to drawing down on any of the surety for costs incurred retrieving bicycles from parks, waterways or public land.
- 21.7. The surety will be refunded 3 months after the conclusion of the trial to ensure that any clean-up costs are accurately accounted for.
- 21.8. The surety should only be accessed as a means of last resort and such costs should normally be addressed through the regular monitoring and maintenance activities of the Operator.

22. Termination

- 22.1. A breach to the terms of this MOU may result in its termination.
- 22.2. Council can terminate or withdraw from the MOU with five days notice unless a longer period is otherwise agreed, without regard to any other clause. The Operator will then have 30 days to cease operations.

23. Membership and ride fees

- 23.1 The operator will by mid trial have different pricing (lower than normal fees) for users holding a concession or student card.

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EXECUTED as an **AGREEMENT** and **SIGNED SEALED AND DELIVERED** by STONNINGTON CITY COUNCIL
CHIEF EXECUTIVE OFFICER,

Name: Jacqui Weatherhill

Signature: 
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Witness:

Name: Vanessa Davis

Signature: 
E8CF4372E4C44AA...

Date: 20-Jan-2022 | 10:26 AM AEDT

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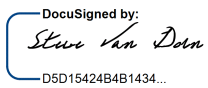
SIGNED for and on behalf of the
operator as represented by:

Name: Hugo Burt-Morris

Signature: 2BE12CA2A9F3440...

Witness:

Name: Steve Van Dorn

Signature: D5D15424B4B1434...

Date: 18-Jan-2022 | 4:36 PM AEDT

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SCHEDULE 1**BICYCLE REQUIREMENTS**

Bicycles used for the purposes of the shared E-Bike trial must have the following features:

- The Operator must endeavour to ensure bicycles are always equipped with helmets.
- Bicycles must be fitted with GPS tracking
- Bicycles must have field removable or exchangeable batteries to enable field maintenance as much as possible.
- Bicycles must be readily identifiable as belonging to the Operator and not be confused with other schemes or private bicycles.
- Bicycles must display contact information for the Operator including a phone number and unique identification numbers clearly displayed and fixed on all bicycles.
- Bicycles must not contain any third party advertising.
- The Operator must obtain consent from the Council for any third party branding to be displayed on Bicycles
- Bicycles must comply with all relevant Australian Standards, legislation and regulations. When deployed all bicycles must have bells or other warning devices, front and rear lights, front and rear brakes and a rear reflector as per Australian Standards. All bicycles must also have sturdy kickstands. If bicycles are reported or otherwise identified to not comply with these requirements, the Operator will remove the bicycle from service in accordance with the resolution timeframes (Schedule 4)
- Bicycles must comply with all power and speed restrictions relevant to electric bicycles in the State of Victoria.

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SCHEDULE 2

OPERATOR BICYCLE DEPLOYMENT

This section relates to the regular deployment and redistribution of bicycles by the Operator to commence services each day. The trial period is an important time to identify the deployment pattern for Melbourne.

- Bicycles must be parked in an upright position and not placed on footpaths that are less than 1.5 metres in width, or within 1.5m of the building line. They may not be placed where they could obstruct peak pedestrian flows or otherwise pose a safety hazard.
- Bicycle placement must not interfere with pedestrian access or amenity. Share bicycles should be placed at the kerbside at least 1.5m away from the building.
- The Operator must be proactive in the redistribution of bicycles according to demand to avoid excessive build-up in an area.
- Bicycles should be locked to public bicycle racks where available. However in order to retain access to parking for regular bicycles share bicycles should not completely occupy any bank of public bicycle racks.
- The Operator must seek Council's consent to the initial deployment plan including locations, number of bicycles.
- Bicycles should not be deployed in excessive groups, except for short periods in locations of high demand or if an event is taking place, as part of an agreed deployment plan with the Council.
- The Operator must respond to feedback and requests from the Council and other public land holders regarding issues with deployment and distribution.
- Council and public landholders will nominate preferred parking locations. A preferred parking area must be communicated by the Operator to customers.
- The Operator will update geofencing requests of the Council as quickly as possible.

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COMMERCIAL IN CONFIDENCE**SCHEDULE 3****USER PARKING GUIDELINES**

This section outlines the Council' expectations for bicycle parking behaviour to mitigate amenity impacts of the scheme. This is separate but complementary to the deployment of bicycles by the Operator each day. These parking guidelines will support a successful dockless shared bicycle service.

If users don't comply with these guidelines, the Operator must penalise users through their customer accounts.

- The Operator must educate customers on the impacts of bicycle placement to mobility and vision impaired.
- The Operator must encourage appropriate parking behaviour by using channels such as, the Operator's App, website, social media channels and or face to face engagement at events.
- Operator to ensure that members of the public can safely reposition bicycles.

DO

- Keep busy footpaths clear.
- Park at least 1.5m away from the building line.
- Park at bicycle racks and use the cable lock.
- Keep the edge of the road clear to allow access to and from the road, including space to open car doors.

DO NOT

- Do not park on footpaths narrower than 1.5m.
- Do not park on infrastructure which provides warnings or assistance to people with vision impairment (tactiles, guides, steps, rails etc)
- Do not park by leaning. (including trees, buildings, poles, street furniture or any structure)
- Do not park adjacent to disabled car parking bays
- Do not lock bicycles to trees.
- Do not park on landscaped areas.
- Do not park in a way that endangers others.

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SCHEDULE 4**RESOLUTION TIMEFRAMES**

The following timeframes apply to the monitoring and maintenance of the parking guidelines Operator Bicycle Deployment and User Parking Guidelines schedule in this MOU.

If any of the timeframes listed below are exceeded, the bicycles are subject to being impounded by the relevant Council. This will not involve notification to the Operator. The relevant council's vehicle impound recovery processes will apply.

Issue	Timeframe	Action
Dangerously placed	2 hours	<p>'Dangerously placed' means any bicycle that is causing an unreasonable hazard to people's safety (i.e. parked across a road, or adjacent to or in disabled car parking bays).</p> <p>The Operator will relocate the bicycle within 2 hours of being notified.</p> <p>If first on the scene, a council or relevant authority may move, remove and/or impound a dangerously placed bicycle without notice in the interest of public safety.</p>
Bicycle reported as faulty / damaged / unsafe	Immediately deactivated 12 hours	<p>'Faulty, damaged or unsafe' means: any bicycle which is unsafe to operate or does not meet Australian Standards 'Pedal bicycle-Safety requirements AS/NZS 1927:1998'.</p> <p>Upon notification of unsafe bicycle, operator must immediately deactivate bicycle.</p> <p>The bicycle must be collected or repaired within 12 hours.</p>
Otherwise non-compliant with deployment or parking guidelines	12-hours	<p>'Inappropriately placed' means any bicycle that is placed in a location that is inconsistent with the deployment or parking guidelines schedules in this MOU.</p> <p>Operator must make bicycle compliant, within 12-hours of being notified.</p>

Idle bicycles

The following timeframes apply to the turnover and movement of idle bicycles.

Timeframe	Action
0-3 days	No action. Bicycles may not be used for a period of up to 3 days.
4-5 days	The Operator must relocate the bicycle or offer customer incentives to ride the bicycle to another destination.

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6 + days	The bicycle may be retrieved and impounded by the relevant council.
7 days after impoundment	The bicycle is recycled by the local council. The fee to release the bicycle remains outstanding and a fee equal to the cost of recycling is levied against the Operator.

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SCHEDULE 5**DATA SHARING REQUIREMENTS**

All personal information must be collected, processed and stored in accordance with the requirements of the *Privacy and Data Protection Act 2014* (Vic) and any other privacy legislation.

Each of the Council will provide the Operator with copies of data privacy and sharing policies and principles prior to data or data services being provided.

The Council and the Operator may renegotiate the data terms in the future if or when required.

The Council reserves the right to display information about operator's performance on the Council websites and apps.

Transport planning data

It is a requirement that anonymised data collected by the Operator is shared with the Council via a free data service (API or similar) to assist with ongoing transport planning, infrastructure improvements and the development of shared transport services policy. It is a requirement for the Council to understand the routes taken by users. The following table sets out what minimum data is required.

	Format	Description	Purpose
Trip record number	xxx0001, xxx0002, xxx0003, ...	3-letter company acronym + consecutive trip #	Determine bicycle volumes
Trip duration	MM:SS	n/a	Bicycle user behavioural insights
Trip distance	KM	n/a	Bicycle user behavioural insights
Start date	MM, DD, YYYY	n/a	Monitoring of peak/off-peak flows
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a	Monitoring of peak/off-peak flows
End date	MM, DD, YYYY	n/a	Monitoring of peak/off-peak flows
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a	Monitoring of peak/off-peak flows
Start location	GPS location	n/a	Supporting safer infrastructure investment

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End location	GPS location	n/a	Supporting safer infrastructure investment
Trip route	GPS waypoints	n/a	Supporting safer infrastructure investment
Bicycle ID number	xxxx1, xxxx2, ...	Unique identifier for every vehicle, determined by operator	Micromobility performance analysis
Average speed			To provide information on efficiency or safety of e-bikes
Excessive speed locations			To highlight where slow areas may be needed

Monitoring and compliance data

It is a requirement that data collected by the Operator about bicycle status is shared with the Council via a free data service (API or similar) to assist with enforcement and monitoring of the service. The following table sets out what minimum data is required.

	Format	Description	Purpose
Bicycle ID number	xxxx1, xxxx2, ...	Unique identifier for every vehicle, determined by operator	Quality assurance and auditing
Trips taken	Trip IDs	Trips taken	Performance evaluation
Battery status	%	Current battery charge	Quality assurance and auditing
Idle location	GPS location	n/a	Monitoring of idle bicycles
Idle duration	HH:MM:SS	Time spent in a location	Monitoring of idle bicycles
Complaints received by operator	Details of complaint	Information available describing the nature and cause of the complaint	Customer service integration with Council
Complaint ID number	xxxx1, xxxx2, ...	Case number	Customer service integration with Council
GPS functionality		Current GPS status	Quality assurance and auditing

Open data

For the purposes of innovation and to comply with the City of Melbourne open data policy, the Operator must provide a public, open and free data service (API or similar). The Operator will

Shared E-Bike Services MOU – CoS January 2022

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determine which data can shared publicly in accordance with the requirements of the *Privacy and Data Protection Act 2014* (Vic) and any other privacy legislation.

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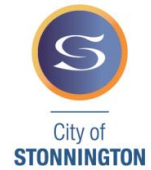
Monthly performance reporting

A performance data report is to be sent to the Council on a monthly basis which includes the following information.

Number as of	(Date)
Accumulated registered users	xx
Accumulated bicycles	xx
Accumulated trips	xx
Accumulated trips duration (hours)	(Time period)
Average	(Time period)
Unique bicycle users	xx
Unique bicycle users / day	xx
Number of trips /day	xx
Time (minimum) / trip	xx
Trip durations (hour) /day	xx
Trip duration (hour)	xx
Trip time of day	(Time period)
0.00am – 5:59:59am	xx
6:00am – 11:59:59am	xx
12pm – 5:59:59pm	xx
6pm-11:59:59pm	xx

In addition to the above, the report should include the following information:

- Trip time of day – an hourly breakdown
- Heat map of use across the Council.
- Deployment locations overlaid with heat maps.
- Number of issues and complaints from users opened, closed, outstanding and the average response and resolution time.
- Number of issues and complaints from the Council opened, closed, outstanding and the average response and resolution time
- Number of accidents/crashes including available details such as location, nature and severity
- Number of “dangerously placed” urgent matters dealt with and response times.
- Number of “faulty / damaged / unsafe” urgent matters dealt with and response times.
- Number of “Otherwise non-compliant” bicycle reports and response times.



OCTOBER 2022

Lime E-Bike Trial Evaluation

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Introduction

The City of Stonnington has entered into a Memorandum of Understanding (MoU) with Lime Pty Ltd (Lime) to implement a one-year trial of their dockless electric bike share scheme. The trial commenced in February 2022 and has extended the areas serviced by Lime e-bikes from the local governments of Melbourne, Yarra and Port Phillip who have been trialling the service since 2020.

The trial provides an opportunity to better understand the benefits and issues of an e-bike share scheme and test a contemporary approach to Stonnington's integrated transport needs. This is in line with Council's transport mode hierarchy which places e-bikes among the top two priority transport modes due to its sustainability and movement efficiency

The purpose of this report is to evaluate the first eight months of the trial and provide recommendations to be presented to Council for consideration. Specifically, this report provides insights on the operation of the e-bike share scheme (number of trips, users, operational vehicles, and deployment locations) and issues management (number of accidents, complaints and resolution).

Trial Analysis

The data analysed for this evaluation are provided by Lime and sourced from Ride Report, a third-party data dashboard Council uses to monitor e-bike trips and deployment metrics.

Area of operation and deployment locations

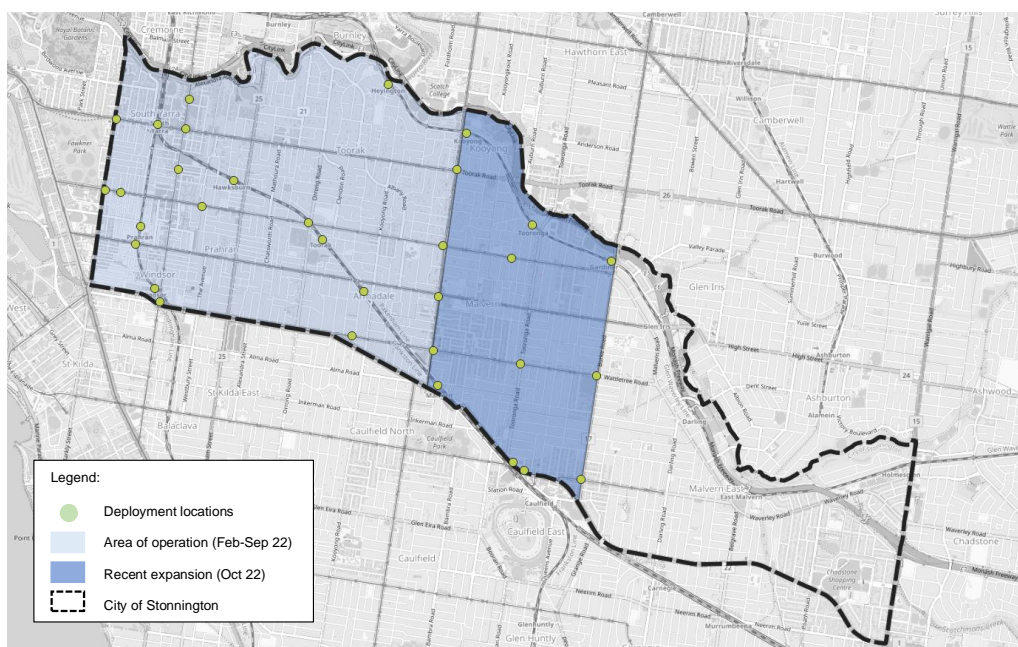


Figure 1. Area of operation and deployment locations

Lime e-bikes are currently available at the western and central parts of Stonnington, between Punt Road and Burke Road. Figure 1 shows the 32 deployment locations which were agreed by Council officers and Lime at the start of the trial around the municipality which are generally near public transport stations, activity centres and major community facilities. The area between Glenferrie Road and Burke Road was added in early October to increase the catchment of the bike share program. Council officers are working with Lime to extend the area of operation towards the eastern side of the municipality and identify additional deployment locations, as appropriate based on demand and space availability.

Trips and operational vehicles

Figure 2 shows the total number of Lime e-bike trips over the eight-month trial period. A total of 7,672 trips have been recorded in Stonnington, with an average of 30 trips per day. It should be noted there are large fluctuations in use over the analysis period due to various factors such as weather and number of e-bikes deployed and locally available.

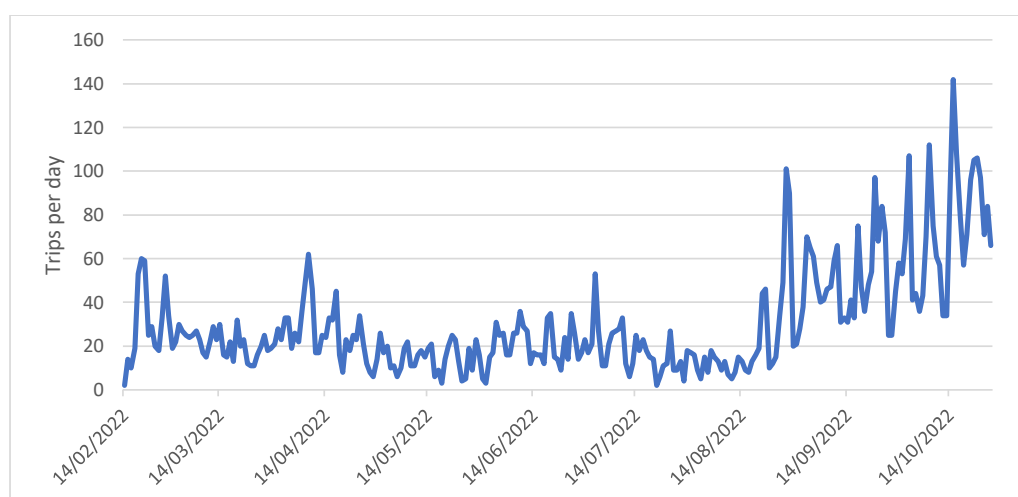


Figure 2. Trips per day

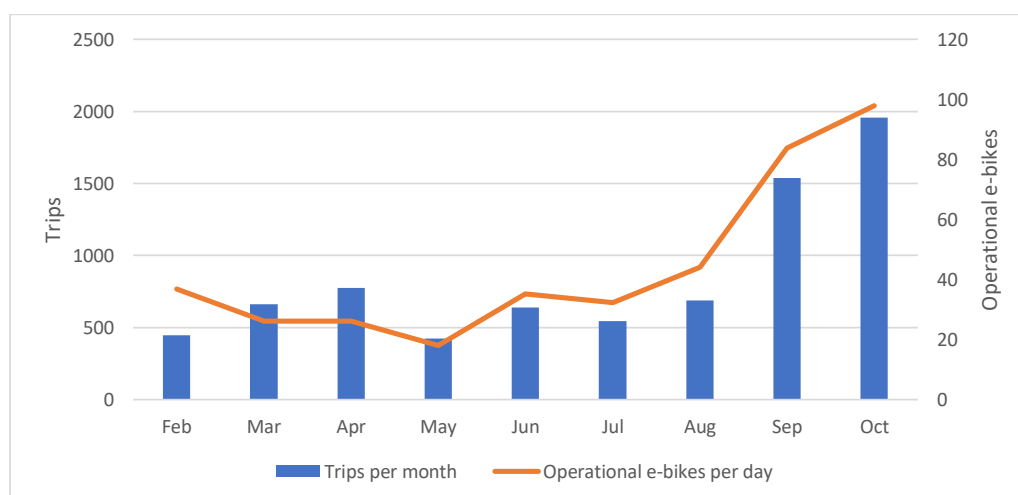


Figure 3. Trips per month vs Operational e-bikes per day

Figure 3 shows the average number of trips per month compared with the average number of operational e-bikes per day. An upward trend in the utilisation of e-bikes was observed for the first three months of the trial, during which weather conditions were more favourable to bike riding. This has peaked in April with 780 trips before starting to drop in May until the end of the winter period. A considerable uptick in September and October is also apparent and closely linked to the number of operational e-bikes in Stonnington, a trend that is explained in more detail below.

An average of 30 e-bikes were being deployed in Stonnington between February and April. This significantly dropped to 18 in May due to major supply chain issues which affected the maintenance and deployment of vehicles. This occurred not only in Stonnington but also in the wider Melbourne region.

Towards the end of August, Lime introduced the Gen 4 e-bikes which are easier to maintain and have upgraded safety features and a helmet bracket for convenient helmet storage. These e-bikes are more comfortable to ride and have more recognisable lime green and white colour scheme. Lime also started deploying more e-bikes to Stonnington during this time, and the average number of operational e-bikes reached 84 in September. Due to the increased number of e-bikes coupled with the start of spring season, the number of trips has also significantly increased to 1,538 in September and 1,955 in October.

More trips are expected to be completed in the next four months of the trial as Melbourne enters the summer period and the number of e-bikes reaches the agreed Stonnington deployment number of 200. Lime is also working on promotional initiatives and providing incentives to attract more users of the e-bike share scheme.

Active users and first-time users

There are 1,144 Lime e-bike users in Stonnington. Figure 4 shows the number of active users compared with the first-time users for each month. The highest number of first-time users were observed in February when the trial was introduced, and then in September when the number of operational e-bikes were significantly increased and the Gen 4 e-bikes have been introduced.

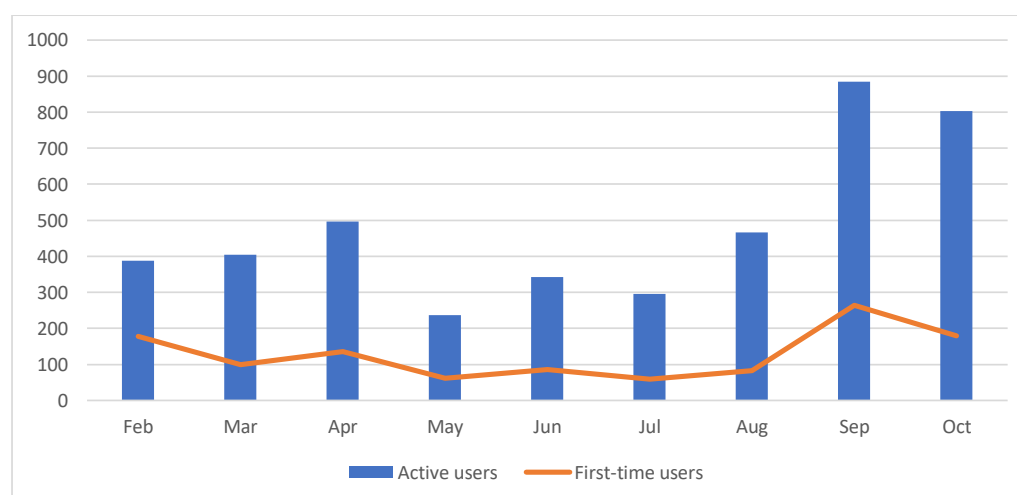


Figure 4. Lime e-bikes users

Trip distance

Figure 5 shows the distance profile of trips on Lime e-bikes over the analysis period. This shows that most trips are short, with 2,277 trips being less than 1km and 1,897 being between 1km and 2km. The average trip distance is 2.35km.

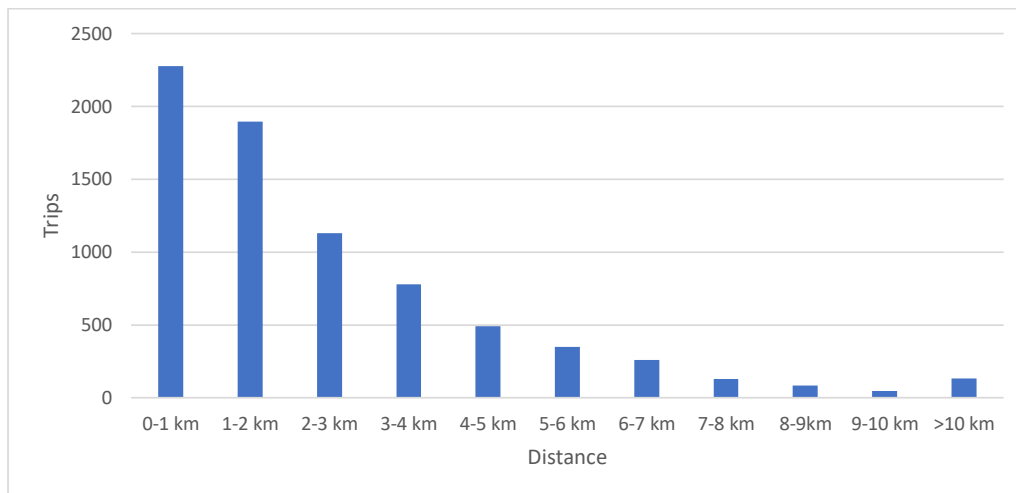


Figure 5. Trips per distance band

A profile of cumulative trips by distance is also shown in Figure 6. More than 50% of all trips are under 2km, while less than 10% are over 5km, and only 1.75% are over 10km.

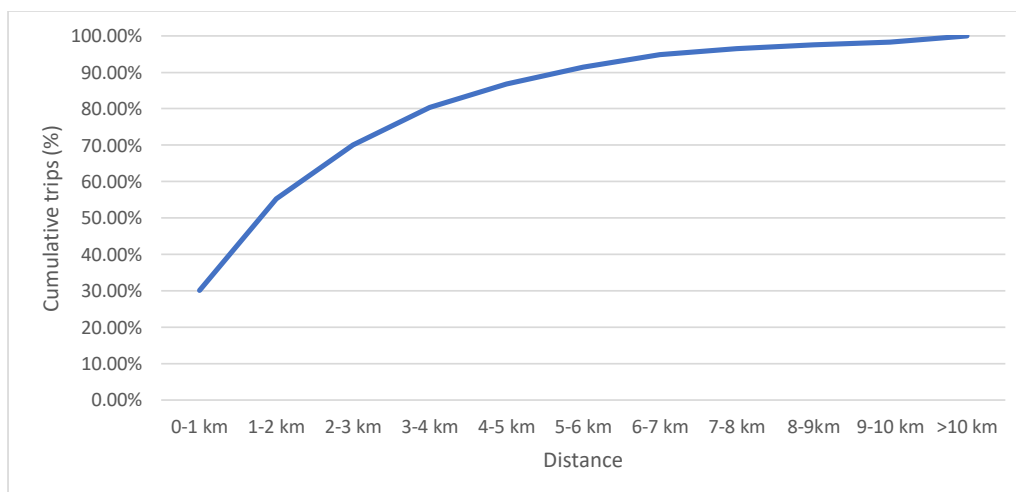


Figure 6. Cumulative trips per distance

Trip duration

Figure 7 presents the profile of trips on Lime e-bikes by duration. It shows that most trips are short, with 1,926 trips being less than five minutes, and 2,154 trips being between five and ten minutes. The average trip duration was 14.1 minutes.

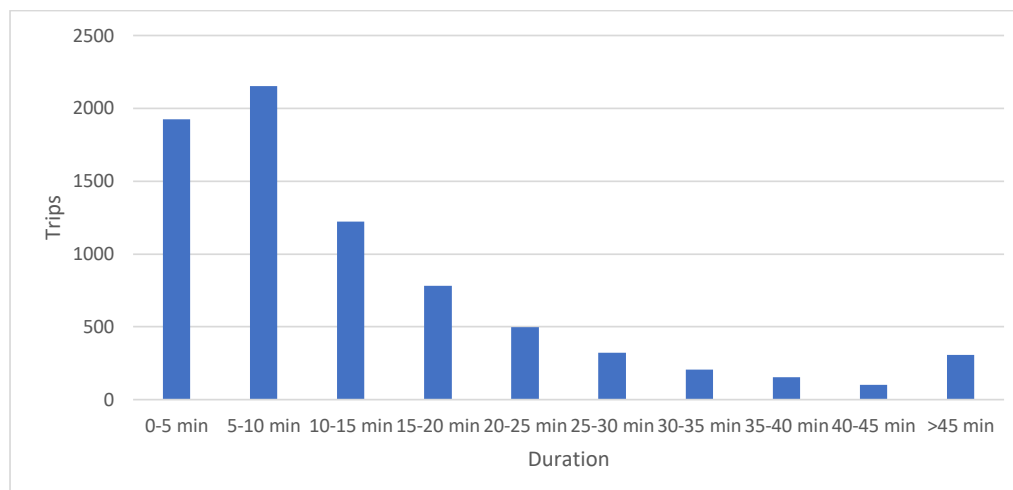


Figure 7. Trips per duration band

Figure 8 shows the profile of cumulative trips by duration. Just over 50% of all trips are under 10 minutes, while less than 10% are over 30 minutes, and only 4% are greater than 45 minutes.

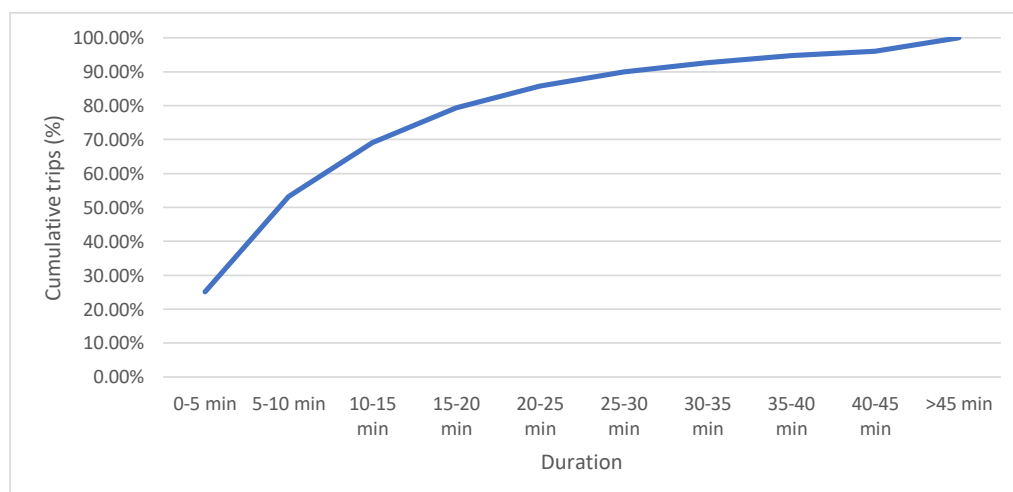


Figure 8. Cumulative number of trips by duration in minutes

Accidents

One accident involving a Lime e-bike was recorded in Stonnington. The accident occurred at the corner of River Street and Toorak Road in South Yarra. The rider reported they were injured in an accident involving a tram and they presented to hospital due to soft tissue

damage in right leg. Lime followed-up with the rider to gain more information about what occurred but is yet to receive a response. The e-bike was retrieved and no mechanical faults were found.

Complaints and resolution

Council has received 14 complaints relating to Lime e-bikes over eight months of the trial so far. As 7,672 trips have been made in this time, this represents one complaint for every 548 trips made or 0.18% being linked to a complaint. As shown in Figure 9, most of the complaints were reported from South Yarra, Toorak and Armadale.

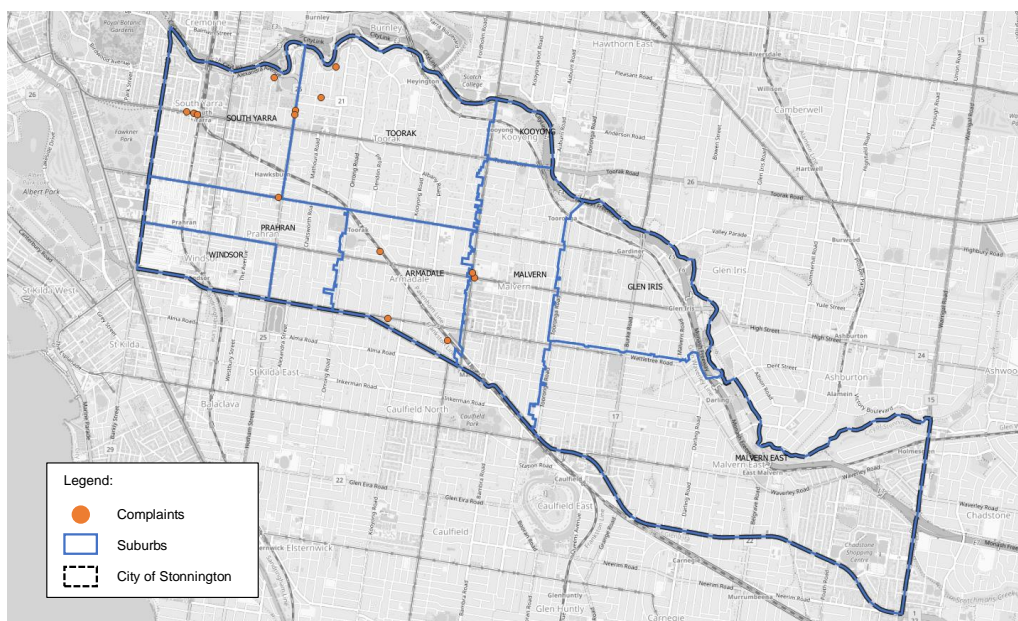


Figure 9. Complaints received regarding the Lime e-bike trial

All complaints received by Council officers were forwarded to Lime for investigation and appropriate action. Majority of the complaints pertain to inappropriately parked e-bikes. These are e-bikes that are parked blocking footpaths or driveways, or are generally placed in a location that is inconsistent with the deployment or parking guidelines schedule in the MoU. Lime has investigated these complaints and retrieved all e-bikes within 12 hours of being notified by Council, in compliance with the resolution time frames outlined in the MoU.

Council officers have been working with Lime to address these issues by implementing No Parking zones (such as in parks, laneways, narrow footpaths, etc.) and providing alternative locations where users can park the e-bike. This ensures that the amenity of public space is maintained without discouraging riders to utilise the e-bike share scheme.

A user will not be legally allowed to end a trip in a No Parking zone. If they leave the e-bike unattended, they will continue to be charged with the rental fee for ten minutes after which the ride will automatically be terminated. The rider will then be warned via email and will receive a financial penalty for their mis-parking.

Conclusion

The first eight months of the Lime e-bike trial recorded 7,672 trips covering 18,030 km by 1,144 users. Each trip has an average distance of 2.35 km taking about 14.1 minutes per trip. This shows that Lime bikes are being used by the community for short trips and last mile connections that could otherwise be made by private vehicles. The e-bike trips have kept an estimated 1,534 private vehicle trips off the road, while avoiding over 400 kg of greenhouse gas emissions as well as nearly 180 litres of petrol.¹

This Analysis showed that making more e-bikes available translated to more trips being completed. Hence, the initial benefits of the Lime e-bike trial can further be maximised by deploying more e-bikes and extending the operational area to cover the whole municipality.

Recommendations

Considering the above, the Lime e-bike trial is considered a success at this stage. It is recommended that the trial be made permanent. Other recommendations include:

1. Opening up local operations of e-bikes to other service providers. This would increase competition and potentially lower costs for residents to access the service. Any additional operators would have to meet similar requirements to Lime and sign an MoU. Considering Recommendation 3 to increase total local fleet size to 500 from the current 200, this would likely mean only an additional one to two operators as most will require a minimum number of e-bikes to be viable.
2. Identifying additional deployment locations and extending the operational area to the eastern suburbs to cover the whole municipality. This will likely be linked to when or if the neighbouring municipalities also allow shared e-bike operations.
3. Increasing the local vehicle fleet size to 500 (from the current maximum of 200) which would increase the bike density to 21 bikes per km². This is line with the density levels in other similar cities operating bike share programs, such as Montreal in Canada and Portland, USA. The level of bike density required will vary across the municipality depending on the levels of activity and demand in each area and so will likely be higher in the western parts of the municipality.
4. Implementing No Ride zones and No Parking zones on an as needed basis to maintain safety and amenity of public spaces.

¹ A key assumption which underpins this estimate is that 20% of all e-bike trips would otherwise be taken by a car.

Sustainability Snapshot 2021-22

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Mayor's message

It's my pleasure to present to you our Sustainability Snapshot for 2021-22.

Sharing the many sustainability achievements made within Stonnington throughout the past year is an opportunity to celebrate the impressive progress we're all making and reflect on areas that need further attention.

With our Climate Emergency Action Plan charting our pathway towards net zero emissions by 2030, I'm delighted to share that our total emissions have been reduced to 4,847 tonnes of CO₂e, and we are on course to meet our ambitious 2030 target.

It's also pleasing to see the diverse range of sustainability projects and stakeholders which are creating positive change in this space.

The achievements highlighted in this annual update are not ours alone and demonstrate that when we all work together, Council, the community, schools, and businesses, we can create change and make a difference in tackling climate change and creating a more sustainable future for all of us.

Councillor Jami Kilisaris
Mayor, City of Stonnington



Introduction

The Sustainability Snapshot is Council's annual report on how we are progressing towards achieving the priorities set out in our Sustainable Environment Strategy 2018-2023.

Find more information on Council's environment and sustainability initiatives on our website stonnington.vic.gov.au/sustainability

Our environmental priority areas:

01 Climate change and energy

02 Resources and waste management

03 Integrated water management

04 Urban environment

05 Education, engagement and collaboration

▼
Reporting on each area, we highlight our achievements from last year, and our focus for the next 12 months.

PRIORITY AREA 01

Climate change and energy

Key achievements



Reduced our total greenhouse gas emissions by 45 per cent compared to 2020-2021 levels.

Worked with expert

consultants to develop an electrification roadmap for Council buildings

Developed a net zero emissions pathway for Council.

Installed four new solar photovoltaic systems at Council-owned community buildings including Armadale Early Learning Centre, Brookville Kindergarten, Phoenix Park Children's Hub and Stonnington Children's Centre, adding an additional 137kW of solar capacity.



Finalised and endorsed our Sustainable Assets Policy

Finalised and endorsed our Climate Emergency Action Plan and established a community Climate Emergency Advisory Committee.

Incorporated climate change vulnerability assessments into our annual building condition audit process.

Conducted a study investigating options for transitioning our corporate fleet to electric and hybrid vehicles and purchased four new electric vehicles.



Developed a Walking Action Plan to encourage walkability throughout the municipality

Developed a Walking Action Plan to encourage walkability throughout the municipality (adopted by Council in July 2022) and began work on a public electric vehicle charging policy.

Completed all-electric heating, ventilation, and cooling system upgrade designs for three Council facilities, including Phoenix Park Library, Phoenix Park Community Centre, and Grattan Gardens Community Centre.



Reduced by 71 per cent

We've reduced greenhouse gas emissions by 71 per cent below 2005 levels to 4,847 tonnes of CO2e.



Spotlight on:

Sustainable Assets Policy

Council manages a diverse portfolio of assets, including buildings, parks, roads, and drains, worth over \$2.3 billion. With this portfolio comes a responsibility to ensure a consistent and robust approach to managing our assets, so that we can continue to provide the services and infrastructure our community needs into the future under changing climatic conditions.

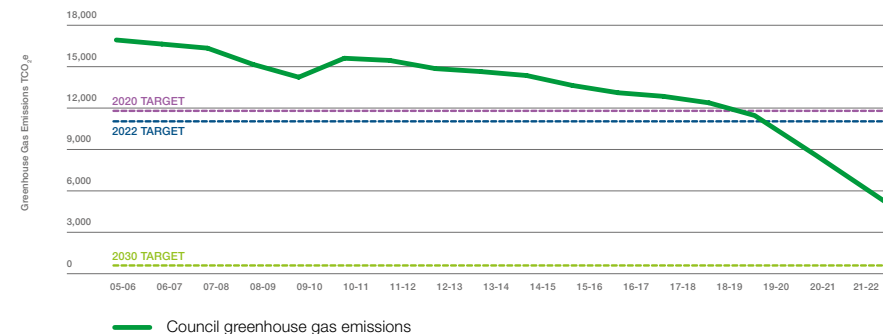
The Sustainable Assets Policy sets out expectations and requirements for Council building and infrastructure projects to integrate environmentally sustainable design standards, climate resilience and adaptation and other sustainability considerations, including taking a whole-of-life approach to developing, managing, renewing, and operating Council assets.

Focus for 2022-23:

Progressing our electrification roadmap.



Council greenhouse gas emissions



Note: While we have continued to reduce electricity use and install rooftop solar, there was an additional reduction in 2020-21 due to COVID lockdowns.

PRIORITY AREA 02

Resources and waste management

Key achievements



Diverted 88 tonnes of electronic waste

Developed our Towards a Circular Economy: Our Future Waste Strategy 2022-2025 (endorsed September 2022).

Created a new Waste Strategy and Engagement Unit to drive Council's implementation of State and Federal Government waste reform agendas, lead our waste transformation and guide our progress towards a circular economy.



Delivered 154 compost bins, worm farms and bokashi units

Diverted 380 tonnes of green waste and scrap metal and 3,572 mattresses from landfill as part of our hard waste service.

Diverted 88 tonnes of electronic waste from landfill through Council's hard waste service and purple e-waste eater at the Waste Transfer Station.



Diverted a total of 4,776 tonnes food and green waste from landfill

Expanded Council's food and green waste service to an additional 546 households, diverting a total of 4,776 tonnes from landfill. This brings the total to 13,658 households participating in the service plus 342 shared bins at apartment buildings.

Delivered 154 discounted compost bins, worm farms and bokashi units to Stonnington homes through our partnership with Compost Revolution.

Diverted 10,036 kilograms of batteries, mobile phones, chargers and accessories, CDs and DVDs, VHS tapes, x-rays, and office supplies from landfill through our recycling stations in Council libraries, pools and service centres.

Finalised and endorsed a Council Plastic Free Policy.

Collaborated with seven other councils to identify suitable materials and strategies to increase the use of recycled content in council building and infrastructure projects.

Installed a huge range of fencing and park furniture made from recycled plastic in parks and gardens across Stonnington.

Spotlight on:

Apartment Composting Program

Council is supporting residents living in apartments to recycle their food waste at home!

Food waste releases harmful greenhouse gases when it goes to landfill but it is a valuable resource when recovered.

Our Apartment Composting Program provides up to three worm farms or solar composters (plus a workshop!) to eligible apartment blocks. To date, Council has supported 11 apartment blocks to recycle their food waste onsite and in doing so, supported community connectedness, increased knowledge and skills, and helped participants create nutritious compost for their gardens.

This program is part of our commitment to keep food scraps out of landfill and improve Stonnington's soil health.

Focus for 2022-23:

Commence delivery of the priority actions identified in our Towards a Circular Economy: Our Future Waste Strategy 2022-2025.



PRIORITY AREA 03

Integrated water management

Key achievements



Restored optimal functioning and habitat at Percy Trevaud Wetlands

Conducted repairs at Waverley Oval to reinstate the onsite stormwater harvesting system, a fix which is estimated to save 2,100,000 Litres of potable water per year.

Connected a 5,000 Litre water tank to the laundry at Princes Close Child Care Centre.

Began mapping future small flood events (annual to 1 in 10-year floods) to predict flood conditions and potential impacts for the Chapel precinct.

Initiated a study investigating the ability of various Water Sensitive Urban Design (WSUD) solutions to provide flood calming and cooling benefits across the city.

Restored optimal functioning and habitat at Percy Trevaud Wetlands through cleaning out excess sediment and vegetation.

Successfully applied for a grant to clean out Grange Road Wetlands (project to be delivered in 2022-23).

Successfully applied for a grant to prepare detailed designs to convert irrigation at three sports ovals from potable water to alternative water sources, a project that is estimated to have potential water savings of 26,000,000 Litres.

Began development of an Integrated Water Management Plan.

Spotlight on:

WSUD flood calming and cooling study

A Water Sensitive Urban Design (WSUD) for cooling and flood calming study was completed which investigates fit-for-purpose assets in the city landscape.

Examples of WSUD assets include raingardens, swales and wetlands.

The study projected a water balance to 2050 predicting two alternate climate scenarios - one being hot-dry and the other cool-wet. The cool-wet future model only produces a slight (2.5 per cent) increase in rainfall, while hot-dry model showed a 25.5 per cent reduction. WSUD assets can play a major role in absorbing and retaining stormwater in the landscape which can assist in flood-calming, combatting the urban heat-island and helping to grow tree canopy coverage.

The report recommends that to deliver maximum community and environmental benefits while reducing costs and resource use, climate change should be considered across all elements of water cycle and in all water-related projects across multiple stages. The report also included a decision matrix to help Council Officers select the appropriate WSUD assets for their project context as well as a climate resilient tree species list.

Focus for 2022-23:

Finalise and begin implementing our Integrated Water Management Plan.



PRIORITY AREA 04

Urban environment

Key achievements



Planted over 1,800 trees and 29,000 plants

Planted over 1,800 trees and 29,000 plants in Stonnington streets, gardens, parks, and reserves.

Supported eight community working bees in Stonnington parks, gardens, and reserves.

As part of the implementation of the Gardiners Creek (KooyongKoot) Masterplan, developed a Light and Dark strategic for the corridor.

Participated in the Gardiners Creek (KooyongKoot) collaboration forums, aimed at achieving water, biodiversity, open space, and active/passive recreational goals as well as stronger cultural connection and beneficial outcomes for the creek. The collaboration group is made up of local stakeholders including water, road and transport authorities, Traditional Owners, State Government representatives, and community groups – in addition to the Councils within the catchment area.

234 Stonnington residents participated in the Aussie Backyard Bird Count, recording 7,427 observations and 79 bird species.

91 Stonnington residents participated in the City Nature Challenge 2022 through observations and events, recording 168 observations and 83 species.

Ran four Lost Lands Found tours with 30 Stonnington residents, showcasing the growth of our eco-art installation at Central Park which aims to build community understanding of local species and Indigenous ecological history.



Planted 187,500 plants and trees since 2018, and well on track to meet our target of 250,000 by 2023.

Spotlight on:

Gardiners Creek (KooyongKoot) Light and Dark Strategy

As part of the Gardiners Creek (KooyongKoot) Masterplan implementation, we developed a lighting strategy for the corridor which incorporated wildlife sensitive and energy efficient lighting recommendations.

The strategy was made up of four parts:

- An assessment of current lighting conditions along the corridor, including categorising different location types and their lighting needs and recommendations for improvement.
- Recommendations for lighting approaches to use in different location types
- Guidance around when to use different power sources to ensure the highest energy efficiency.
- Information on specific lighting types for the corridor.

Council is committed to balancing outcomes for wildlife, user safety and accessibility as part of our lighting projects. Limiting light pollution and protecting darkness at night is an essential component of providing safe and comfortable habitat for nocturnal animals.

Focus for 2022-23:

Develop and begin implementing an Urban Biodiversity Action Plan.



PRIORITY AREA 05

Education, engagement and collaboration

Key achievements



Launched our new Sustainable Schools Program

Delivered the second year of our Environmental Champions Program with 19 passionate community-members who have gone onto launch three new environmental initiatives.

Delivered a broad range of environmental events including online sustainable living sessions, home energy efficiency and electric vehicle information sessions, working bees and community consultation discussions.



675 Stonnington residents are signed up to My Smart Garden program

Collaborated with Zero Waste Victoria to deliver an online Zero Waste Festival, which reached over 1,200 attendees. The festival featured panel discussions, a zero-waste cooking lesson, and Q&As.

Worked with seven neighbouring councils to continue to deliver the My Smart Garden program, a free sustainable gardening program aimed at helping residents grow food and transform their outdoor spaces – big or small.

Collaborated with 11 other Victorian councils to conduct a feasibility study into reusable nappy programs.



Grew the readership of our monthly sustainability newsletter from 361 to 2,985

Collaborated with Council's Festivals and Events team to run Green Screen, a free, sustainability-focussed outdoor film series over the summer months.

Spotlight on:

Sustainable Schools Program

Council is excited to have partnered with the Port Phillip EcoCentre to commence our revamped Sustainable Schools and ELCs Program.

After a hiatus due to the COVID-19 pandemic, Council decided to shift focus from previous years to include a significant capacity-building component for students and educators. Schools can now complete a 10-week 'Tomorrow's Leaders for Sustainability' (TLFS) student leadership program, while ELCs can take part in a Biodiversity Professional Development and Incursion package.

Focus for 2022-23:

Develop a revised communications and engagement strategy to increase our reach and influence with the Stonnington community on environmental issues.



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Service Centres

Stonnington City Centre
311 Glenferrie Road, Malvern

Stonnington Services and Visitor Centre
Prahran Square, corner Chatham and
Izett streets, Prahran

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Electric Vehicle Charging Infrastructure Policy

Electric Vehicle Charging Infrastructure Policy

CITY OF STONNINGTON ELECTRIC VEHICLE CHARGING POLICY

Policy OwnerEnvironment & Infrastructure / Transport and Parking

TRIM folderXXX

Approval dateXXX

Approved by<< Council or CEO >>

Review dateDefault 4 years from adoption date

Version history

Electric Vehicle Charging Infrastructure Policy - Adopted by Council on date

Introduction

Council supports increased use of electric vehicles (EVs) over fossil-fuel internal combustion engine vehicles for their environmental, social and economic benefits.

Purpose

To support Council's commitment to increase local uptake of electric vehicles through facilitating and delivering a network of Council owned and privately managed public electric vehicle charging stations across the city, and encouraging electric vehicle charging stations on private land and in new developments.

Scope

This Policy applies to existing and proposed electric vehicle charging infrastructure on Council managed land including on-street or off-street parking within Stonnington and relevant interactions with existing or prospective electric vehicle charging providers. This Policy also applies in specific instances to electric vehicle charging infrastructure on private land and in new developments.

This Policy relates to Plug-in hybrid electric vehicles (PHEVs). Electric vehicles for the purpose of this policy do not include non-plug-in hybrids or fuel-cell electric vehicles. Electric scooters and electric bikes are also not included as their charging needs and infrastructure are different.

Objectives

The objective of the Electric Vehicle Charging Infrastructure Policy is to:

- Support a coordinated rollout and well-developed network of public electric vehicle charging stations across Stonnington including Council's approach to facilitating charging providers installing public charging infrastructure on Council land.
- Outline Council's role in delivering and facilitating this network whilst recognising, supporting, and not competing with the private sector.
- Outline Council's position on providing or facilitating EV charging access to those without off-street parking which will initially prioritise a well-developed public fast charging network.
- Outlines Council's position in specific instances on electric vehicle charging infrastructure on private land and in new developments.

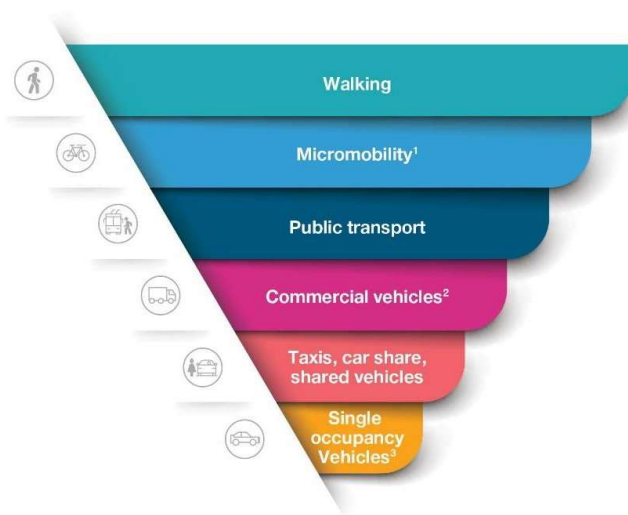
Policy

Electric vehicles as a sustainable transport mode

Transport accounts for approximately one third of household greenhouse gas emissions in Australia (EPA Victoria¹). Reducing car usage, using a car share vehicle or switching to an electric vehicle are all positive options to reduce greenhouse gas emissions. This is supported through Stonnington's Transport Hierarchy as outlined below.

¹ https://apps.epa.vic.gov.au/AGC/r_emissions.html#!/

Electric Vehicle Charging Infrastructure Policy



- ¹ Includes bikes, scooters, skateboards, both private and shared and those that are electric powered.
 ² Those serving local businesses and institutions.
 ³ Electric-powered single occupancy vehicles to be prioritized over non-electric.

Electric vehicle charging stations on public streets and Council managed off-street carparks

Council managed kerbside space and off-street carparks provide some of the most visible and convenient locations to install publicly available EV charging infrastructure. Council, however, has not historically directly funded or provided refueling infrastructure for private vehicles, this being the realm of the private sector. Council will therefore follow the principles outlined below when installing and facilitating electric vehicle charging in council managed off-street carparks and on public streets:

- Priority will be given in the first instance to establishing an accessible network of EV charging infrastructure in off-street car parks, due to the availability, simplicity and lower cost of this option.
- Priority will be given to the establishment of EV charging infrastructure that can provide both public access and support Council transitioning its own fleet to electric vehicles.
- On-street charging will generally only be considered if no off-street charging option is available. Currently, on-street charging is more complicated and expensive to implement in terms of design, approval, site-leasing, installation, and management. Council will review this position as technology and options for on-street parking evolve.
- Where privately operated but publicly accessible fast charging is provided at a fair price, Council at its absolute discretion, will not aim to compete with or duplicate such a service through installing comparable EV charging at a lower price point. Council will generally price charging access based on recuperating operating expenditure unless otherwise required.
- The selection of charging speeds of EV charging infrastructure will take into consideration parking demand and management measures required and the likelihood of these changing over time.
- When planning a new installation, Council will consider community/commercial benefit, project costs (both financial and non-financial), and associated risks.
- Charging infrastructure should be powered using renewable energy.

Electric Vehicle Charging Infrastructure Policy

- Council will prioritise equity in the charging network by aspiring to provide parking bays with universal access design for those with mobility challenges, and fair access to charging across the municipality especially where there is the highest need.
- Any EV car space managed by Council will be for the exclusive use of EV vehicles and when unattended any vehicle parked in such a space must be plugged in and actively charging or else be liable for financial penalty.

To expedite the rollout of electric vehicle charging infrastructure meeting the above guidelines, Council may initiate an Expression of Interest (EOI) process, seeking market interest to install EV charging infrastructure in a public space/place. Where required by the Local Government Act and Council's Procurement Policy, or determined by Council, such a process will welcome community feedback.

Charging for residents without off-street parking

Whilst many electric vehicles owners will have the option to charge their vehicles at home, in Stonnington just over 20% of households, mostly in the west of the municipality, do not have access to off-street parking, including just over 10% of houses¹. In addition, there are multi-dwelling developments across Stonnington for which retrofitting of charging infrastructure is likely to be difficult and costly. Both types of households are expected to require alternative options to recharge an electric vehicle.

Even so, new, long-range EVs can travel more than 400km on a full charge and generally only need to be recharged once per week with the average Australian daily commute of 30 km. Such charging needs can be provided in an efficient, cost-effective (to provider and user), and equitable way by a well-developed network of public DC fast chargers.

Council will therefore prioritise facilitating the establishment of a fast-charging network focused on off-street carparks in activity centers. This would enable 76% of all residents to be no further than 500 metres from a publicly available charger, whether on Council or private land. Council will investigate both direct provision of EV charging infrastructure and facilitating installation by other parties.

Following the establishment of an accessible network of EV fast charging infrastructure in off-street car parks, Council will investigate neighbourhood charging options, which are generally more complex to design, install and manage.

Electric Vehicle Charging Infrastructure on private land

Private use

Installation of EV charging infrastructure within a private residence or premises, exclusively for private use, will not necessarily require advice or approval from Council. Residents should ensure any installation meets relevant Australian standards for electrical works and safety. Where EV charging infrastructure is visible from the street it may have an implication on heritage streetscapes and further advice should be sought from Council's Statutory Planning Unit.

¹ Terrill, M., Burfurd, I. & Fox, I (2021) The Grattan car plan: Practical policies for cleaner transport and better cities <https://grattan.edu.au/wp-content/uploads/2021/10/Grattan-Car-Plan.pdf>

Public use

Council is supportive of private operators installing and offering EV charging infrastructure for public use in convenient locations such as service stations, shopping centres and other destinations, providing this meets all relevant standards and laws. Charging for access to electric charging infrastructure is at the discretion of the operator however Council endorses fair pricing consistent with the cost of provision and aligned with that provided elsewhere in Melbourne. Council's position is that the EV charging market is rapidly developing, and that Council incentives are not required to expand the private EV charging network within Stonnington.

New developments

There are considerable cost and logistical benefits to installing EV charging infrastructure up-front or constructing an EV-ready new development. Aspects that should be considered at planning stage include the site electrical capacity and any upgrades required subject to Distributed Network Service Provider (DNSP) approval, switchboard and distribution board equipment, conduits and cable tray access.

Under Council's planning requirements, all new commercial/industrial/large scale residential developments are encouraged to include an appropriate standard of EV charging infrastructure. Decisions on EV charging are guided by the Sustainable Design Assessment in the Planning Process (SDAPP). The SDAPP includes transport guidelines and design recommendations that can be incorporated into a development to improve its sustainability.

Stonnington Council is part of the Council Alliance for a Sustainable Built Environment (CASBE) and a collaborative joint research project to elevate Environmentally Sustainable Development (ESD) targets for new developments. Through this project, higher standards and more detailed best practice guidelines are being developed around future proofing buildings and designing for electric charging infrastructure. Once included in the amended Planning Scheme, these will become Stonnington's recommended standard for EV charging infrastructure requirements for new developments.

Electric Vehicle Charging Infrastructure Policy

Definitions

Term	Definition
Charging providers	Companies that commercially provide electric vehicle charging infrastructure for a fee or receive revenue by other means e.g. advertising
DC fast charging	Direct current fast charging converts standard power to direct current and delivers it to the electric vehicle battery. Capable of recharging an electric vehicle battery to 80% in less than 30 minutes.
Electric vehicle	Powered by motors that use electricity, unlike traditional internal combustion engine vehicles that use liquid fuels. Can be plugged into an electrical power source to recharge. Electric vehicles include fully-electric and plug-in hybrid which combines fuel and electricity.
Fuel-cell electric vehicles	Powered by hydrogen using a fuel cell to power an electric motor however required specialist refuelling infrastructure is not yet common in Australia.
Hybrid vehicle	Combines an internal combustion engine with an electric propulsion system to achieve better fuel economy. Not considered electric vehicles as they are not able to be plugged into an electrical power source.
Lamp post charging	Electric vehicle charging infrastructure integrated with street lighting either existing or newly installed. Whilst well-established elsewhere (e.g. London), such infrastructure is not common in Australia.
Off-street charging	Charging infrastructure provided to off-street parking spaces, including at-grade and multi-storey car parks.
On-street charging	Charging infrastructure provided to on-street parking spaces, including parallel and angle parking in residential areas and activity centres. On-street charging is generally more complex to install but is required where off-street or private charging is difficult to provide
Opportunistic charging	Charging undertaken when someone was already going to a particular location and takes the opportunity to top-up.

Responsibilities

Party/parties	Roles and responsibilities
Council	Adhere to the Policy
Council officers	Adhere to, and implement, the Policy

Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made.

Officers are authorised to make minor editorial amendments as needed for administrative or updated information purposes (for example, but not limited to: changes to position and roles, references to legislation, definitions etc.). Officers may also make amendments to the list of related documents at such times where reference material or guidelines require updating.

Electric Vehicle Charging Infrastructure Policy

Related Legislation and Policies

There are a range of legislation, codes and Council documents that inform and support this Policy. These include, but are not limited to:

Legislation	Council documents
Road Management Act 2004 and subordinate legislation	Council Plan 2021-2025 Transport Policy Transport Strategy 2020-25 Climate Emergency Action Plan 2021-2024 Sustainable Environment Strategy 2018-2023

Quick Response Grant Funding Recommendation – December 2022

Application ID	Organisation	Project Title	Request	Panel Recommendation
AGCCB00022	Melbourne H2O Swimming Club	All-Abilities Swim Sessions	In-kind funding: \$500.00 (Pahran Aquatic Centre) \$1000.00 cash funding for Swimming Instructor	Full funding recommended



NOTICE OF INTENTION TO LEASE COUNCIL PROPERTY

In accordance with section 115 of the Local Government Act 2020 (the Act), the Stonnington City Council (Council) gives notice of its intention to lease the following premises (either separately or as one lease holding):

6 Almeida Crescent, South Yarra - ground floor office/showroom and three car spaces, net lettable area - 313 square metres.
7 Almeida Crescent, South Yarra - upper-level office/showroom and four car spaces, net lettable area - 403 square metres.

The proposed lease/s will be consistent with the requirements of the Act and the Retail Leases Act 2003. Council has received a current market valuation from an independent certified practicing valuer and any proposed lease consideration will be consistent with this independent advice.

The lease term will be a maximum of 10 years, an initial term of five years with one further term of five years. The total net rent for the combined holdings will be in the vicinity of \$240,000 to \$270,000 per annum. Leases for the two premises can be negotiated separately.

The lease/s will have annual reviews and other terms and conditions as negotiated and agreed to the satisfaction of Council's Chief Executive Officer.

Council's Engagement Policy commits to a consultative engagement for the proposed lease/s, and persons may make a submission on the proposal.

If you wish to make a submission on the proposed intention to lease, you must do so by no later than **Tuesday 15 November 2022**.

Submissions can be made by email to propertycoordination@stonnington.vic.gov.au or in writing to:

Attn: Greg Stevens
Lead Property Advisor
City of Stonnington
PO Box 58
MALVERN VIC 3144

All submissions will be considered before a final decision is made and will be heard at a Hearing of Submissions that will be scheduled at a future council meeting.

Any person wishing to be heard in support of their feedback should indicate this within their submission. Please note: any written feedback received may be made available for the public record.

INTERNAL AUDIT REPORT

CITY OF STONNINGTON

Review of Councillor Expenses

April 2022



hlb.com.au

TOGETHER WE MAKE IT HAPPEN



Detailed Findings

Description of Finding	Observation	Impact and Recommended Action	Management Response
1. The Councillor Expense policy can be enhanced further	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>The Councillor Expense Policy should be periodically reviewed to address processes that are no longer in practice or procedures that are in practice but not formally documented.</p> <p>Up-to-date and adequate procedures are a crucial organisational tool, which sets the tone required from management and provides guidance in day-to-day transactions and activities for Councillors. Additionally, adequate, and up-to-date procedures allows for consistency across the Council.</p> <p>Finally, section 16.1 of the Councillor Expense Policy requires that attendance of a conference or seminars is supported by completion of the "Form two" the training/professional development notification form.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> The Councillor Expense Policy did not capture the following information: <ul style="list-style-type: none"> Security equipment and related expenses that Councillors incur. There is no procedure in the Councillor Expense Policy for Councillors obtaining reimbursement approval for obtaining security equipment. Management identified that this was a one-off situation due to an ongoing dispute with a resident. It was identified that this situation may be covered by updating the policy to provide guidance on the process to approve expenses outside of the Councillor Expense Policy scope (see Recommended Action 1). Equipment such as keyboards and webcams that would be required to be bought due to COVID-19 related issues. There is also no procedure in the Councillor Expense Policy for 	<p>Impact:</p> <ul style="list-style-type: none"> Councillor Expense procedures being individually driven instead of process driven; Inconsistent processes being followed with respect to the management of Councillor Expenses; and Confusion among staff and Councillors regarding expenses that do not follow the regular procedures. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <ol style="list-style-type: none"> Review and update the Councillor Expense Policy to specifically identify the process to approve expenses which are outside the scope of the policy. This could be through CEO approval as identified through management discussions or an alternative process. Review and update the Councillor Expense Policy to address the payment 	<p>Management Action:</p> <p>Recommendation 1:</p> <p>[Management Agrees]</p> <p>The Policy is scheduled to be reviewed by November 2022</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support]</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 2:</p> <p>[Management Agrees]</p> <p>The Policy is scheduled to be reviewed by November 2022</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 3:</p> <p>[Management Agrees]</p> <p>The requirement for the training and development form to be completed will be reinforced.</p>



Description of Finding

Observation

Impact and Recommended Action

Management Response

- Councillors obtaining reimbursement approval for obtaining IT equipment. Requirements for IT equipment has become a common issue given the adjusted working conditions of the COVID-19 pandemic and therefore should be included in the Policy.
- Reference to the use of Payment Requisition forms. The Councillor Expense Policy does not include a template of the requisition form or details of the approval process surrounding the Payment Requisition form.
 - The approval method for expenses that are outside of the Councillor Expense Policy's scope. Management has noted that the CEO needs to approve expenses that are not listed in the Councillor Expense Policy however, the policy does not mention this practice.
- Based on our sample testing we have found, there were 3 instances where the Training and Professional Development Form was not completed by the Councillor when claiming a reimbursement of a conference expense as required. This form is specifically required to be completed as per the Councillor Expenses Policy however it appears that the process is not consistently completed. To be specific:

No	Cr Name	Nature of Expense	Invoice Date	Amount
1.	Cr K	Mentoring and Advice to Cr K	30-Jun-21	\$900
2.	Cr N	Executive Colloquium Training	14-Jun-21	\$5,004.55
3.	Cr P	Online training meeting procedure, Municipal Association of	2-Sep-21	\$350

- requisition process and provide the draft form as an annexure.
- 3. Reinforce the requirement for or remove the training and development form within the Councillor Expense Policy.
- 4. Communicate the updated Councillor Expense Policy requirements to Councillors.

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022

Recommendation 4:

[Management Agrees]

The updated requirement of the Policy will be communicated to Councillors.

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022



Description of Finding

Observation

Impact and Recommended Action

Management Response

Victoria, September 2021

Management advised that item 1 above was a direct payment by council. Refer to Finding 6 below regarding suggested changes to the Councillor Expense Policy on requirements for expenses paid directly by council.

If this form is considered non-essential, Management may consider removing this form from the policy altogether to simplify the amount of documentation required and remove what is no longer being practiced.

2. Discrepancies noted with respect to reporting of Councillor expenses on Council's website.

Risk Rating: Low

Standard/Criteria:

In relation to the reporting of Councillor Expenses, Section 6(e (ii)) of the Councillor Expense Policy states that a report detailing the reimbursement of expenses for Councillors will be uploaded to the Council's website each month.

While Section 23 of the Councillor Expense Policy requires that the expenses paid or reimbursed to Councillors will be uploaded to the Council's website each quarter.

As such, there is inconsistency in the expenses reporting timelines between the different sections of the Councillor Expense Policy.

Audit Finding:

Our review noted that:

Council does not upload monthly reports of Councillor reimbursements which is a practice that should be followed as per the Councillor Expense Policy Section 6. However, our discussion with management noted that Councillor Expense reports are uploaded quarterly onto their website which abides with Section 23 of the Policy.

Impact:

- Non-compliance with the Councillor Expense Policy; and
- Lack of consistency and transparency of Councillor Expenses and it's reporting process.

Recommended Action:

We recommend that the Council's management should:

5. Update the Councillor Expenses Policy and reporting practices to ensure that reporting timelines are consistent throughout the document and ensure that these reporting timelines are met.

Management Action:

Recommendation 5:

[Management Agrees]

There is inconsistency in the policy in relation to expenses for Councillors being uploaded to the Council's website. In future expenses paid or reimbursed will be uploaded each quarter

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022



Description of Finding	Observation	Impact and Recommended Action	Management Response										
3. Inconsistencies noted in Council's policies/practices when compared to VAGO recommendations	<p>Risk Rating: Medium</p> <p>Standard/Criteria:</p> <p>The Victorian Auditor-General's Office had stipulated a range of recommendations within their Fraud and Corruption Control—Local Government Report of June 2019. These recommendations included (but not limited to): Reviewing and revising council policies regarding the reimbursement of meals, establishing a fraud/corruption incident register, and ensuring fraud and corruption training for Councillors in the last two years.</p> <p>Councillors must hold themselves to the highest standard of integrity as any perception of fraud or corruption may damage public trust and the existing culture of integrity.</p> <p>Additionally, section 16.2 of the Councillor Expense Policy establishes that <i>“the majority of meals will be covered in the conference or event fee. Other meals not included in the conference fee are to be at the cost of Councillors”</i>.</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none">An instance where a meal fee was reimbursed for a Councillor as part of costs relating to the conferences. Please see the details below: <table><tr><th>No</th><th>Cr Name</th><th>Nature of Expense</th><th>Invoice Date</th><th>Amount</th></tr><tr><td>1.</td><td>Cr M</td><td>Dinner for the ALGA</td><td>22-Jun-21</td><td>\$74.73</td></tr></table> <p>Management had noted the conference costs that were approved for each delegate by the Council are as follows:</p> <ul style="list-style-type: none">Registration Costs: \$1,099Accommodation: \$1,000	No	Cr Name	Nature of Expense	Invoice Date	Amount	1.	Cr M	Dinner for the ALGA	22-Jun-21	\$74.73	<p>Impact:</p> <ul style="list-style-type: none">Inconsistent processes being followed with respect to meal reimbursements;Lack of oversight and transparency in relation to fraud and corruption; andIncrease risk of fraud and corruption. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <ol style="list-style-type: none">Reinforce meal reimbursement processes that are stipulated in the Councillor Expense Policy. Alternatively update the Councillor Expense Policy to account for meals outside of the Conference fees.Develop and implement mandatory fraud and corruption training for all Councillors at the end of the first and third year of their election period.Ensure the Fraud and Corruption Incident register is uploaded onto a shared file service such as SharePoint or	<p>Management Action:</p> <p><u>Recommendation 6:</u></p> <p>[Management Agrees]</p> <p>The Policy will be updated to account for meals outside of conference fees. The Policy stipulation that meals will only be reimbursed if they are included within the conference fee is too restrictive and not always practical. In the case of the ALGA National Congress the Councillors who attended were late to register and reservations for the conference dinner had closed.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p> <p><u>Recommendation 7:</u></p> <p>[Management Agrees]</p> <p>Arrangements will be made for a refresh of Councillor Induction fraud and corruption training in the third year of the election period.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p>
No	Cr Name	Nature of Expense	Invoice Date	Amount									
1.	Cr M	Dinner for the ALGA	22-Jun-21	\$74.73									



Description of Finding	Observation	Impact and Recommended Action	Management Response
	<ul style="list-style-type: none"> Airfares: \$650 <p>Based on the information provided, this meal expense could not be sighted in the ALGA event information or in the relevant Council meeting minutes.</p> <p>As detailed within section 16.2 of the Councillor Expense Policy, meals will only be reimbursed if they are included within the conference fee. This reimbursement therefore does not align with the Councillor Expense Policy as the cost of the meal was separate to the conference fee.</p> <ul style="list-style-type: none"> Management has noted that no fraud or corruption related training has been conducted for Councillors in the last two years. Furthermore, the Council noted that while the Fraud and Corruption incident register has been established and is currently in practice. The incident register currently cannot be accessed as the staff member who has the register on their device is on extended leave. This meant other staff members and the Council's IT team were not able access the register due to the device being turned off. 	<p>OneDrive. This allows relevant staff access to the register.</p>	<p>Timeframe:</p> <p>31 December 2022</p> <p>Recommendation 8:</p> <p>[Management Agrees]</p> <p>Arrangements will be made for the Fraud and Corruption Register to be unloaded onto a shared file service for the Executive Manager Legal & Governance to access the register.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p> <p>31 December 2022</p>
4. Time-related delays relating to Councillor Reimbursement Claim Forms.	<p>Risk Rating: Low</p> <p>Standard/Criteria:</p> <p>Section 21.2 of the Councillor Expense Policy stipulates that "<i>Claims for reimbursement for the September, December and March quarters must be submitted by the close of business of the following month. Claims for reimbursement of expenses in the June quarter must be submitted within 14 working days of the end of the financial year.</i>"</p> <p>Audit Finding:</p> <p>Our review noted that:</p> <ul style="list-style-type: none"> 1 out of 11 instances of a delay in the submission of Councillor's Reimbursement Claim Forms. To be specific: 	<p>Impact:</p> <ul style="list-style-type: none"> Delays in the submission of Councillor expense claims may lead to non-compliance with the Council policies and procedures. <p>Recommended Action:</p> <p>We recommend that the Council's management should:</p> <p>9. Reinforce the need for Councillors to submit their reimbursement claim forms in a timely manner that aligns</p>	<p>Management Action:</p> <p>Recommendation 9:</p> <p>[Management Agrees]</p> <p>The timelines for submission of claims for reimbursement of expenses will be reinforced with Councillors.</p> <p>Responsibility:</p> <p>Tony McIlroy Manager Councillor & Civic Support</p> <p>Timeframe:</p>



Description of Finding		Observation				Impact and Recommended Action	Management Response
No	Cr Name	Expense Type	Date the expense was incurred	Date the Councillor submitted the expense	Delay (days)		
1.	Cr J	Broadband/Internet April 2021	4-May-21	26-Jul-21	6 Days	with the Councillor Expense Policy. 10. Update the Councillor Expense Policy to provide a clear process to approve expenses lodged outside the time period requirements (i.e., late reimbursement claims may only be approved via majority a vote at a council meeting).	31 December 2022 Management Action: Recommendation 10: [Management Agrees] Late reimbursement claims will only be approved by a resolution of the Council Responsibility: Tony McIlroy Manager Councillor & Civic Support Timeframe: 31 December 2022
As identified in the above table the reimbursement was lodged on 26 July 2021 when it should have been submitted within 14 days from the end of the financial year being 20 July 2021. The delay in lodgement of this reimbursement claim was therefore outside the requirements of the Council Expenses Policy.							
5.	Reimbursement claim, training/development and payment requisition forms can be enhanced.	Risk Rating: Medium				Impact: <ul style="list-style-type: none">Inconsistent practices and documentation used across the Council; andLack of proper authorisation and approval for Councillor Expenses. Recommended Action: We recommend that the Council's management should: 11. Ensure that appropriate electronic Councillor reimbursement claim forms are completed correctly with relevant expense categories selected and processed by	Management Action: Recommendation 11: [Management Agrees] Council Staff will ensure that reimbursement claim forms are completed correctly with the proper expense categories selected Responsibility: Tony McIlroy Manager Councillor & Civic Support Timeframe: 31 December 2022 Recommendation 12:
Standard/Criteria: As required in section 21.1 of the Councillor Expense Policy, "claims should be submitted using the Councillor Expenses reimbursement form accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the name of the payee and ABN where applicable." Council utilises the Payment Requisition Form to process payment/reimbursement of Councillor expenses. This internal document is prepared by the Civic Support Officer and authorised by the Executive Manager, Governance & Integrity. It is then received by the Finance Department for processing the payment to the Councillor. Audit Finding: Our review noted that: <ul style="list-style-type: none">Within the online reimbursement claim forms, Councillors are picking one expense type category and applying this one category to all							



Description of Finding

Observation

Impact and Recommended Action

Management Response

expenses within the claim form regardless of if there are different types of expenses present. Additionally, we have observed various reimbursement claim forms where the "processed by Governance & Integrity" box has not been ticked and/or dated.

- There appears to be a mixture of paper reimbursement claim forms and electronic versions. However, we acknowledge that due to COVID-19, electronic and online versions are now used on a consistent and appropriate basis.
- There also has been instances noted where dates are not accompanied with authorisation signature within the payment requisition form. Management has noted that this payment requisition form is used by the finance team to help process Councillor expenses and purchasing activities.
- We have noted occurrences of outdated reimbursement claim forms that were still used in practice which are not consistent with the requirements/format cited within the Councillor Expense Policy.
- 4 of 11 Councillor reimbursement claims forms had signatures for authorisation but, no name or position title was attached with the authorising signature.

Management advised that a new reimbursement claim form is currently being developed and they will consider the recommendations as part of this new form development.

Governance & Integrity" box is signed and dated.

12. Reinforce the need for payment requisition and reimbursement forms to be filled in completely by Councillors and Staff.
13. Adopt a reimbursement claim form template to ensure consistency across the Council.
14. Include a space for position title and/or name for proper verification within the Councillor signature and Staff Member signature section of the reimbursement claim form.

[Management Agrees]

Reimbursement claim forms will not be processed unless properly completed

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022

Recommendation 13:

[Management Agrees]

To ensure consistency a new claim form template will be prepared by 30 June 2022

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022

Recommendation 14:

[Management Agrees]

The new template will provide for a space for position title and name for both the Councillor and staff member processing the claim.

Responsibility:



Description of Finding

Observation

Impact and Recommended Action

Management Response

6. Instances noted of non-compliance with the Councillor Expenses Policy.

Risk Rating: Low

Standard/Criteria:

According to Section 41(2a) of the *Local Government Act 2020*, "A policy adopted by a Council must – specify procedures to be followed in applying for reimbursement and in reimbursing expenses".

As per Section 21.1 of the Councillor Expense Policy, "claims must include sufficient detail to demonstrate that the expense for which reimbursement is being claimed is a reasonable out-of-pocket expense incurred while performing the duties as Councillor".

Audit Finding:

Our review noted that:

- There were four instances whereas the reimbursement form was not attached or provided for the reimbursement of the Councillor's expense. To be specific the instances are as follows:

No	Cr Name	Nature of Expense	Invoice Date	Amount
1.	Cr K	Mentoring and Advice to Cr K	30-Jun-21	\$900
2.	Cr S	Logitech C922 Pro Stream Webcam	23-Aug-21	\$179

Impact:

Failure to complete and submit a Councillor Expense Reimbursement Claim Forms when required may lead to:

- Non-compliance with internal policies and protocols; and
- Inconsistencies with respect to processes being followed.

Recommended Action:

We recommend that the Council's management should:

- Reinforce the need for Councillors to utilise the relevant expense claim forms when submitting expense reimbursement claims.
- Outline instances in the Councillor Expense Policy where using reimbursement forms are not required (i.e., expense has been directly paid for by the council).

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022

Management Action:

Recommendation 15:

[Management Agrees]

Use of the new format expense claim form only will be reinforced with Councillors

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:

31 December 2022

Recommendation 16:

[Management Agrees]

The review of the policy will identify where a reimbursement form is not required when the Council has directly funded the expense

Responsibility:

Tony McIlroy Manager Councillor & Civic Support

Timeframe:



COUNCILLOR AND MEMBER OF A DELEGATED COMMITTEE EXPENSES POLICY

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1. INTRODUCTION

Section 41 of the *Local Government Act 2020* (the [Act-LGA-2020](#)) provides that councils must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

Section 41 does not refer to community asset committees or other committees, however, the Council can reimburse the expenses of members of such committees:

- a) in accordance with this [Policy-Reimbursement of Expenses Policy \(Policy\)](#); or
- b) by resolution.

The Policy should be read in conjunction with other relevant Council policies and documents adopted from time to time, including, but not limited to, those listed in Appendix 1.

2. AUTHORISING PROVISION

This Policy was ~~approved-adopted~~ by the Council at its meeting on ~~17 August 2020~~ [12 December 2022](#) and replaces the previous policy adopted on ~~16 December 2019~~ [17 August 2020](#). ~~This policy would be effective from 2 February 2024.~~

3. COMMENCEMENT DATE

This Policy is effective from ~~2 February 2024~~ [1 April 2023](#).

4. ACCESS TO ~~THIS~~ POLICY

This Policy will be published on the Council website and be available for inspection at [the Stonnington Centre, 311 Glenferrie Road, Malvern Council's office\(s\)](#).

5. PURPOSE

The purpose of ~~this~~ Policy is to establish the facilities, resources and support necessary or appropriate to provide support ~~to~~ Councillors ~~and~~, members of delegated committees, ~~members of community asset committees⁴ and other committees in the performance of their duties, in the performance of their duties~~ including:

- a) outlining entitlements for reimbursement of reasonable out of pocket expenses incurred while performing duties;
- b) establishing Councillors' support, resources and equipment entitlements associated with performing the duties of a Councillor; and
- c) establishing Councillors' entitlements to ~~paid~~ professional development [support](#).

[The policy also sets out the processes for ensuring the costs of resourcing and supporting councillors and members of a delegated committee and the value of any expenses reimbursed are reported to the Audit and Risk Committee and the community in a timely manner which promotes transparency and accountability.](#)

6. OBJECTIVES

~~This~~ Policy has been adopted to ensure the transparent and responsible provision of resources and support required by:

- a) maximising the value of seminar, conference and ~~professional development/or-course~~ attendance;
- b) providing the approval processes for all interstate and overseas travel by Councillors;
- c) establishing the process for reimbursement of expenses;
- d) providing resources and support; and
- e) reporting the reimbursement of expenses:

⁴ ~~At the time of adopting this Policy, Council did not have any delegated committees or community asset committees.~~

- i. to ~~each meeting of~~ the Audit and Risk Committee, as required ~~by~~under section 40(2) of the Act~~LGA 2020~~; and
- ii. on the Council's website each ~~month~~quarter.

7. BACKGROUND

Under the Act the Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- a) are bona fide expenses; and
- b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The Act also requires the Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. Under the Act, the Policy adopted by the Council must

- a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) comply with any requirements prescribed by the regulations in relation to reimbursement of expenses; and
- c) provide for the reimbursement of child care costs where the provision of child care is reasonably requirement for a Councillor or member of a delegated committee to perform their role; and
- d) have particular regard to 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.

In addition the Act requires that the Council must:

- make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role; and
- consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
- have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012

This Policy requires the Council to reimburse a Councillor and a member of a delegated committee for expenses if the Councillor or member of a delegated committee:

- applies in writing to the Council for reimbursement of expenses; and
- establishes in the application to the Council that the expenses were reasonable bona fide out-of-pocket expenses incurred while performing duties as a Councillor or a member of a delegated committee.

7.8. SCOPE

7.8.1 GENERAL

Under the Policy, the provision of facilities, resources and support to Councillors, and the expenses paid or reimbursed ~~for~~to Councillors, will be consistent with the following ~~principles~~:

- a) the ~~standards of conduct prescribed in the Local Government (Governance and Integrity) Regulations 2020 (Schedule 1) Councillor Conduct principles prescribed² under section 139 (3) (a) of the LGA 2020~~ and the *Councillor Code of Conduct*;
- b) encouraging diversity in participation, equity and access; and

²~~Prescribed" means in accordance with the Regulations.~~

- c) good governance, accountability and transparency.

The Policy presumes councillors and members of a delegated committee are residents in the municipality, and any additional costs or expenses attributable to a councillor's or member's of a delegated committee residence being outside the municipality are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

8.2 POLICY CONTEXT

This Policy describes the basic entitlements of councillors and members of a delegated committee to reimbursement of out-of-pocket expenses, facilities, resources and support necessary or appropriate in relation to the performance of their duties as a Stonnington councillor or a member of a delegated committee.

This Policy is not intended to cover for every possible situation that may arise. Should a situation arise that is not adequately covered by this Policy, the matter will be referred to the Council for determination by resolution.

Any expenses, facilities support or resources not specifically addressed in this policy will be assessed by reference to Part 2, Division 5 of the Act and any prescribed regulations.

7.32 DUTIES

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of ~~the~~ Council having regard to any relevant Act, Regulations, Ministerial Guidelines and Council policies, Councillors are entitled to access facilities, support and resources as described in ~~this~~ Policy and the Act LGA-2020.

The duties and activities include, but are not limited to attendance at:

- a) ~~ordinary and special~~ Council meetings, meetings of committees of ~~the~~ Council and Councillor Briefing Sessions organised by the Chief Executive Officer (~~CEO~~) or delegate;
- b) civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer ~~CEO~~;
- c) meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer ~~CEO~~;
- d) community meetings and ward meetings;
- e) site inspections or meetings or delegations or deputations to which the Councillor is the Council representative or relevant to a matter which is, or is anticipated to be, the subject of a decision of ~~the~~ Council;
- f) meetings or functions as the nominated representative of ~~the~~ Council or the Mayor;
- g) meetings of community groups, organisations and statutory authorities to which the Councillor is the Council delegate or representative;
- h) discussions with officers or any person, on any matter relating to the Council;
- i) seminars, training, conferences or professional development courses as an attendee, speaker or ~~the~~ Council's representative or delegate, which:
 - i. contribute to the development of personal and professional skills or knowledge of the Councillor which are necessary for the performance of his or her duties;
 - ii. are consistent with ~~the~~ Council's objectives;
 - iii. will cover or present material with application, importance or relevance to current or future issues faced by the Council; and
 - iv. are within the approved budget for conferences and seminars.

7.38.4 ELECTION PERIOD

In accordance with the Election Policy as stated in the ~~City of Stonnington~~ Governance Rules.

7.48.5 PRIVATE USE

Council resources must not be used for private purposes with the exception of the Mayoral vehicle.

8.9. MAYORAL AND COUNCILLOR ALLOWANCES

The Act LGA-2020 (section 369) provides that:

- a) Mayors, Deputy Mayors and Councillors are entitled to receive from the Council an allowance in accordance with a determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- b) a Mayor or a Deputy Mayor is not entitled to receive an allowance as a Councillor while receiving an allowance as a Mayor or a Deputy Mayor;
- c) a Council cannot pay an allowance that exceeds the amount specified in the relevant determination;
- d) a Mayor, Deputy Mayor or Councillor may elect to receive:
 - i. the entire allowance; or
 - ii. a specified part of the allowance; or
 - iii. no allowance.

Mayoral and Councillor allowances are taxable income and Councillors should establish processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors.

Councillors will be supplied with a statement of earnings at the end of each financial year.

Allowances are also subject to the addition of the amount equivalent of the superannuation guarantee levy ~~(currently 9.5%.)~~

9.10. STATUTORY PROVISIONS

910.1 DETERMINATIONS OF ALLOWANCES

The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 makes provision for the Victorian Independent Remuneration Tribunal to:

- a) determine allowances for Mayors, Deputy Mayors and Councillors;
- b) determine Council allowance categories;
- c) inquire into and determine the allowances payable to Mayors, Deputy Mayors and Councillors; and
- d) make determinations which provide for allowances to be indexed.

910.2 REIMBURSEMENT OF EXPENSES

Section 40 of the [Act LGA 2020](#) provides that councils must:

- a) reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:
 - i. are bona fide expenses; and
 - ii. have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
 - iii. are reasonably necessary for the Councillor or member of a delegated committee to perform that role; and
- b) provide details of all reimbursements ~~under this section~~ to the Audit and Risk Committee.

40.11. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The [Act LGA 2020](#) (section 42) provides that ~~the~~ Council must make available to the Mayor, Deputy Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role. ~~Council Resources should not be used for personal use.~~ ~~In doing so, the Council must also consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability, or any other condition that may prevent them from underrating their role as Councillor.~~

4011.1 ANNUAL BUDGETARY PROVISION

~~The~~ Council will make provision in its annual budget for the reimbursement of expenses.

4011.2 OFFICES AND MEETING ROOMS

The Council will provide a suitably equipped office for the Mayor within the Stonnington ~~City~~ Centre, 311 Glenferrie Road, Malvern.

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

Councillors will be given access to the Councillors' Room at the Stonnington ~~City~~ Centre, and the Mayoral Suite, Lounge & Dining Room and Council Chamber in the northern wing of the Malvern Town Hall. Councillors will have access to photocopying and printing facilities during office hours at the Stonnington ~~City~~ Centre.

~~The space and equipment provided for the Mayoral Office and Councillors' Room shall be provided at the discretion of the CEO and should not be removed from that facility without the permission of the CEO.~~

4011.3 EQUIPMENT AND STATIONERY

Councillors will be provided with standard stationery, equipment and consumables held or obtained generally for the organisation's requirements, including, but not necessarily limited to, paper, writing implements, printer cartridges, envelopes and the like.

Council letterhead will be provided for correspondence that has been approved by ~~the~~ Council or for the Mayor to correspond as ~~the~~ Council's official spokesperson.

Councillors will be provided with personalised business cards and a name badges for themselves and their partners.

11.4 APPAREL

The Council shall, upon request, lend Councillors and members of a delegated committee protective clothing such clothing as may be held in store to meet the organisation's requirements required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, safety equipment like hi-vis vest and hard hat or other such clothing as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

11.4.5 MEALS AND REFRESHMENTS

Where physical Council meetings, functions or events are held at times that extend through and beyond normal meal-times, the Council will provide suitable meals and refreshments for Councillors.

Councillors may request light refreshments when meeting others during office hours in the Stonnington City Centre or Malvern Town Hall. (48 hours' notice is required to ensure refreshments can be provided.) The level of refreshments provided, will be at the discretion of the CEO.

11.6 ACCESS

Councillors will be provided with suitable access to the Stonnington City Centre and the Civic Support area, and the first floor northern wing of the Malvern Town Hall.

11.7 PARKING

In accordance with Councillor Parking Permit (Area 80) - Conditions of Use:

1. Councillor Parking Permits are designed to enable Councillors to park in 'Council Vehicle Excepted' areas at both Malvern and Prahran Town Hall Car Parks. Permits also allow vehicles to be parked in Residential Permit Zones and to overstay time restrictions outside residential premises throughout the Municipality to visit constituents provided the vehicle is parked in accordance with the Conditions of Use outlined below. These conditions also apply to general residential parking permits.
2. Permits must be attached to the bottom left corner of the windscreen. All permit details must be clearly visible to a person standing beside the vehicle.
3. Councillor Parking Permits **do not apply at any time** to:
 - primary/main roads (unless otherwise signed)
 - off street car parks
 - ticket parking areas
 - parking zones of 30 minutes or less
 - Disabled Persons Parking areas
 - prohibitive parking areas including:
 - Clearways
 - Loading Zones
 - No Parking or 'Street Sweeping' Zones
 - No Stopping areas
 - any location (other than Permit Zones) where prohibitive (red) signs are in force
 - any location outlined in the Road Safety Road Rules 2017 where signage is not required e.g.: within 10m of an intersection, across a driveway, facing the wrong way etc.
 - outside or adjacent to non-residential and commercial premises. This applies to any point at the front, back and sides of the building. The ground floor purpose of the premises determines its commercial status.
4. Councillor Parking Permits are designed for passenger cars or motorcycles only. Permits are not valid for: vehicles considered to be designed for commercial use or constructed for carrying loads

with a capacity in excess of one tonne including utilities, trucks, trays and vans; vehicles more than six metres in length; prime movers; trailers; boats; caravans or unregistered vehicles.

5. Faded or illegible permits must be replaced.
6. Where a vehicle is replaced prior to the expiry of the permit, the permit must be removed from the windscreen and returned to Council with a written request for replacement. Permits that are not returned may not be replaced until after their expiry.
7. The use of parking spaces may be suspended by the members of Victoria Police or by Authorised Council Officers where emergency situations arise.

Infringements may be issued if a current permit is not displayed, not clearly visible, or if the vehicle is parked in an incorrect permit area. Parking permits do not exempt a Councillor from all other road (parking) rules.

Any Councillor wishing to appeal against an infringement will be required to follow the statutory appeal process which applies to any other person.

10.7.11.8 CARER IN A CARE RELATIONSHIP CHILDCARE AND FAMILY CARE

Councillors are entitled to have paid by the Council, or reimbursed, the cost of child and family care expenses for immediate family members, necessarily incurred by Councillors whilst discharging their duties, subject to the following conditions:

- a) reasonable childcare and carer fees will be determined as not exceeding reasonable childcare market rates, commensurate with other local providers;
- b) child and family care costs must be substantiated by a Tax Invoice (meeting the standards of the Australian Taxation Office) from the caregiver clearly showing the dates and times care was provided, and the Councillor shall show why the care was needed on each occasion i.e. due to a Council Meeting; and
- c) child and family care costs are not eligible to be paid by the Council or reimbursed if the caregiver is a part of the Councillor's immediate family (e.g. e.g., partner, parents, siblings, grandparents or in-laws) or to someone who normally or regularly lives with the Councillor.

For the purposes of this Policy, a child is defined as being up to 16 years of age.

Councillors are entitled to have paid by the Council, or reimbursed the cost of caring expenses incurred by a Councillor who is a carer in a care relationship within the meaning of the Carers Recognition Act 2012 while discharging their duties as a councillor within the scope of this policy subject to the following conditions:

- the maximum hourly rate a councillor will be reimbursed for providing care in a care relationship is thirty three dollars and seventy five cents (\$33.75) per hour indexed annually to CPI at the commencement of each Mayoral term; and
- carer costs must be substantiated showing dates and times the care was provided and the councillor shall show why the care was needed on each occasion.

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of child care / family care expenses for immediate family members, necessarily incurred by councillors or members of a delegated committee whilst discharging their duties as a councillor or a member of a delegated committee within the scope of this policy, subject to the following conditions:

- for the purposes of this policy, family care relates to care provided to any immediate family member who is either a child or a sick, elderly or disabled person.
- the maximum hourly rate a councillor or a member of a delegated committee will be reimbursed for child care / family care expenses is as follows:

<u>Child Care / Family Care Arrangement</u>	<u>One and/or Multiple Child / Family Person Requiring Care</u>

Single Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated all in one centralised location i.e. the family home)	\$54.40 per hour collectively for one and/or multiple child care / family care person requiring care in the one centralised location indexed annually to CPI at the commencement of each Mayoral term
Multiple Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated in at least 2 or more separate locations i.e. the family home and/or separate care centres)	\$54.40 per hour per each individual child care / family care person requiring care in each specified location indexed annually to CPI at the commencement of each Mayoral term

- [the Child care / family care costs must be substantiated from the caregiver showing the dates and times care was provided, and the councillor or a member of a delegated committee shall show why the care was needed on each occasion.](#)
- [the Child care / family care costs are not eligible to be paid by Council, or reimbursed if the caregiver is a part of the immediate family \(e.g. partner, mother/father, sister/brother, grandmother/grandfather or sister-in-law/brother-in-law\) of the councillor or member of a delegated committee. Council will also not pay for or make a reimbursement if the person normally or regularly lives with the councillor or the member of a delegated committee.](#)

[For the purposes of this policy, a child means a person who is under the age of 18 years.](#)

[11.9 SUPPORT FOR A COUNCILLOR WITH A DISABILITY](#)

[Council will provide reasonable additional support, facilities, and equipment for any councillor with a disability to enable that councillor to perform the duties of a councillor.](#)

[Councillors are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.](#)

[Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.](#)

[Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a councillor's duties.](#)

[Any councillor wishing to claim reimbursement in excess of \\$150 \(indexed annually to CPI at the commencement of each Mayoral year\) for assistive devices will require prior approval from the Chief Executive Officer in consultation with the Mayor.](#)

[The maximum hourly rate a councillor will be reimbursed for assistive personnel is thirty four dollars \(\\$34\) per hour indexed annually to CPI at the commencement of each Mayoral year.](#)

[40.811.10- IT SUPPORT](#)

[40.8.111.10.1 Councillor portal](#)

A Councillor portal will be available and provide access to:

- Council, [delegated](#) committee and Councillor briefing business papers;
- correspondence directed to multiple Councillors;
- information about current Council projects and achievements;
- Council policies and resource materials; and
- a media monitor service.

The make, model and specifications of any communications equipment, the associated contracts or plans, and the replacement of any communications equipment shall be at the discretion of the [Chief Executive Officer CEO](#) or their delegate.

40-8-211.10.2 IT equipment

Councillors will be provided with IT equipment, meeting the Council's IT standards, in order to facilitate Council-related communications between Councillors, the community and the Council.

Equipment, software, service and facilities offered includes:

- a) mobile telephone and Bluetooth wireless adaptor (for Councillors' private vehicles that do not support Bluetooth);
- b) a hybrid tablet/laptop device;
- c) Microsoft Office programs will be installed on the hybrid device;
- d) Cloud-based data storage (Office365);
- e) a multi-function unit for printing, photocopying and scanning documents;
- f) mobile phone voicemail; and
- g) IT support during business hours.

Mobile telephones and hybrid devices will all have wireless broadband capability and be mobile internet enabled.

Mobile telephones and hybrid devices maybe replaced and upgraded after two years, at the request of the Councillor, ~~approval of such upgrade will be made by the CEO~~ subject to the approval of the Chief Executive Officer or their delegate.

The above equipment/facilities remain the property of the City of Stonnington and must be returned at the end of a Councillor's term of office. Sale of the above equipment to Councillors, will be at the discretion of the Chief Executive Officer CEO and subject to the Assets Disposal Policy.

The Council will reimburse Councillors' home internet fees up to a maximum of \$100 per month when in the course of conducting Council business.

40-8-311.10.3 Damaged equipment

Equipment provided to a Councillor should last the full Council term. If an item of equipment is lost or damaged the items will be replaced. The Chief Executive Officer CEO will determine if any contribution shall be made to the cost of replacement by the Councillor taking into consideration the replacement cost and the circumstances relating to the loss.

40-8-411.10.4 Lost or Stolen equipment

Any equipment that is stolen should be reported to ~~the~~ Victorian ~~Police~~ and depending upon the equipment, an insurance claim for compensation shall be lodged.

40-8-511.10.5 Website

Councillors will be provided with a page on the Council's website, the content of which may include a photograph, contact details, ward map, personal statements, hobbies and interests, Councillor assignments (areas of responsibility or appointments by the Council to committees), academic qualifications and professional memberships.

This information will be limited during the election period leading up to a Council general election or by-election.³

Additional information may be included on the Councillor's webpage at the Councillor's request, subject to the content being approved for publication by the Chief Executive Officer CEO.

44.12. HEALTH AND WELLBEING

In line with the Council's commitment to promoting a healthy working environment, Councillors and their direct family members (partner / children) have access to the Council's appointed confidential

³In the case of single member wards

professional counselling service in relation to personal and Council related problems or concerns that may impact on their capacity to effectively undertake their role.

12.13. EXPENSE LIMITATIONS

Support or reimbursement will not be provided if the costs:

- a) relate to a cost or expense which should reasonably be borne by another entity, or for which another entity is reasonably liable; or
- b) relate to expenses of a personal nature.

The Policy presumes Councillors are residents in the municipality, and any additional costs or expenses attributable to a Councillor's residence being elsewhere are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

13.14. ADMINISTRATIVE SUPPORT

The [Chief Executive Officer](#) shall provide an appropriate level of administrative support for the Mayor and Councillors.

Administrative support may include, but not be limited to, responding to invitations, media releases, 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 administrative support shall be determined by the [Chief Executive Officer](#).

14.15. NON ALLOWABLE EXPENSES

The Council will not reimburse expenditure in relation to:

- a) alcohol;
- b) snacks;
- c) any costs associated with accommodation that are outside room and breakfast (e.g. e.g., mini bar, laundry, tips and gratuities);
- d) airline club fees;
- e) excess baggage claims;
- f) toiletries;
- g) lost items;
- h) hair stylist or barber;
- i) tourism related costs (e.g.: day trips, excursions, activities, hire of bikes or boats etc.);
- j) reading materials (including newspapers, magazines, books etc.);
- k) traffic, parking or speeding fines;
- l) travel costs not associated with the conference or event;
- m) in-flight or in-house movies or entertainment costs;
- n) personal gifts, goods, services or souvenirs purchased; or
- o) costs incurred for family or other persons travelling with Councillors (including meals, travel, incidentals etc.).

15.16. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

The Council is a member of various peak body groups which provide opportunity for professional development and individual membership by Councillors is encouraged where no corporate membership exists.

~~The Council reimbursement of membership to specialist industry groups/forums/institutes/associations by Councillors may be considered where a clear and direct benefit is demonstrated to the benefit of the Council and the Community, and only where the membership fee is consistent with other industry bodies.~~

Professional memberships that are considered to be reasonable bona fide out of pocket expenses are:

- [Australian Institute of Company Directors.](#)
- [Governance Institute of Australia.](#)
- [The Australian Local Government Women's Association.](#)

- Institute of Managers and Leaders.
- The Planning Institute of Australia.

These costs will be met from the organisational Corporate Membership Fees budget.

Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor or member of a delegated committee may be reimbursed subject to a resolution of the Council.

16.17. CONFERENCES, AND SEMINARS AND PROFESSIONAL DEVELOPMENT

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy including:

- registration fees;
- accommodation costs and expenses; and
- reasonable costs and expenses for meals and refreshments

where attendance has been approved in advance by the Council or the Chief Executive Officer or the Chief Executive Officers' delegate.

17.1 PROGRAMS

Upon the commencement of each electoral term, a purpose designed induction program will be provided to all Councillors. In the first year of a Council term, costs associated with all training and development needs are absorbed as part of an induction period budget and do not form part of quarterly expense reports.

Council will also provide access to the following professional development programs/initiatives for the Councillor group:

- Meeting procedure
- Chairing of meetings
- Media training
- Governance Training e.g. Australian Institute of Company Directors courses
- Financial training
- Team building and interpersonal skills
- MAV and /or VLGA Councillor Development programs

The cost of these professional development programs/initiatives will not be included as part of the annual financial allocation to Councillors. The cost will form part of the quarterly expense reports.

17.2 ANNUAL FINANCIAL ALLOCATION FOR PROFESSIONAL DEVELOPMENT

An annual financial allocation, indexed to CPI, is available budget will be provided for the mMayor and Councillors to attend ~~seminars~~, conferences ~~seminars and professional development courses and training as follows:~~

~~\$7,125~~ \$7,410 per annum for the Mayor
~~\$5,705~~ \$6,000 per annum per Councillor

~~for relevant professional development~~ calculated for the period November to October, coinciding with the Mayoral Election. The annual financial allocation will be subject to annual review as part of the Council budget approval process. Any amount unspent will not carry over to a subsequent year.

Any Councillor wishing to spend in excess of their allocation will require Council approval in advance. The individual allocations are available for use at the discretion of the Councillor in order to access reasonable professional development. The professional development must benefit the individual councillor in serving the Stonnington community.

Except for the induction program in the first year of a Council term and the Australian Institute of Company Directors (AICD) course all other professional development will be costed to each individual Councillor Annual Financial Allocation.

Professional development needs which require or involve on-going, longer-term support, guidance or mentoring, vocational tertiary education must be discussed with the Chief Executive Officer or delegate who will assist Councillors and a member of a delegated committee in line with an agreed framework and process.

16.3-17.3 APPROVAL

Attendance at a conference, or seminar or professional development course is authorised available by either:

- a) ~~an expense approval by the Chief Governance Executive~~ Officer or ~~their~~ delegate;
- b) ~~the Councillor attending as a delegate; and~~
- c) b) a Council resolution.

Generally, a maximum of **four** Councillors ~~should may~~ attend the same event for any interstate or overseas conference, workshop or seminar with the learnings and session handouts being shared amongst colleagues other Councillors. ~~Form two of the Expenses Policy needs to be completed.~~

16.4-17.4 ACCOMMODATION

Where Councillors attend a conference, seminar etc. which is interstate, at a Victorian regional centre that is held over more than one day, accommodation will be provided on conference nights. For example, should a conference, event or function commence on a ~~Friday-Sunday~~ afternoon and finish on ~~Sunday-Wednesday~~ at 12 noon, accommodation will be provided for the ~~Friday and Saturday~~ Sunday, Monday and Tuesday nights only.

Accommodation will be provided the night prior to the commencement of ~~the a~~ conference providing the conference commences prior to 12 noon. Where the conference, event or function commences after 12 noon it is expected that Councillors will travel on the morning of the intended conference, event or function.

This requirement will however be assessed according to the distance required to be travelled by the Councillor giving consideration to issues of fatigue and the health, safety and wellbeing of the Councillor to travel extended distances.

~~The majority of meals Generally meals~~ will be covered in the conference or event fee however, where this is not the case reasonable costs of the meals will be reimbursed to Councillors. ~~Other meals not included in the conference fee are to be at the cost of Councillors.~~

Any additional costs incurred as a result of extended stays, the attendance of partners and/or children and the cost of non-essential room extras such as mini bar or in-house movies shall be borne by Councillors.

Councillors may choose to upgrade their accommodation at their own expense.

18. REPRESENTING COUNCIL

Each year, and from time to time, Council resolves to appoint councillors to represent it on a number of specific organisations/bodies with the delegated authority of Council on appropriate matters. For these organisations/bodies the nominated Councillor(s) or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Where Council has not appointed a Councillor representative to a particular organisation or group, and Council receives an official invitation seeking Council representation at an event, the following shall apply to determine Councillor representation at an event:

- The Mayor as first amongst equals will be given the opportunity to attend the event.

- If the Mayor is unable to attend, the Deputy Mayor will be offered the opportunity to attend the event.
- If the Mayor and Deputy Mayor is unable to attend, the Mayor will offer the opportunity to another Councillor.
- If Council via a Council resolution or the Chief Executive Officer in consultation with the Mayor determine that official representation of all Councillors is considered necessary or appropriate to support the business or representational needs of Council.

The Councillor representing the Council at that event shall be entitled to have paid by the Council, or reimbursed, reasonable bona fide costs associated with representing the Council at the event.

Should any other councillor wish to attend the event then the costs associated with attending the event will be borne by the Councillor and do not form part of the annual financial allocation for professional development

17.19. TRAVEL

17.19.1 INTERNATIONAL

International travel ~~must~~ will be the subject of a prior Council approval.

17.19.2 INTERSTATE

Interstate travel ~~must~~ will be the subject of a prior Council ~~resolution~~ approval except:

- a) where the matter is approved by the Chief ~~Governance~~ Executive Officer after consultation with the Mayor;
- b) The matter is urgent and imperative to Council business; and
- c) there is no opportunity to refer the matter to a Council meeting for resolution.

17.19.3 AIR TRAVEL

Air travel within Australia shall be economy class flights sourcing the best available options. When selecting flights, consideration should be made to adjusting schedules to take advantage of cheaper alternatives. Council Staff will attempt to source the best price and conditions when booking flights.

When travelling overseas, business class travel is permitted subject to the best available fare option being sourced. Council staff ~~shall~~ will make arrangements for any overseas travel.

17.19.4 MAYORAL VEHICLE

The Mayor will have access to a fully maintained vehicle (including servicing, fuel and insurance). The make and model of the vehicle will be in accordance with Council policy or at the discretion of the CEO-Chief Executive Officer and in consultation with the Mayor.

The vehicle will be available for use by the Mayor in the discharge of their duties and for reasonable 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 the Council's normal vehicle replacement policy.

17.19.5- OTHER TRAVEL EXPENSES

The cost associated with the use of a Councillor's private vehicle, when in the course of conducting Council business, ~~other than Council business meetings~~, will be reimbursed at the standard Australian Taxation Office rate.

When in the course of conducting Council business, ~~other than the Council business meetings~~ taxis or ~~rideshare schemes-commercial passenger vehicles~~ should only be used where they are the most

efficient means of transport available. Tax Invoices are required in all cases where a reimbursement by Council is required.

~~When in the course of conducting Council business, other than Council business meetings and where appropriate, public transport should be used if cheaper than taxi or hire car, subject to business needs being met effectively. In all cases, tickets or tax invoices must be kept for reimbursement purposes.~~

18.20. BOOKING ARRANGEMENTS

All booking arrangements for conferences, travel etc. will be made by Council staff and suitable time must be provided for the arrangements to be made.

19.21. SPOUSES, PARTNERS AND CARERS

Attendance at any seminar, conference or civic function by a Councillor's spouse, partner or carer shall be at the expense of the Councillor except where:

- a) prior approval has been given by ~~the~~ Council or the [Chief Executive Officer](#)CEO;
- b) the attendance is considered to be necessary to conduct the business or representational needs of ~~the~~ Council; and
- c) provision exists in the relevant budget.

Where ~~the~~ Council or the [Chief Executive Officer](#)CEO has approved such attendance, Councillors are entitled to have paid by ~~the~~ Council, or reimbursed, their spouse's, partner's or carer's:

- a) registration fees (for a civic function, but not a seminar or conference);
- b) reasonable costs for meals and refreshments; and
- c) attendance at a conference dinner within Victoria.

Additional costs incurred for the attendance of a spouse, partner or carer will be at the expense of the Councillor.

Councillors are entitled to have paid by ~~the~~ Council, or reimbursed, the reasonable costs and expenses of their spouse, partner or carer attending:

- a) Council functions;
- b) functions held by other Victorian municipalities or local government peak bodies; and
- c) where there is an expectation of attendance by a spouse, partner or carer.

20.22. LEGAL FEES

Other than by a specific Council resolution, or in accordance with a Council policy, any legal expenses incurred by a councillor initiating an action are the responsibility of the Councillor.

Where the Councillor is the defendant or respondent in an action brought against them in their role as Councillor by a third party, ~~the~~ Councils appropriate insurance policy will respond (subject to terms and conditions) and cover such costs. ~~The~~ Council will cover any insurance excess (known as a deductible) in these circumstances.

21.23. REIMBURSEMENT OF CLAIMS

21.23.1 SUBMISSION OF CLAIMS

~~Claims should be submitted using the Councillor Expenses Reimbursement Claim Form (Form One and Payment Requisition Form attached), accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the name of the payee and ABN where applicable. Form one to be signed by Chief GovernanceExecutive Officer or delegate.~~

~~If receipts cannot be produced, Councillors will be required to provide a statutory declaration.~~

~~Claims are to be submitted on the prescribed form to the Executive Manager Legal and Governance.~~

Claims should be accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the names of the payee and ABN where applicable.

If receipts cannot be produced, Councillors and members of a delegated committee may be required to provide a statutory declaration.

Claims must include sufficient detail to demonstrate, in accordance with the Act, that the expense for which reimbursement is claimed is valid and a reasonable out-of-pocket expense incurred while performing the duties of a as-Councillor or a member of a delegated committee and meet the Australian Taxation Office standard for proof of payment.

Where the Council has directly funded an expense e.g. Telstra mobile telephone account a claim form is not required to be completed.

24.223.2 TIMEFRAME FOR CLAIMS

Claims must be submitted in a timely manner to ensure transparency and accountability.

Claims for reimbursement for the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 14 working days of the end of the financial year.

Claims for reimbursement of expenses incurred in a particular financial year cannot be accepted once the accounts for that year have been closed.

Claims for reimbursement which are not submitted in accordance with the timeframes set out above will not be processed or paid except where the Council resolves to accept the claim.

Reimbursements will be paid by electronic funds transfer within 21 days of a compliant claim form being submitted.

23.3 ASSESSMENT OF CLAIMS

The Executive Manager Legal and Governance or their delegate will process all claims.

If the Executive Manager Legal and Governance or delegate has a question about a claim, they will, in the first instance, discuss this matter with the relevant Councillor or member of a delegated committee.

If required, the Executive Manager Legal and Governance will seek guidance / intervention from the Chief Executive Officer.

If required, the Chief Executive officer will refer claims to a Council meeting for determination.

22.24. INSURANCE AND INDEMNITY

22.124.1 INSURANCES

Councillors and members of a delegated committees established by the Council ~~(where relevant – see Table 1)~~ are covered by a range of ~~Council's~~ insurance policies while discharging, in good faith, the duties of civic office including:

- a) public liability;
- b) Councillors' and Officers' liability;
- c) personal accident (accompanying spouses, partners and carers are also covered);
- d) corporate travel; and
- e) workers' compensation, as section 46 of the LGA 2020 refers to Councillors as "*deemed workers*" pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013*⁴.

The Council will pay the insurance policy excess in respect of any claim made arising from Council business where any claim is accepted by the Council's insurers, whether defended or not.

⁴~~See clause 15 of Schedule 1 to the Workplace Injury and Compensation Act 2013.~~

22.224.2 INDEMNITY

Section 43 of the [Act LGA](#) provides that

"A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith".

The Council will also indemnify [external](#) members of [delegated other](#) committees established by the Council, ~~other than the independent members of the Audit and Risk Committee.~~

23.25. REPORTING

The expenses paid or reimbursed will be reported:

- a) by inclusion of the details on the Council website each quarter;
- b) to the Audit and Risk Committee – a requirement of section 40(2) of the [Act LGA 2020](#); and
- c) in a public register of overseas and interstate travel (other than interstate travel by land for less than three days)

~~—a requirement of the Local Government (General) Regulations 2015 or successor Regulations.~~

24. APPLICATION TO COMMITTEES

The clauses of this Policy which relate to committees are shown in *Table 1*.

Clause	Topic	Application Committees (as defined)	Audit & Risk Committee
1	Introduction	Yes	Yes
2	Authorising Provision	Yes	Yes
3	Commencement Date	Yes	Yes
4	Access to this Policy	Yes	Yes
5 (a)	Purpose	Yes	Yes
6 (c)	Objectives	Yes	Yes
6 (e) (i)	Objectives	No	Yes
7.1 (c)	General	Yes	Yes
9.2	Reimbursement of Expenses	Yes	Yes
9.3	Council Expenses Policy	Yes	Yes
10.1	Annual Budgetary Provision	Yes	Yes
12	Expenses Limitations	Yes	Yes
14	Non Allowable Expenses	Yes	Yes
21.1	Reimbursement of Claims	Yes	Yes
21.2	Timeframe for Claims	Yes	Yes
22.1 (a) & (d)	Insurances	Yes	Yes
22.2	Indemnity	Yes	No
23 (b)	Reporting	No	Yes

Table 1

26. MEMBERS OF THE AUDIT AND RISK COMMITTEE

External members of the Audit and Risk Committee are not covered by this Policy.

27. DONATIONS

Any donations made by a councillor or member of a delegated committee will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor or member of a delegated committee donations not in accordance with a prior resolution of Council will not be reimbursed by Council.

28. OTHER EXPENDITURE NOT SPECIFIED

Any expenditure not specified in this policy as expenditure for which a councillor or member of a delegated committee is entitled to be reimbursed or paid by Council shall be the responsibility of the councillor or member of a delegated committee, except where Council resolves that a claim is reasonable bona fide expenditure.

Subject to a resolution of Council, a councillor or member of a delegated committee may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

25.29. POLICY REVIEW

This Policy will be reviewed within six months of every general election or earlier where an operational or legislative issue exists or by resolution of the Council.

26.30. POLICY AMENDMENTS

Amendments to the Policy may be made by the ~~Chief Governance Officer~~ Executive Manager Legal and Governance to reflect legislative or organisational changes who will. ~~The CEO must~~ notify the Councillors of any such amendments.

APPENDICES

APPENDIX 1 - COUNCIL POLICIES AND OTHER DOCUMENTS

~~This Policy has been developed having regard to Council p~~Policies relating to:

- ~~• gifts and hospitality;~~
- ~~• election period;~~
- ~~• information technology; and~~
- ~~• social media.~~

~~Documents:~~

- ~~• Councillor Code of Conduct~~

This Policy has also been developed having regard to the following Council policies:

- *Councillor and Staff Interaction Protocol*
- *Councillor Gift Policy*
- *Councillors Code of Conduct*
- *Election Period Policy*
- *Governance Rules*
- *Mutual Respect Charter*
- *Privacy and Data Protection Policy*
- *Public Transparency Policy*
- *Stonnington Customer Service Charter*

APPENDIX 2 - DEFINITIONS

In this Policy, the following terms have the meaning indicated:

- “Carer in a care relationship” means within the meaning of section 4 of the Carers Recognition Act 2012.
- ~~“committee” means a delegated committee, community asset committee, the Audit and Risk Committee and any other committee established by the Council;~~
- **Community Asset Committee** means a Community Asset Committee established under section 65 of the LGA 2020;
- **Councillor Code of Conduct** means the Councillor Code of Conduct developed ~~by~~ under section 139 of the ~~Act~~ LGA 2020;
- “Delegated Committee” means a delegated committee established under section 63 of the LGA 2020 Act; and
- “Duties of a Councillor” means duties performed by a councillor that are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies;
- **“Election period”** means the period that starts at the time that nominations close on nomination day ~~and~~ ends at 6:00 pm on election day;
- “Expenses” includes:
 - Expenses initially incurred by a councillor or a member of a delegated committee for which a claim is subsequently made for reimbursement; and
 - Expenses incurred by Council for or on behalf of a councillor or a member of a delegated committee;
- “Member of a delegated committee” means a member of a delegated committee who is not a Councillor;
- “Professional Development” means the process of improving and increasing the capabilities, knowledge and skills of councillors and members of a delegated committee through access to education and training opportunities through outside organisations or in the workplace; and
- “The Act” means the Local Government Act 2020.

APPENDIX 3 - RELEVANT LEGISLATION

This Policy has been developed having regard to the:

- *Carers Recognition Act 2012*;
- *Charter of Human Rights and Responsibilities Act 2006*;
- [Child Wellbeing and Safety Act 2005](#);
- [Crimes Act 1958](#);
- *Gender Equality Act 2020*;
- *Local Government Act 1989*;
- [Local Government Act 2020](#);
- [Occupational Health and Safety Act 2004](#)
- *Privacy and Data Protection Act 2014*;
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- *Workplace Injury Rehabilitation and Compensation Act 2013*; and
- [Relevant Regulations-Local Government \(Governance and Integrity\) Regulations 2020](#)

Document Control			
VERSION	1.0	DATE	17 August 2020
OWNER	Governance & Integrity Legal & Governance	REVIEW PERIOD	Annual

Revision Details				
DATE	UPDATE DETAILS	REVIEWED	QA-CHECK	APPROVED
4 February 2021	Within four months of general election 24 October 2020	David Taylor		
17 October 2022	Revision following audit	Tony Meilroy		

City of Stonnington

Expenses Policy

Form One – Councillor Expense Reimbursement Claim Form

Councillor		Cr
Ward		
Month		
Account number (office use only)		
		Amount \$
Non-vehicle expenses -- explanation of the expense (receipts must be attached)		
Date	Event	Business reason
Total		
If the expense relates to use of a vehicle:		
Vehicle type		
PMU		

City of Stonnington

Expenses Policy


Registration number	
Journey details:	
Date	
From/to	
Reason for travel	
Time	
Distance (kilometres)	

Councillor’s signature

Date

Signature of Chief Governance Officer or delegate

Date

Processed by Governance & Integrity  date	
---	--

City of Stonnington

Expenses Policy

Processed by Accounts Payable - date	
---	--

City of Stonnington

Expenses Policy

Form Two – Training/Professional Development Notification Form

Councillor	
Ward	
Month	
Account number (office use only)	
Training/Professional Development Title	
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? – if Yes – please provide brief details	

City of Stonnington

Expenses Policy

Will spouse/partner be accompanying Councillor?	
Dates of any Council meeting which will be missed	
Demonstrated Benefit to Council by attendance	

Councillor's signature

Date

Signature of Chief Governance Officer or Delegate

Date

Processed by Governance & Integrity date	
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COUNCILLOR AND MEMBER OF A DELEGATED COMMITTEE EXPENSES POLICY

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1. INTRODUCTION

Section 41 of the *Local Government Act 2020* (the Act) provides that councils must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

Section 41 does not refer to community asset committees or other committees, however, the Council can reimburse the expenses of members of such committees:

- a) in accordance with this Policy; or
- b) by resolution.

The Policy should be read in conjunction with other relevant Council policies and documents adopted from time to time, including, but not limited to, those listed in **Appendix 1**.

2. AUTHORISING PROVISION

This Policy was adopted by the Council at its meeting on 12 December 2022 and replaces the previous policy adopted on 17 August 2020.

3. COMMENCEMENT DATE

This Policy is effective from 1 April 2023.

4. ACCESS TO THE POLICY

This Policy will be published on the Council website and be available for inspection at the Stonnington Centre, 311 Glenferrie Road, Malvern.

5. PURPOSE

The purpose of the Policy is to establish the facilities, resources and support necessary or appropriate to provide support to Councillors and members of delegated committees, in the performance of their duties including:

- a) outlining entitlements for reimbursement of reasonable out of pocket expenses incurred while performing duties;
- b) establishing Councillors' support, resources and equipment entitlements associated with performing the duties of a Councillor; and
- c) establishing Councillors' entitlements to professional development support.

The policy also sets out the processes for ensuring the costs of resourcing and supporting councillors and members of a delegated committee and the value of any expenses reimbursed are reported to the Audit and Risk Committee and the community in a timely manner which promotes transparency and accountability.

6. OBJECTIVES

The Policy has been adopted to ensure the transparent and responsible provision of resources and support required by:

- a) maximising the value of seminar, conference and professional development attendance;
- b) providing the approval processes for all interstate and overseas travel by Councillors;
- c) establishing the process for reimbursement of expenses;
- d) providing resources and support; and
- e) reporting the reimbursement of expenses:
 - i. to the Audit and Risk Committee, as required under section 40(2) of the Act; and
 - ii. on the Council's website each quarter.

7. BACKGROUND

Under the Act the Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- a) are bona fide expenses; and

- b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

The Act also requires the Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. Under the Act, the Policy adopted by the Council must

- a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
- b) comply with any requirements prescribed by the regulations in relation to reimbursement of expenses; and
- c) provide for the reimbursement of child care costs where the provision of child care is reasonably requirement for a Councillor or member of a delegated committee to perform their role; and
- d) have particular regard to 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.

In addition the Act requires that the Council must:

- make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role; and
- consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
- have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012

This Policy requires the Council to reimburse a Councillor and a member of a delegated committee for expenses if the Councillor or member of a delegated committee:

- applies in writing to the Council for reimbursement of expenses; and
- establishes in the application to the Council that the expenses were reasonable bona fide out-of-pocket expenses incurred while performing duties as a Councillor or a member of a delegated committee.

8. SCOPE

8.1 GENERAL

Under the Policy, the provision of facilities, resources and support to Councillors, and the expenses paid or reimbursed to Councillors, will be consistent with the following :

- a) the standards of conduct prescribed in the Local Government (Governance and Integrity) Regulations 2020 (Schedule 1) and the *Councillor Code of Conduct*;
- b) encouraging diversity in participation, equity and access; and
- c) good governance, accountability and transparency.

The Policy presumes councillors and members of a delegated committee are residents in the municipality, and any additional costs or expenses attributable to a councillor's or member's of a delegated committee residence being outside the municipality are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

8.2 POLICY CONTEXT

This Policy describes the basic entitlements of councillors and members of a delegated committee to reimbursement of out-of-pocket expenses, facilities, resources and support necessary or appropriate in relation to the performance of their duties as a Stonnington councillor or a member of a delegated committee.

This Policy is not intended to cover for every possible situation that may arise. Should a situation arise that is not adequately covered by this Policy, the matter will be referred to the Council for determination by resolution.

Any expenses, facilities support or resources not specifically addressed in this policy will be assessed by reference to Part 2, Division 5 of the Act and any prescribed regulations.

8.3 DUTIES

Where duties performed are necessary or appropriate for the purposes of achieving the objectives of the Council having regard to any relevant Act, Regulations, Ministerial Guidelines and Council policies, Councillors are entitled to access facilities, support and resources as described in the Policy and the Act.

The duties and activities include, but are not limited to attendance at:

- a) Council meetings, meetings of committees of the Council and Councillor Briefing Sessions organised by the Chief Executive Officer or delegate;
- b) civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer;
- c) meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer;
- d) community meetings and ward meetings;
- e) site inspections or meetings or delegations or deputations to which the Councillor is the Council representative or relevant to a matter which is, or is anticipated to be, the subject of a decision of the Council;
- f) meetings or functions as the nominated representative of the Council or the Mayor;
- g) meetings of community groups, organisations and statutory authorities to which the Councillor is the Council delegate or representative;
- h) discussions with officers or any person, on any matter relating to the Council;
- i) seminars, training, conferences or professional development courses as an attendee, speaker or the Council's representative or delegate, which:
 - i. contribute to the development of personal and professional skills or knowledge of the Councillor which are necessary for the performance of his or her duties;
 - ii. are consistent with the Council's objectives;
 - iii. will cover or present material with application, importance or relevance to current or future issues faced by the Council; and
 - iv. are within the approved budget for conferences and seminars.

8.4 ELECTION PERIOD

In accordance with the Election Policy as stated in the Governance Rules.

8.5 PRIVATE USE

Council resources must not be used for private purposes with the exception of the Mayoral vehicle.

9. MAYORAL AND COUNCILLOR ALLOWANCES

The Act (section 39) provides that:

- a) Mayors, Deputy Mayors and Councillors are entitled to receive from the Council an allowance in accordance with a determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;

- b) a Mayor or a Deputy Mayor is not entitled to receive an allowance as a Councillor while receiving an allowance as a Mayor or a Deputy Mayor;
- c) a Council cannot pay an allowance that exceeds the amount specified in the relevant determination;
- d) a Mayor, Deputy Mayor or Councillor may elect to receive:
 - i. the entire allowance; or
 - ii. a specified part of the allowance; or
 - iii. no allowance.

Mayoral and Councillor allowances are taxable income and Councillors should establish processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors,

Councillors will be supplied with a statement of earnings at the end of each financial year.

Allowances are also subject to the addition of the amount equivalent of the superannuation guarantee levy.

10. STATUTORY PROVISIONS

10.1 DETERMINATIONS OF ALLOWANCES

The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 makes provision for the Victorian Independent Remuneration Tribunal to:

- a) determine allowances for Mayors, Deputy Mayors and Councillors;
- b) determine Council allowance categories;
- c) inquire into and determine the allowances payable to Mayors, Deputy Mayors and Councillors; and
- d) make determinations which provide for allowances to be indexed.

10.2 REIMBURSEMENT OF EXPENSES

Section 40 of the Act provides that councils must:

- a) reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:
 - i. are bona fide expenses; and
 - ii. have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
 - iii. are reasonably necessary for the Councillor or member of a delegated committee to perform that role; and
- b) provide details of all reimbursements to the Audit and Risk Committee.

11. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The Act (section 42) provides that the Council must make available to the Mayor, Deputy Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role. Council Resources should not be used for personal use.

The Council must also consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability.

11.1 ANNUAL BUDGETARY PROVISION

The Council will make provision in its annual budget for the reimbursement of expenses.

11.2 OFFICES AND MEETING ROOMS

The Council will provide a suitably equipped office for the Mayor within the Stonnington Centre, 311 Glenferrie Road, Malvern.

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

Councillors will be given access to the Councillors' Room at the Stonnington Centre, and the Mayoral Suite, Lounge & Dining Room and Council Chamber in the northern wing of the Malvern Town Hall. Councillors will have access to photocopying and printing facilities during office hours at the Stonnington Centre.

11.3 EQUIPMENT AND STATIONERY

Councillors will be provided with standard stationery, equipment and consumables held or obtained generally for the organisation's requirements, including, but not necessarily limited to, paper, writing implements, printer cartridges, envelopes and the like.

Council letterhead will be provided for correspondence that has been approved by the Council or for the Mayor to correspond as the Council's official spokesperson.

Councillors will be provided with personalised business cards and name badges for themselves and their partners.

11.4 APPAREL

The Council shall, upon request, lend Councillors and members of a delegated committee protective clothing such clothing as may be held in store to meet the organisation's requirements required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, safety equipment like hi-vis vest and hard hat or other such clothing as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s).

11.5 MEALS AND REFRESHMENTS

Where physical Council meetings, functions or events are held at times that extend through and beyond normal meal-times, the Council will provide suitable meals and refreshments for Councillors.

Councillors may request light refreshments when meeting others during office hours in the Stonnington Centre or Malvern Town Hall (48 hours' notice is required to ensure refreshments can be provided.) The level of refreshments provided, will be at the discretion of the Chief Executive Officer.

11.6 ACCESS

Councillors will be provided with suitable access to the Stonnington Centre and the first floor northern wing of the Malvern Town Hall.

11.7 PARKING

In accordance with Councillor Parking Permit (Area 80) - Conditions of Use:

1. Councillor Parking Permits are designed to enable Councillors to park in 'Council Vehicle Excluded' areas at both Malvern and Prahran Town Hall Car Parks. Permits also allow vehicles to be parked in Residential Permit Zones and to overstay time restrictions outside residential premises throughout the Municipality to visit constituents provided the vehicle is parked in accordance with the Conditions of Use outlined below. These conditions also apply to general residential parking permits.
2. Permits must be attached to the bottom left corner of the windscreen. All permit details must be clearly visible to a person standing beside the vehicle.
3. Councillor Parking Permits **do not apply at any time** to:
 - primary/main roads (unless otherwise signed)
 - off street car parks
 - ticket parking areas

- parking zones of 30 minutes or less
 - Disabled Persons Parking areas
 - prohibitive parking areas including:
 - Clearways
 - Loading Zones
 - No Parking or 'Street Sweeping' Zones
 - No Stopping areas
 - any location (other than Permit Zones) where prohibitive (red) signs are in force
 - any location outlined in the Road Safety Road Rules 2017 where signage is not required e.g.: within 10m of an intersection, across a driveway, facing the wrong way etc.
 - outside or adjacent to non-residential and commercial premises. This applies to any point at the front, back and sides of the building. The ground floor purpose of the premises determines its commercial status.
4. Councillor Parking Permits are designed for passenger cars or motorcycles only. Permits are not valid for: vehicles considered to be designed for commercial use or constructed for carrying loads with a capacity in excess of one tonne including utilities, trucks, trays and vans; vehicles more than six metres in length; prime movers; trailers; boats; caravans or unregistered vehicles.
 5. Faded or illegible permits must be replaced.
 6. Where a vehicle is replaced prior to the expiry of the permit, the permit must be removed from the windscreen and returned to Council with a written request for replacement. Permits that are not returned may not be replaced until after their expiry.
 7. The use of parking spaces may be suspended by the members of Victoria Police or by Authorised Council Officers where emergency situations arise.

Infringements may be issued if a current permit is not displayed, not clearly visible, or if the vehicle is parked in an incorrect permit area. Parking permits do not exempt a Councillor from all other road (parking) rules.

Any Councillor wishing to appeal against an infringement will be required to follow the statutory appeal process which applies to any other person.

11.8 CARER IN A CARE RELATIONSHIP CHILDCARE AND FAMILY CARE

Councillors are entitled to have paid by the Council, or reimbursed the cost of caring expenses incurred by a Councillor who is a carer in a care relationship within the meaning of the Carers Recognition Act 2012 while discharging their duties as a councillor within the scope of this policy subject to the following conditions:

- the maximum hourly rate a councillor will be reimbursed for providing care in a care relationship is thirty three dollars and seventy five cents (\$33.75) per hour indexed annually to CPI at the commencement of each Mayoral term; and
- carer costs must be substantiated showing dates and times the care was provided and the councillor shall show why the care was needed on each occasion.

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of child care / family care expenses for immediate family members, necessarily incurred by councillors or members of a delegated committee whilst discharging their duties as a councillor or a member of a delegated committee within the scope of this policy, subject to the following conditions:

- for the purposes of this policy, family care relates to care provided to any immediate family member who is either a child or a sick, elderly or disabled person.
- the maximum hourly rate a councillor or a member of a delegated committee will be reimbursed for child care / family care expenses is as follows:

Child Care / Family Care Arrangement	One and/or Multiple Child / Family Person Requiring Care
Single Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated all in one centralised location i.e. the family home)	\$54.40 per hour collectively for one and/or multiple child care / family care person requiring care in the one centralised location indexed annually to CPI at the commencement of each Mayoral term
Multiple Child Care / Family Care Dwelling (i.e. Child Care / Family Care situated in at least 2 or more separate locations i.e. the family home and/or separate care centres)	\$54.40 per hour per each individual child care / family care person requiring care in each specified location indexed annually to CPI at the commencement of each Mayoral term

- the Child care / family care costs must be substantiated from the caregiver showing the dates and times care was provided, and the councillor or a member of a delegated committee shall show why the care was needed on each occasion.
- the Child care / family care costs are not eligible to be paid by Council, or reimbursed if the caregiver is a part of the immediate family (e.g. partner, mother/father, sister/brother, grandmother/grandfather or sister-in-law/brother-in-law) of the councillor or member of a delegated committee. Council will also not pay for or make a reimbursement if the person normally or regularly lives with the councillor or the member of a delegated committee.

For the purposes of this policy, a child means a person who is under the age of 18 years.

11.9 SUPPORT FOR A COUNCILLOR WITH A DISABILITY

Council will provide reasonable additional support, facilities, and equipment for any councillor with a disability to enable that councillor to perform the duties of a councillor.

Councillors are entitled to claim reimbursement for the reasonable cost of assistive devices or assistive personnel.

Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council.

Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a councillor's duties.

Any councillor wishing to claim reimbursement in excess of \$150 (indexed annually to CPI at the commencement of each Mayoral year) for assistive devices will require prior approval from the Chief Executive Officer in consultation with the Mayor.

The maximum hourly rate a councillor will be reimbursed for assistive personnel is thirty four dollars (\$34) per hour indexed annually to CPI at the commencement of each Mayoral year.

11.10 IT SUPPORT

11.10.1 Councillor portal

A Councillor portal will be available and provide access to:

- Council, delegated committee and Councillor briefing business papers;
- correspondence directed to multiple Councillors;
- information about current Council projects and achievements;
- Council policies and resource materials; and
- a media monitor service.

The make, model and specifications of any communications equipment, the associated contracts or plans, and the replacement of any communications equipment shall be at the discretion of the Chief Executive Officer or their delegate.

11.10.2 IT equipment

Councillors will be provided with IT equipment, meeting the Council's IT standards, in order to facilitate Council-related communications between Councillors, the community and the Council.

Equipment, software, service and facilities offered includes:

- a) mobile telephone and Bluetooth wireless adaptor (for Councillors' private vehicles that do not support Bluetooth);
- b) a hybrid tablet/laptop device;
- c) Microsoft Office programs will be installed on the hybrid device;
- d) Cloud-based data storage (Office365);
- e) a multi-function unit for printing, photocopying and scanning documents;
- f) mobile phone voicemail; and
- g) IT support during business hours.

Mobile telephones and hybrid devices will all have wireless broadband capability and be mobile internet enabled.

Mobile telephones and hybrid devices maybe replaced and upgraded after two years, at the request of the Councillor, subject to the approval of the Chief Executive Officer or their delegate.

The above equipment/facilities remain the property of the City of Stonnington and must be returned at the end of a Councillor's term of office. Sale of the above equipment to Councillors, will be at the discretion of the Chief Executive Officer and subject to the Assets Disposal Policy.

The Council will reimburse Councillors' home internet fees up to a maximum of \$100 per month when in the course of conducting Council business.

11.10.3 Damaged equipment

Equipment provided to a Councillor should last the full Council term. If an item of equipment is lost or damaged the items will be replaced. The Chief Executive Officer will determine if any contribution shall be made to the cost of replacement by the Councillor taking into consideration the replacement cost and the circumstances relating to the loss.

11.10.4 Lost or Stolen equipment

Any equipment that is stolen should be reported to Victoria Police and depending upon the equipment, an insurance claim for compensation shall be lodged.

11.10.5 Website

Councillors will be provided with a page on the Council's website, the content of which may include a photograph, contact details, ward map, personal statements, hobbies and interests, Councillor assignments (areas of responsibility or appointments by the Council to committees), academic qualifications and professional memberships.

This information will be limited during the election period leading up to a Council general election or by-election.

Additional information may be included on the Councillor's webpage at the Councillor's request, subject to the content being approved for publication by the Chief Executive Officer.

12. HEALTH AND WELLBEING

In line with the Council's commitment to promoting a healthy working environment, Councillors and their direct family members (partner / children) have access to the Council's appointed confidential professional counselling service in relation to personal and Council related problems or concerns that may impact on their capacity to effectively undertake their role.

13. EXPENSE LIMITATIONS

Support or reimbursement will not be provided if the costs:

- a) relate to a cost or expense which should reasonably be borne by another entity, or for which another entity is reasonably liable; or
- b) relate to expenses of a personal nature.

The Policy presumes Councillors are residents in the municipality, and any additional costs or expenses attributable to a Councillor's residence being elsewhere are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

14. ADMINISTRATIVE SUPPORT

The Chief Executive Officer shall provide an appropriate level of administrative support for the Mayor and Councillors.

Administrative support may include, but not be limited to, responding to invitations, media releases, 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 administrative support shall be determined by the Chief Executive Officer.

15. NON ALLOWABLE EXPENSES

The Council will not reimburse expenditure in relation to:

- a) alcohol;
- b) snacks;
- c) any costs associated with accommodation that are outside room and breakfast (e.g., mini bar, laundry, tips and gratuities);
- d) airline club fees;
- e) excess baggage claims;
- f) toiletries;
- g) lost items;
- h) hair stylist or barber;
- i) tourism related costs (e.g.: day trips, excursions, activities, hire of bikes or boats etc.);
- j) reading materials (including newspapers, magazines, books etc.);
- k) traffic, parking or speeding fines;
- l) travel costs not associated with the conference or event;
- m) in-flight or in-house movies or entertainment costs;
- n) personal gifts, goods, services or souvenirs purchased; or
- o) costs incurred for family or other persons travelling with Councillors (including meals, travel, incidentals etc.).

16. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

The Council is a member of various peak body groups which provide opportunity for professional development and individual membership by Councillors is encouraged where no corporate membership exists.

Professional memberships that are considered to be reasonable bona fide out of pocket expenses are:

- Australian Institute of Company Directors.
- Governance Institute of Australia.
- The Australian Local Government Women's Association.
- Institute of Managers and Leaders.
- The Planning Institute of Australia.

These costs will be met from the organisational Corporate Membership Fees budget.

Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor or member of a delegated committee may be reimbursed subject to a resolution of the Council.

17. CONFERENCES, SEMINARS AND PROFESSIONAL DEVELOPMENT

Councillors and members of a delegated committee are entitled to have paid by Council, or reimbursed, the cost of attending conferences, seminars, training and professional development courses within the scope of this policy including:

- registration fees;
- accommodation costs and expenses; and
- reasonable costs and expenses for meals and refreshments

where attendance has been approved in advance by the Council or the Chief Executive Officer or the Chief Executive Officers' delegate.

17.1 PROGRAMS

Upon the commencement of each electoral term, a purpose designed induction program will be provided to all Councillors. In the first year of a Council term, costs associated with all training and development needs are absorbed as part of an induction period budget and do not form part of quarterly expense reports.

Council will also provide access to the following professional development programs/initiatives for the Councillor group:

- Meeting procedure
- Chairing of meetings
- Media training
- Governance Training e.g. Australian Institute of Company Directors courses
- Financial training
- Team building and interpersonal skills
- MAV and /or VLGA Councillor Development programs

The cost of these professional development programs/initiatives will not be included as part of the annual financial allocation to Councillors. The cost will form part of the quarterly expense reports.

17.2 ANNUAL FINANCIAL ALLOCATION FOR PROFESSIONAL DEVELOPMENT

An annual financial allocation, indexed to CPI, is available for the Mayor and Councillors to attend , conferences seminars and professional development courses as follows:

\$7,410 per annum for the Mayor
\$6,000 per annum per Councillor

calculated for the period November to October, coinciding with the Mayoral Election. The annual financial allocation will be subject to annual review as part of the Council budget approval process. Any amount unspent will not carry over to a subsequent year.

Any Councillor wishing to spend in excess of their allocation will require Council approval in advance. The individual allocations are available for use at the discretion of the Councillor in order to access reasonable professional development. The professional development must benefit the individual councillor in serving the Stonnington community.

Except for the induction program in the first year of a Council term and the Australian Institute of Company Directors (AICD) course all other professional development will be costed to each individual Councillor Annual Financial Allocation.

Professional development needs which require or involve on-going, longer-term support, guidance or mentoring, vocational tertiary education must be discussed with the Chief Executive Officer or delegate who will assist Councillors and a member of a delegated committee in line with an agreed framework and process.

17.3 APPROVAL

Attendance at a conference, seminar or professional development course is authorised by either:

- a) the Chief Executive Officer or delegate; or
- b) a Council resolution.

Generally, a maximum of **four** Councillors may attend the same event for any interstate or overseas conference, workshop or seminar with the learnings and session handouts being shared amongst other Councillors.

17.4 ACCOMMODATION

Where Councillors attend a conference, seminar etc. which is interstate, at a Victorian regional centre that is held over more than one day, accommodation will be provided on conference nights. For example, should a conference, event or function commence on a Sunday afternoon and finish on Wednesday at 12 noon, accommodation will be provided for the Sunday, Monday and Tuesday nights only.

Accommodation will be provided the night prior to the commencement of a conference providing the conference commences prior to 12 noon. Where the conference, event or function commences after 12 noon it is expected that Councillors will travel on the morning of the intended conference, event or function.

This requirement will however be assessed according to the distance required to be travelled by the Councillor giving consideration to issues of fatigue and the health, safety and wellbeing of the Councillor to travel extended distances.

Generally meals will be covered in the conference or event fee however, where this is not the case reasonable costs of the meals will be reimbursed to Councillors.

Any additional costs incurred as a result of extended stays, the attendance of partners and/or children and the cost of non-essential room extras such as mini bar or in-house movies shall be borne by Councillor.

Councillors may choose to upgrade their accommodation at their own expense.

18. REPRESENTING COUNCIL

Each year, and from time to time, Council resolves to appoint councillors to represent it on a number of specific organisations/bodies with the delegated authority of Council on appropriate matters. For these organisations/bodies the nominated Councillor(s) or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Where Council has not appointed a Councillor representative to a particular organisation or group, and Council receives an official invitation seeking Council representation at an event, the following shall apply to determine Councillor representation at an event:

- The Mayor as first amongst equals will be given the opportunity to attend the event.
- If the Mayor is unable to attend, the Deputy Mayor will be offered the opportunity to attend the event.
- If the Mayor and Deputy Mayor is unable to attend, the Mayor will offer the opportunity to another Councillor.
- If Council via a Council resolution or the Chief Executive Officer in consultation with the Mayor determine that official representation of all Councillors is considered necessary or appropriate to support the business or representational needs of Council.

The Councillor representing the Council at that event shall be entitled to have paid by the Council, or reimbursed, reasonable bona fide costs associated with representing the Council at the event.

Should any other councillor wish to attend the event then the costs associated with attending the event will be borne by the Councillor and do not form part of the annual financial allocation for professional development

19. TRAVEL

19.1 INTERNATIONAL

International travel will be the subject of a prior Council approval.

19.2 INTERSTATE

Interstate travel will be the subject of a prior Council approval except:

- a) where the matter is approved by the Chief Executive Officer after consultation with the Mayor
- b) the matter is urgent and imperative to Council business; and
- c) there is no opportunity to refer the matter to a Council meeting for resolution.

19.3 AIR TRAVEL

Air travel within Australia shall be economy class flights sourcing the best available options. When selecting flights, consideration should be made to adjusting schedules to take advantage of cheaper alternatives. Council Staff will attempt to source the best price and conditions when booking flights.

When travelling overseas, business class travel is permitted subject to the best available fare option being sourced. Council staff will make arrangements for any overseas travel.

19.4 MAYORAL VEHICLE

The Mayor will have access to a fully maintained vehicle (including servicing, fuel and insurance). The make and model of the vehicle will be in accordance with Council policy or at the discretion of the Chief Executive Officer and in consultation with the Mayor.

The vehicle will be available for use by the Mayor in the discharge of their duties and for reasonable 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 the Council's normal vehicle replacement policy.

19.5 OTHER TRAVEL EXPENSES

The cost associated with the use of a Councillor's private vehicle, when in the course of conducting Council business, will be reimbursed at the standard Australian Taxation Office rate.

When in the course of conducting Council business, taxis or commercial passenger vehicles should only be used where they are the most efficient means of transport available. Tax Invoices are required in all cases where a reimbursement by Council is required.

20. BOOKING ARRANGEMENTS

All booking arrangements for conferences, travel etc. will be made by Council staff and suitable time must be provided for the arrangements to be made.

21. SPOUSES, PARTNERS AND CARERS

Attendance at any seminar, conference or civic function by a Councillor's spouse, partner or carer shall be at the expense of the Councillor except where:

- a) prior approval has been given by the Council or the Chief Executive Officer;
- b) the attendance is considered to be necessary to conduct the business or representational needs of the Council; and
- c) provision exists in the relevant budget.

Where the Council or the Chief Executive Officer has approved such attendance, Councillors are entitled to have paid by the Council, or reimbursed, their spouse's, partner's or carer's:

- a) registration fees (for a civic function, but not a seminar or conference);
- b) reasonable costs for meals and refreshments; and
- c) attendance at a conference dinner within Victoria.

Additional costs incurred for the attendance of a spouse, partner or carer will be at the expense of the Councillor.

Councillors are entitled to have paid by the Council, or reimbursed, the reasonable costs and expenses of their spouse, partner or carer attending:

- a) Council functions;
- b) functions held by other Victorian municipalities or local government peak bodies; and
- c) where there is an expectation of attendance by a spouse, partner or carer.

22. LEGAL FEES

Other than by a specific Council resolution, or in accordance with a Council policy, any legal expenses incurred by a councillor initiating an action are the responsibility of the Councillor. Where the Councillor is the defendant or respondent in an action brought against them in their role as Councillor by a third party, the Councils appropriate insurance policy will respond (subject to terms and conditions) and cover such costs. The Council will cover any insurance excess (known as a deductible) in these circumstances.

23. REIMBURSEMENT OF CLAIMS

23.1 SUBMISSION OF CLAIMS

Claims are to be submitted on the prescribed form to the Executive Manager Legal and Governance.

Claims should be accompanied by original receipts/tax invoices for any expenses claimed which clearly identify the names of the payee and ABN where applicable.

If receipts cannot be produced, Councillors and members of a delegated committee may be required to provide a statutory declaration.

Claims must include sufficient detail to demonstrate, in accordance with the Act, the expense for which reimbursement is claimed is valid and a reasonable out-of-pocket expense incurred while performing the duties of a Councillor or a member of a delegated committee and meet the Australian Taxation Office standard for proof of payment.

Where the Council has directly funded an expense e.g. Telstra mobile telephone account a claim form is not required to be completed.

23.2 TIMEFRAME FOR CLAIMS

Claims must be submitted in a timely manner to ensure transparency and accountability.

Claims for reimbursement for the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 14 working days of the end of the financial year.

Claims for reimbursement which are not submitted in accordance with the timeframes set out above will not be processed or paid except where the Council resolves to accept the claim.

Reimbursements will be paid by electronic funds transfer within 21 days of a compliant claim form being submitted.

23.3 ASSESSMENT OF CLAIMS

The Executive Manager Legal and Governance or their delegate will process all claims.

If the Executive Manager Legal and Governance or delegate has a question about a claim, they will, in the first instance, discuss this matter with the relevant Councillor or member of a delegated committee.

If required, the Executive Manager Legal and Governance will seek guidance / intervention from the Chief Executive Officer.

If required, the Chief Executive officer will refer claims to a Council meeting for determination.

24. INSURANCE AND INDEMNITY

24.1 INSURANCES

Councillors and members of a delegated committee established by the Council are covered by a range of insurance policies while discharging, in good faith, the duties of civic office including:

- a) public liability;
- b) Councillors' and Officers' liability;
- c) personal accident (accompanying spouses, partners and carers are also covered);
- d) corporate travel; and
- e) workers' compensation, as section 46 of the LGA 2020 refers to Councillors as "*deemed workers*" pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013*.

The Council will pay the insurance policy excess in respect of any claim made arising from Council business where any claim is accepted by the Council's insurers, whether defended or not.

24.2 INDEMNITY

Section 43 of the Act provides that

"A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith".

The Council will also indemnify external members of delegated committees established by the Council.

25. REPORTING

The expenses paid or reimbursed will be reported:

- a) by inclusion of the details on the Council website each quarter;
- b) to the Audit and Risk Committee – a requirement of section 40(2) of the Act; and
- c) in a public register of overseas and interstate travel (other than interstate travel by land for less than three days)

26. MEMBERS OF THE AUDIT AND RISK COMMITTEE

External members of the Audit and Risk Committee are not covered by this Policy.

27. DONATIONS

Any donations made by a councillor or member of a delegated committee will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor or member of a delegated committee donations not in accordance with a prior resolution of Council will not be reimbursed by Council.

28. OTHER EXPENDITURE NOT SPECIFIED

Any expenditure not specified in this policy as expenditure for which a councillor or member of a delegated committee is entitled to be reimbursed or paid by Council shall be the responsibility of the councillor or member of a delegated committee, except where Council resolves that a claim is reasonable bona fide expenditure.

Subject to a resolution of Council, a councillor or member of a delegated committee may be reimbursed for expenses incurred in circumstances not provided for elsewhere in the Policy.

29. POLICY REVIEW

This Policy will be reviewed within six months of every general election or earlier where an operational or legislative issue exists or by resolution of the Council.

30. POLICY AMENDMENTS

Amendments to the Policy may be made by the Executive Manager Legal and Governance to reflect legislative or organisational changes who will notify the Councillors of any such amendments.

APPENDICES

APPENDIX 1 - COUNCIL POLICIES AND OTHER DOCUMENTS

This Policy has also been developed having regard to the following Council policies:

- *Councillor and Staff Interaction Protocol*
- *Councillor Gift Policy*
- *Councillors Code of Conduct*
- *Election Period Policy*
- *Governance Rules*
- *Mutual Respect Charter*
- *Privacy and Data Protection Policy*
- *Public Transparency Policy*
- *Stonnington Customer Service Charter*

APPENDIX 2 - DEFINITIONS

In the Policy, the following terms have the meaning indicated:

- **“Carer in a care relationship”** means within the meaning of section 4 of the Carers Recognition Act 2012.
- **Community Asset Committee** means a Community Asset Committee established under section 65 of the LGA 2020;
- **Councillor Code of Conduct** means the Councillor Code of Conduct developed under section 139 of the Act;
- **“Delegated Committee”** means a delegated committee established under section 63 of the Act;
- **“Duties of a Councillor”** means duties performed by a councillor that are necessary or appropriate for the purposes of achieving the objectives of Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies;
- **“Election period”** means the period that starts at the time that nominations close on nomination day and ends at 6:00 pm on election day;
- **“Expenses”** includes:
 - Expenses initially incurred by a councillor or a member of a delegated committee for which a claim is subsequently made for reimbursement; and
 - Expenses incurred by Council for or on behalf of a councillor or a member of a delegated committee;
- **“Member of a delegated committee”** means a member of a delegated committee who is not a Councillor;
- **“Professional Development”** means the process of improving and increasing the capabilities, knowledge and skills of councillors and members of a delegated committee through access to education and training opportunities through outside organisations or in the workplace; and
- **“The Act”** means the Local Government Act 2020.

APPENDIX 3 - RELEVANT LEGISLATION

This Policy has been developed having regard to the:

- *Carers Recognition Act 2012*;
- *Charter of Human Rights and Responsibilities Act 2006*;
- *Child Wellbeing and Safety Act 2005*;
- *Crimes Act 1958*;
- *Gender Equality Act 2020*;
- *Local Government Act 1989*;
- *Local Government Act 2020*;
- *Occupational Health and Safety Act 2004*;
- *Privacy and Data Protection Act 2014*;
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*;
- *Workplace Injury Rehabilitation and Compensation Act 2013*; and
- *Local Government (Governance and Integrity) Regulations 2020*.

Council Comparison

Council	Type of Care	Allowance \$ p/hr	Fee Structure	Note	Claim of funds proof	Age (up to)	Conditions
Glen Eira	Child & Family		Calculated on basis of hourly fees		Receipt (name of carer/address of care/time of care & fees)	16	Can not be claimed if family member
Darebin	Child & Family		Calculated on basis of hourly fees of providers standard terms	Industry rate	Receipt (name of carer/address of care/time of care & fees)	16	Can not be claimed if family member
Port Phillip	Child & Family	\$33.00	Must be a registered business		ATO standard (ABN/Tax invoice)	16	Can not be claimed if family member
Melbourne	Child & Family	\$46.00			Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Boroondara	Child & Family	\$24.05			ATO standard (ABN/Tax invoice)		Can not be claimed if family member
City of Yarra	Child & Family		out of pocket cost of childcare		ATO standard (ABN/Tax invoice)	16	Can not be claimed if family member
City of Casey	Formal Care		As per registered childcare provider		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
	Informal Care	\$15.00	\$15p/h or as per fees in EA		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Maroondah	Child & Family		Calculated on basis of hourly fees		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Monash	Child & Family		Calculated on basis of hourly fees		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Knox	Child & Family		Calculated on basis of hourly fees		Receipt (name of carer/address of care/time of care & fees)	16	Can not be claimed if family member
Hobsons Bay	Child & Family		As per registered childcare provider		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
Merri bek	Child & Family	\$21.00				16	Can not be claimed if family member
Nillumbik	Child & Family		Calculated on basis of hourly fees of providers standard terms		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Bayside	Child & Family		Calculated on basis of hourly fees of providers standard terms		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Kingston	Child & Family		Calculated on basis of hourly fees of providers standard terms		ATO standard (ABN/Tax invoice)	16	Can not be claimed if family member
Maribyrnong	Child & Family		Calculated on basis of hourly fees of providers standard terms		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
Hume	Child & Family		Calculated on basis of hourly fees of providers standard terms	Maximum of \$5k per year	Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Wyndham	Child & Family		Calculated on basis of hourly fees of providers standard terms		Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Manningham	Child & Family		Calculated on basis of hourly fees of providers standard terms		ATO standard (ABN/Tax invoice) - Stat dec if no	14	Can not be claimed if family member
Whittlesea	Formal Care		As per registered childcare provider		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
	Informal Care	\$20.00		Discretion of CEO	a written declaration of costs and statement as to why the care was required		Can not be claimed if family member
Dandenong	Child & Family		As per registered childcare provider		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
Whitehorse	Child & Family		Calculated on basis of hourly fees of providers standard terms		Receipt (name of carer/address of care/time of care & fees)	16	Can not be claimed if family member
Brimbank	Child & Family		Calculated on basis of hourly fees of providers standard terms	Industry rate	ATO standard (ABN/Tax invoice)	15	Can not be claimed if family member
Frankston	Formal Care		Calculated on basis of hourly fees of providers standard terms		ATO standard (ABN/Tax invoice)		Can not be claimed if family member
	Informal Care	\$25.00			Receipt (name of carer/address of care/time of care & fees)		Can not be claimed if family member
Mornington	Child & Family		As per registered childcare provider		ATO standard (ABN/Tax invoice)	16	Can not be claimed if family member
Geelong	Child & Family		As per registered childcare provider		ATO standard (ABN/Tax invoice)		Can not be claimed if family member

Service Comparison

City of Stonnington Providers					
Provider	Location	Full/Half Day	Session Times	Fees	Childcare Subsidy included?
Princes Close Childcare Centre	17 Princes Close Prahran	Full day	7:30am-6:00pm	\$138.00	Not included
Winter Street Early Years Services	5 Winter Street	Full day	8:00am-6:00pm	\$127.50	Not included
		Part day	8:00am-1:00pm OR 1:00pm-6:00pm	\$69.50	Not included
		Sessional Care*	8:00am-6:00pm	\$132.50	Not included
External Providers					
Provider	Location	Full/Half Day	Session Times	Fees	Childcare Subsidy included?
Montessori Beginnings	14 Spring Road Malvern	Full day	7:30am-6:00pm	\$158.00	Not included
East Malvern Early Learning	11 Illowa Street Malvern East	Full day	7:00am-6:00pm	\$132.00	Not included
Prahran Community Learning Centre	40 Grattan Street Prahran	Full day (5hrs)	10:00am-3:00pm	\$60.00	Not included
		Half day (3hrs)	3hrs within 10:00am-3:00pm	\$45.00	Not included
Wattletree Early Childhood Centre	256 Wattletree Road Malvern	Full day	7:30am-6:00pm	\$145.00	Not included
Guardian Childcare and Education Sth Yarra	670 Chapel Street Sth Yarra	Full day	7:30am-6:30pm	\$186.75	Not included
Samantha's Child Care Centre	190 Burke Road Glen Iris	Full day	7:30am-6:00pm	\$166.00	Not included
Windsor Community Children's Centre	131-133 Union Street Prahran	Full day	7:30am-6:00pm	\$140.00	Not included
Central Park Childcare Centre	116 Burke Road Malvern East	Full day	8:00am-6:00pm	\$125.00	Not included
		Occasional (p/hr)	Individual hours within 8:00am-6:00pm	\$25.00	Not included

*Sessional bookings are taken on a fortnightly basis and are not permanent or ongoing.

Provider	Location	Care type	Session Times	Per Hour	Childcare Subsidy included?	Application Fee	Notice Timeframe	Cancellation fee
Placement Solutions	Kew East	Nanny/Babysitter	Evening care/babysitting	\$41.00	Not included	\$250.00	Not available	Not available
Melbourne's Leading Nanny Agency	Brighton East	Nanny/Babysitter	Evening care/babysitting	\$26.00 - \$45.00	Not included	\$25.00 per day	Up to 24hrs -Less than 4hrs	\$25.00-\$75.00
Eastern Child Care Services	Melbourne	In Home Care	Evening care/babysitting	\$40.00	Not included	Not available	Not available	Not available
Steps and Strides	Melbourne	In Home Care	Minimum 3hrs	\$42.00	Not included	Not available	Not available	Not available
VPM In Home Child Care	Melbourne	In Home Care	Funded by the Department of Education	\$43.91	Not included	Not available	Not available	Not available
Abracadabra Childcare Services	Stonnington	Nanny	Evening care/babysitting	\$30.00	Not available	\$30.00	up to 4hrs prior	\$30.00
Nanager	St Kilda	Nanny	Evening care/babysitting	\$60.00	In Home Care Rebate	Not included	Not available	Not available
Mtime	Melbourne	Nanny	Evening care/babysitting	\$55.00	Not included	\$249.00**	Up to 24hrs - Less than 24hrs	50% of fee- 100% of fee
Rockmybaby Australia	St Kilda	Babysitting	Evening care/babysitting	\$30.00	Not included	\$30.00	Less than 3hrs	\$90.00
Bec's Babysitting	St Kilda	Babysitting	Evening care/babysitting	\$35.00	Not included	No	Not available	Not available
Nest Care	Hawthorn	Babysitting	Evening care/babysitting	\$40.00	Not included	\$30.00	More than 24hrs	No fee
City Babysitters	Melbourne	Babysitting	Evening care/babysitting	\$25.00	Not included	\$25.00	Not available	Not available

** \$249 is an annual fee - one off payment

Economies of scale would be solely dependent on the need for service.

Qualifications of all services quoted - WWCC/First Aid/CPR/ATO Payment requirements

Informal Meeting of Councillors held on 5 December 2022 - Record



Councillor Briefing Session - Record of Informal Meeting of Councillors

Held on Monday 5 December 2022

Informal Meeting of Councillors held on 5 December 2022 - Record

Meeting Information	
Meeting Name/Type	Councillor Briefing Session
Meeting Date	Monday 5 December 2022
Attendees	
Councillors	Cr Jami Klisaris (Mayor) Cr Nicki Batagol Cr Kate Hely Cr Polly Morgan (virtual attendance) Cr Alexander Lew (virtual attendance) Cr Marcia Griffin Cr Mike Scott
Apologies	Cr Melina Sehr (Deputy Mayor) Cr Matthew Koce
Staff	Interim Chief Executive Officer
	Director Community & Wellbeing
	Director Planning & Place
	Acting Director Environment & Infrastructure
	Acting Director Organisation Capability
	Executive Manager Legal & Governance
	Acting Manager Communications and Engagement
	Manager Statutory Planning
	Chief Financial Officer
	Manager Transport & Parking
	Lead Property Advisor
	Acting Manager Climate, Sustainability & City Greening
	EA to Mayor & Councillors
	Civic Support Officer
	Coordinator Transport Planning
	Coordinator Sustainable Environment
	Coordinator Statutory Planning
	Principal Planner
	Manager Events, Arts & Culture
	Visual Arts Officer
	Coordinator Economic Development
	Manager Economic & Place Development

Informal Meeting of Councillors held on 5 December 2022 - Record

Disclosure of Conflict of Interest	<p>Cr Polly Morgan declared a general conflict of interest in Item 4.2 Planning Application 0151/22 - 385-387 Wattletree Road, Malvern East.</p> <p>Cr Polly Morgan stated the general conflict of interest was <i>"a friend who assisted me with my electoral campaign resides near the property address"</i>.</p>
Matters discussed	<ol style="list-style-type: none"> 1. Planning Application 032/22 – 671 Chapel Street, South Yarra 2. Planning Application 0151/22 – 385-387 Wattletree Road, Malvern East 3. Planning Application 1100/21 – 109 Mathoura Road & 420, 422, 424 & 426 Toorak Road, Toorak 4. Planning Application 1050/21 – 19-21 Lalbert Crescent, Prahran 5. Planning Amendment 0979/13 – 43 Porter Street, Prahran 6. Instrument of Appointment & Authorisation – Statutory Planning 7. Proposed Lease – 6 & 7 Almeida Crescent, South Yarra 8. Update on Next Steps for Business Support Engagement Program 9. Confidential: Art Acquisitions Advisory Committee Membership Recommendations 10. Lime Trial Review 11. Sustainability Snapshot: 2021-22 12. Electric Vehicle Charing Infrastructure Policy 13. Quick Response Grant – December 14. MAV Board Regional Groupings of Council's Review 15. MAV Membership 16. Councillor and Member of a Delegated Committee Expenses Policy

Informal Meeting of Councillors held on 5 December 2022 - Record

	<ul style="list-style-type: none">17. Albion Street, South Yarra18. Currency of Council Policies19. Environmental Champions Program20. City on a Hill Church
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