

COUNCIL MEETING

AGENDA



(Open to the public)

6.30pm, Monday 20 November 2023

Council Chamber, 8 Inglesby Road, Camberwell

Date of Issue: 17 November 2023

Please note: No audio, video, photographic or any other recording of proceedings at Council or Delegated Committee meetings is permitted without written authority from Council.

Order of Business

- 1 Election of the Mayor for 2023-2024**
- 2 Election of Deputy Mayor for 2023-2024**
- 3 Election of Chairpersons to Delegated Committees of Council**
- 4 Audit and Risk Committee Membership 2023-2024**
- 5 Councillor Assignments to Advisory Committees for 2023-2024**
- 6 Council and Committee Meeting Schedule 2024**
- 7 Close of meeting**

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1 Election of Mayor for 2023-2024

Executive Summary

Before the Mayor is elected, Council must determine by resolution whether the Mayor is to be elected for a 1 year or 2 year term pursuant to section 26(3) of the Local Government Act 2020.

The Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later time and date.

The role of the Mayor is to:

- chair Council meetings; and
- be the principal spokesperson for the Council; and
- lead engagement with the municipal community on the development of the Council Plan; and
- report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- promote behaviours among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- assist Councillors to understand their role; and
- take a leadership role in ensuring the regular review of the performance of the CEO; and
- provide advice to the CEO when the CEO is setting the agenda for Council meetings; and
- perform civic and ceremonial duties on behalf of Council.

Nominations are invited to the office of Mayor for the ensuing Mayoral term.

Officers' recommendation

That Council resolve that Councillor _____ be elected Mayor of the City of Boroondara for the 2023-2024 term.

2 Election of Deputy Mayor for 2023-2024

Executive Summary

Before the Deputy Mayor is elected, Council must determine by resolution whether the Mayor is to be elected for a 1 year or 2 year term pursuant to section 26(3) of the Local Government Act 2020.

The Deputy Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later time and date.

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if:

- The Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- The Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- The office of the Mayor is vacant.

Nominations are invited for the office of Deputy Mayor for the ensuing year.

Officers' recommendation

That Council resolve that Councillor _____ be elected Deputy Mayor of the City of Boroondara for the 2023-2024 term.

3 Election of Chairpersons to Delegated Committees of Council

Executive Summary

Chairpersons of the Urban Planning Delegated Committee and Services Delegated Committee are elected annually.

Nominations are invited for the Chairperson roles for the Urban Planning Delegated Committee and Services Delegated Committee for 2023-2024.

Officers' recommendation

That Council resolve:

1. Chairperson of the Urban Planning Delegated Committee

That until such time as Council resolves otherwise, Councillor _____ be appointed Chairperson of the Urban Planning Delegated Committee.

2. Chairperson of the Services Delegated Committee

That until such time as Council resolves otherwise, Councillor _____ be appointed Chairperson of the Services Delegated Committee.

4 Audit and Risk Committee Membership 2023-2024

Executive Summary

Council must establish an Audit and Risk Committee. The Committee must include members who are Councillors of the Council and consist of a majority of members who are not Councillors of the Council.

The Committee currently consists of two Councillors and three independent members.

The City of Boroondara appoints Councillors to the Audit and Risk Committee on an annual basis.

Nominations are invited for the two Councillor positions available on the Audit and Risk Committee.

Officers' recommendation

That Council resolve that, until such time as Council resolves otherwise, Councillor membership of the Audit and Risk Committee shall comprise Councillors _____ and _____.

5 Councillor Assignments to Advisory Committees for 2023-2024

Executive Summary

Purpose

This report is for councillors to be appointed to a range of internal and external advisory committees as well as external management committees and boards.

Background

Each year Councillors nominate and are appointed to a variety of internal and external committees.

These committees provide an important mechanism for consultation with the community and key stakeholders. Internal committees and networks provide advice to Council but do not make formal decisions.

At the February 2023 Council meeting, Council resolved to limit the maximum Councillor representation on any single committee to five councillors.

Key Issues

The committees are outlined in detail in **Attachment 1**.

The appointments take into account the committees' terms of reference which govern how the group is comprised and how they operate. The appointments are typically made for a period aligned to the Mayoral term.

Next Steps

Once the appointments to advisory committees have been adopted by Council, they will be published on the Council website.

The appointments will be reviewed annually with the committees' terms of reference being reviewed by officers as required.

Officers' recommendation

That Council resolve to appoint Councillors to the various committees as set out in **Attachment 1** (as annexed to the minutes) until such time as Council resolve otherwise.

Responsible director: **Phillip Storer, Chief Executive Officer**

1. Purpose

The purpose of this report is for councillors to be appointed to a range of internal and external advisory committees as well as external management committees/boards.

2. Policy implications and relevance to community plan and council plan

The appointment of Councillors to internal, external committees relates to Priority Theme 7: Leadership and Governance in the Boroondara Community Plan 2021-2031.

The appointments are also consistent with Strategic Objective 7.1: Decision making is transparent and accountable through open governance processes with timely communication and reporting.

3. Background

Councillors are appointed to their assignments on an annual basis. The following committees still require councillor appointments for the 2022-2023 period:

- fifteen internal advisory committees;
- seven external advisory committees;
- four external management committees; and
- two partnership groups.

Further detail on each of the above committees is provided in **Attachment 1** to this report.

4. Outline of key issues/options

The Local Government Act 2020 (the Act) does not reference advisory committees and it is up to each Council to determine the committees it requires.

For external committees, Council is a member or participant at a local, regional or sector level. Councillors are appointed to represent Council as delegates to these organisations. In some cases, an alternate is also appointed who can attend if the primary Councillor is not available.

All committees have a term of reference which outlines the purpose of the committee and how the meetings are governed.

5. Consultation/communication

All councillor assignments will be communicated to the community via the council website.

6. Financial and resource implications

There are no financial impacts in regard to this report.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

Section 129 of the Local Government Act 2020 provides that a conflict of interest does not arise in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the Local Government (Governance and Integrity) Regulations 2020.

Regulation 7(1) prescribes the nomination or appointment by the Council or a Councillor to a position for which the Councillor will not be remunerated is an exempt matter.

The recommendation contained in this report is compatible with the Charter of Human Rights and Responsibilities 2006 as it does not raise any human rights issues.

8. Social and environmental issues

Representation on the various committees enables Councillors to:

- engage with committee members to share their perspective on the various issues before the Committee; and
- listen to the views expressed by the committee and share those views with their colleagues, staff and Council; and
- represent the interests of Council on a range of external committees and groups.

Manager: Bryan Wee, Manager Governance and Legal

Report officer: Kirstin Ritchie, Coordinator Governance

1. Internal Advisory Committees

Committee Name	Purpose of Committee	Member(s)
1. Waste Management Reference Group (WMRG)	To provide insights and feedback across a broad range of waste related matters to help inform and enhance the delivery of waste related services to the community	
2. Kew Recreation Centre Steering Committee	To act as a sounding board for the project team during the redevelopment (planning, design, implementation and commissioning) of the Kew Recreation Centre	
3. Canterbury Community Precinct Steering Committee	To provide advice and feedback on the coordination of various projects in Canterbury and the implementation of the Maling Road Place Plan. The Steering Committee also assist to identify emerging issues and opportunities associated with these projects.	
4. Civic Awards Assessment Panel	To assess nominations for the Boroondara Citizen of the Year, Boroondara Young Citizen of the Year, Boroondara Volunteer of the Year, and Boroondara Volunteer Program Innovation Award.	
5. Transforming Boroondara Steering Committee	To monitor the progress of the Transforming Boroondara program against the delivery of the Program milestones and budget. To act as a sounding board for the Team responsible for the implementation and provide feedback throughout the course of the Program	
6. Glenferrie Precinct Development Plan Advisory Committee	The Glenferrie Precinct Development Plan Advisory Committee (GDPAC) provides advice and feedback on the form, prioritisation and coordination of various projects in the Glenferrie Road Precinct area of Hawthorn and the implementation of Council's plans for the precinct, including the Glenferrie Place Plan. The Committee will also assist to identify emerging issues and opportunities associated with these projects.	
8. Boroondara Urban Design Awards	To determine the winners of various design awards within the municipality	

Committee Name	Purpose of Committee	Member(s)
9. Climate Action Plan Advisory Committee	To provide advice and support for the delivery of the Boroondara Climate Action Plan.	
10. Cycling Advisory Committee	To discuss and seek feedback on current and future proposals regarding bicycle projects and initiatives.	
11. Heritage Advisory Committee	To provide advice to Council on heritage matters including Boroondara's natural, built and cultural heritage.	
12. Gardiners Creek Masterplan Advisory Committee	To provide advice and support to the development and implementation of collaborative opportunities about the Gardiners Creek Corridor	
13. Boroondara Reconciliation Advisory Committee	<p>To oversee the development and implementation of the Boroondara Reconciliation Strategy (BRS).</p> <p>To provide feedback and advice to assist Council officers in relation to the development and implementation of the BRS after considering data, research and community inputs, firstly from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and then advice from external Aboriginal and Torres Strait Islander organisations and individuals and local community agencies</p>	
14. Camberwell Junction Precinct Advisory Committee (CJPAC)	<p>To provide advice and feedback on the form, prioritisation and coordination of various projects in the Camberwell Junction area and the implementation of Council's plans for the precinct, including the Camberwell Junction Place Vision and Plan.</p> <p>The Committee will also assist to identify emerging issues and opportunities associated with these projects.</p>	
15. Kew Library Redevelopment Steering Committee	To act as a sounding board for the project team and provide feedback during the redevelopment (planning, design, implementation, and commissioning) of Kew Library.	

2. External Advisory Committees

Committee Name	Purpose of Committee	Member(s)
1. Community Disability Advisory Committee	To advise Council on strategies for identifying and addressing disability access and inclusion issues within the City of Boroondara	
2. Boroondara Eisteddfod Advisory Committee	To provide feedback in determining the direction, planning and operation of the Boroondara Eisteddfod	
3. Boroondara Community Safety Advisory Committee	To foster a partnership approach to enhance safer communities by responding, and providing feedback and information on community safety issues of concern to the community	
4. Boroondara Public Health and Wellbeing Advisory Committee	<p>To provide feedback on current and emerging health and wellbeing issues and trends for all life stages</p> <p>To provide advice on external stakeholder health and wellbeing projects, and opportunities for advocacy</p>	
5. Marketplace Development Fund (MDF)	To advise and make recommendations to Council on the allocation of funds (raised by Rotary) to promote Camberwell on Sundays and associated infrastructure.	
6. Boroondara Community Strengthening Grants Review Panel	To review officer assessments of applications received through the Annual Community Strengthening Grants and Boroondara Triennial Operational Grants categories and to provide feedback on officer recommendations	
7. Boroondara Arts Advisory Committee	To provide strategic advice to support the promotion and delivery of arts and cultural programs in Boroondara	

3. External Management Committees/Boards

Committee/Board	Purpose of Committee/Board	Member(s)
1. The Municipal Association of Victoria (MAV)	To represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance services to local government	Substitute -
2. Metropolitan Waste Management Group Forum	Forum established to provide input into the Metropolitan Waste Management Group	
3. Metropolitan Transport Forum	The Metropolitan Transport Forum (MTF) works towards effective, efficient and equitable transport in metropolitan Melbourne by providing a forum for debate, research and policy development, and sharing and disseminating information to improve transport choices	
4. Eastern Alliance for Greenhouse Action	The Eastern Alliance for Greenhouse Action (EAGA) is a formal collaboration of eight Councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	

5. Partnership Groups

Partnership Group	Purpose of External Group	Member(s)
1. Boroondara Family Violence Network	To provide a forum for planning and development of community awareness strategies addressing family violence in Boroondara	
2. Electrify Boroondara	To drive community action to reduce emissions by encouraging electrification. This will support Council achieve the aspirational community targets for emission reductions set in the Climate Action Plan.	

6 Council and Committee Meeting Schedule 2024

Executive Summary

Purpose

The purpose of this report to give consideration to adopting the attached Council and Committee meeting schedule for 2024 (**Attachment 1**).

Background

The Council and Committee Meeting Schedule is set annually in advance, based on a regular monthly cycle. This ensures that Council complies with its Governance Rules and gives Council a timetable of meetings to duly consider Council business.

Key Issues

The schedule for 2024 is based around the same monthly cycle adopted for 2023 with some variations to accommodate for public holidays and statutory deadlines.

Historically, deviations from the usual cycle occur:

- at the start and end of each year to account for the Christmas break
- where a public holiday falls on a Monday
- to accommodate specific needs.

Changes are made by the Chief Executive Officer, if required, in consultation with the Mayor or Chairpersons of the Delegated Committees.

Next Steps

Once adopted the schedule of meetings is communicated to the community by Council's website and a public notice in the Age newspaper.

Officers' recommendation

That Council resolve to:

1. Adopt the Council and Committee Meeting Schedule for 2024 as annexed to the minutes.
2. Authorise the Chief Executive Officer to amend the Council and Committee Meeting Schedule as necessary, in consultation with the Mayor and as required the Committee chairpersons, in accordance with the requirements of the Governance Rules.

Responsible director: Phillip Storer, Chief Executive Officer

1. Purpose

The purpose of this report is for Council to adopt the proposed Council and Committee meeting schedule for 2024 (**Attachment 1**).

2. Policy implications and relevance to community plan and council plan

The Council and Committee meeting schedule relates to Priority Theme 7: Leadership and Governance in the Boroondara Community Plan 2021-2031.

The Council and Committee meeting schedule is also consistent with Strategic Objective 7.1: Decision-making is transparent and accountable through open governance processes with timely communication and reporting.

3. Background

The Council and Committee meeting schedule ensures that Council has scheduled meeting time to enable it to duly consider all Council business.

The meeting schedule is based on the following monthly cycle:

	Week 1	Week 2		Week 3	Week 4
	Mon	Mon	Thur	Mon	Mon
Dinner from 6pm to 6.30pm					
6.30pm	UPDC	SDC	Standby night	UPDC	CM
	CB&D (Opportunity)	CB&D Scheduled		CB&D (Opportunity)	CB&D (Scheduled)

UPDC - Urban Planning Delegated Committee

CB&D - Councillor Briefing and Discussion

SDC - Services Delegated Committee

CM - Council Meeting

In addition to the above meeting cycle, Audit and Risk Committee meetings are usually scheduled quarterly on a Wednesday evening.

4. Outline of key issues/options

Historically, deviations from the usual cycle occur:

- at the start and end of each year to account for the Christmas break
- where a public holiday falls on a Monday
- to accommodate specific needs.

The draft schedule takes into account the public holidays for next year.

- Monday 1 January - New Year's Day
- Friday 26 January - Australia Day
- Monday 11 March - Labour Day
- Friday 29 March - Good Friday

- Sunday 31 March - Easter Sunday
- Monday 1 April - Easter Monday
- Thursday 25 April - Anzac Day
- Monday 10 June - King's Birthday
- TBC - Friday before AFL Grand Final (subject to AFL schedule)
- Tuesday 5 November - Melbourne Cup
- Wednesday 25 December - Christmas Day
- Thursday 26 December - Boxing Day

Variations occurring throughout the year are communicated to the community through Council's website and public notices in the Age newspaper.

If time permits, affected residents may be contacted directly, for example, applicants for and objectors to statutory planning permits being considered at an affected Urban Planning Delegated Committee meeting.

5. Consultation/communication

The proposed meeting cycle endeavours to balance the need for formal meeting opportunities with the demands of councillors' other roles and responsibilities and personal time.

Key stakeholders within the Council have been consulted in the preparation of the 2024 meeting schedule.

Should Council adopt the proposed meeting cycle Council and Committee meetings will be advertised on Council's website. Public notice of the meeting schedule for 2024 will also be published in the Age newspaper and published on the Council website.

6. Financial and resource implications

The cost of advertising and conducting formal and informal meetings of Council is incorporated as part of the Governance and Legal Department annual operating budget.

The scheduling of Council and Committee meetings does have implications for staff costs (such as overtime expenditure or time-in-lieu), which are met under the respective departmental budgets.

7. Governance issues

The officer responsible for this report has no general or material conflict of interest requiring disclosure.

The Council and Committee Meeting Schedule for 2024 could be considered to intersect with the Victorian Human Rights Charter, in the context of an individual's right to participate in public life. Whilst the choice of a meeting schedule may affect the convenience or preferences of individual members of the Boroondara community, it is unlikely to systemically infringe upon human rights.

8. Social and environmental issues

Annually scheduling and publishing a Council and Committee Meeting Schedule is consistent with Council's commitment to open and transparent processes, giving the community notice to participate in Council's decision-making forums.

The Council and Committee Meeting Schedule also enables the administration to plan and ensure, as far as is practicable, that business papers are available to councillors and the community sufficiently in advance of the relevant meeting, to be adequately informed of all relevant issues prior to a decision being taken.

Manager: **Bryan Wee, Manager Governance and Legal**

Report officer: Kirstin Ritchie, Coordinator Governance

Meeting Date	Meeting
FEBRUARY 2024	
Monday, 29 January 2024	Standby night
Monday, 5 February 2024	UPDC
Monday, 12 February 2024	SDC
Monday, 12 February 2024	CB&D
Thursday, 15 February 2024	Standby night
Monday, 19 February 2024	UPDC
Monday, 26 February 2024	Council
Monday, 26 February 2024	CB&D
MARCH 2024	
Monday, 4 March 2024	UPDC
Monday, 4 March 2024	CB&D
Wednesday, 13 March 2024	Audit and Risk Committee
Thursday, 14 March 2024	Standby night
Monday, 18 March 2024	UPDC
Monday, 25 March 2024	Council
Monday, 25 March 2024	CB&D
APRIL 2024	
Monday, 8 April 2024	SDC
Monday, 8 April 2024	CB&D
Monday, 15 April 2024	UPDC
Thursday, 18 April 2024	Standby night
Monday, 22 April 2024	Council
Monday, 22 April 2024	CB&D
Thursday, 29 April 2024	Standby night
MAY 2024	
Monday, 6 May 2024	UPDC
Monday, 13 May 2024	SDC
Monday, 13 May 2024	CB&D
Thursday, 16 May 2024	Standby night
Monday, 20 May 2024	UPDC
Monday, 27 May 2024	Council
Monday, 27 May 2024	CB&D
JUNE 2024	
Monday, 3 June 2024	UPDC
Monday, 3 June 2024	CB&D
Wednesday, 12 June 2024	Audit and Risk Committee
Thursday, 13 June 2024	Standby night
Monday, 17 June 2024	UPDC
Monday, 24 June 2024	Council
Monday, 24 June 2024	CB&D
JULY 2024	
Monday, 1 July 2024	UPDC
Monday, 8 July 2024	SDC
Monday, 8 July 2024	CB&D
Thursday, 11 July 2024	Standby night
Monday, 15 July 2024	UPDC
Monday, 22 July 2024	Council
Monday, 22 July 2024	CB&D
Monday, 29 July 2024	Standby night

Meeting Date	Meeting
AUGUST 2024	
Monday, 5 August 2024	UPDC
Monday, 12 August 2024	SDC
Monday, 12 August 2024	CB&D
Thursday, 15 August 2024	Standby night
Monday, 19 August 2024	UPDC
Monday, 26 August 2024	Council
Monday, 26 August 2024	CB&D
SEPTEMBER 2024	
Monday, 2 September 2024	UPDC
Monday, 9 September 2024	SDC
Monday, 9 September 2024	CB&D
Wednesday, 11 September 2024	Audit and Risk Committee
Thursday, 12 September 2024	Standby night
Monday, 16 September 2024	UPDC
Monday, 23 September 2024	Council
Monday, 23 September 2024	CB&D
Monday, 30 September 2024	Standby night
OCTOBER 2024	
Monday, 7 October 2024	UPDC
Monday, 14 October 2024	SDC
Monday, 14 October 2024	CB&D
Thursday, 17 October 2024	Standby night
Monday, 21 October 2024	UPDC
Monday, 28 October 2024	Council
Monday, 28 October 2024	CB&D
NOVEMBER 2024	
Monday, 11 November 2024	SDC
Monday, 11 November 2024	CB&D
Thursday, 14 November 2024	Standby night
Monday, 18 November 2024	Council Meeting (Councillor Assignments 2024-25 including election of Mayor & Chairpersons of Delegated Committees)
Monday, 25 November 2024	Council
Monday, 25 November 2024	CB&D
DECEMBER 2024	
Monday, 2 December 2024	UPDC
Wednesday, 4 December 2024	Audit and Risk Committee
Monday, 9 December 2024	SDC
Monday, 9 December 2024	CB&D
Thursday, 12 December 2024	Standby night
Monday, 16 December 2024	Council