

Agenda



Monday, 3 May 2021 7.00pm

Ordinary Meeting of Council

Acknowledgement of the Traditional Custodians

“Our meeting is being held on the Traditional Land of the Wurundjeri Woi-wurrung people and, on behalf of Banyule City Council, I wish to acknowledge them as the Traditional Custodians. I would also like to pay my respects to the Wurundjeri Woi-wurrung Elders, past, present and emerging, and to acknowledge other Aboriginal and Torres Strait Elders joining us today.”

Diversity Statement

“Banyule is a diverse community, made up of people from different cultures, beliefs, abilities, bodies, ages, sexualities, genders and identities. Council is committed to inclusion, access and equity for everyone. These principles foster cohesiveness, empower people and improve the wellbeing of the Banyule Community.”

Apologies and Leave of Absence

Confirmation of Minutes

Ordinary Meeting of Council held 12 April 2021

Disclosure of Interests

1. Urgent Business

REPORTS:

2. Petitions

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3. People – Community Strengthening and Support

Nil

4. Planet – Environmental Sustainability

Nil

5. Place – Sustainable Amenity and Built Environment

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6. Participation – Community Involvement in Community Life

Nil

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8. Sealing of Documents

Nil

9. Notices of Motion

Nil

10. General Business

Closure of Meeting

Live Streaming of Council Meeting

Please note that the Council Meeting will be livestreamed to ensure compliance with the Government's COVID -19 restrictions.

The livestream will be available on Council's Facebook and website

www.banyule.vic.gov.au

The next Ordinary Meeting of Council will be held on Monday, 24 May 2021.

2.1 GREENWOOD DRIVE WATSONIA - REQUEST FOR SPEED HUMPS TO REDUCE HOONING BEHAVIOUR

Author: Jonathan Risby - Manager Transport, City Development

Ward: Grimshaw

SUMMARY

1. An online petition proposing the addition of speed humps along Greenwood Drive Bundoora and Watsonia with 39 signatures has been received by Council.

2. The petition request is as follows:

Day and night, hoon drivers can be heard speeding up and down Greenwood Drive Bundoora and Watsonia, Vic. With hundreds of metres of straight road, criminal drivers treat it as a drag racing track, with their loud engines thundering loudly down the street like fighter jets almost every night.

With so many family friendly features including Greenwood Reserve, child care centres, local schools and bus stops, Greenwood Drive cannot afford to allow this hooning to continue any longer; the risk they bring to the community is just too great to ignore.

Living on Greenwood Drive for the past seven years I've noticed the steady increase in this hoon activity. My family and other families are no longer feeling safe living on this once quiet street. We fear for our children who should be safe in their bedrooms, but know that accidents from these drivers are a real risk. With the speeds these criminals travel we understand our houses and families are in danger.

This petition is to alert the Banyule City Council to the problem and to propose the addition of speed humps along Greenwood Drive. We believe that lining Greenwood drive with speed humps would not only deter the hoons, but also prevent the speeding criminals from reaching the dangerous speeds they currently achieve.

Without this action, it's only a matter of time before a serious accident will occur and a disaster, that could have been prevented, is brought to the family friendly neighbourhood of Grimshaw Ward.

3. Council's existing position was not to accept online petitions however, due to recent restrictions it was considered to table all electronic or online petitions in light of health and safety concerns of obtaining hardcopy signatures.
4. Traffic counts were undertaken over a seven-day period outside 45, 105 and 237 Greenwood Drive in February 2021 with 85thile speeds recorded of 52.0, 53.6 and 53.5 km/h respectively.
5. Based on the results, it is considered that motorist speeds are reasonable and do not warrant the need for additional traffic treatments at this stage.
6. It was noted in the results there were a few vehicles travelling above the speed limit and these results have been referred to the Victoria Police and a request made for enforcement.

GREENWOOD DRIVE WATSONIA - REQUEST FOR SPEED HUMPS TO REDUCE HOONING BEHAVIOUR cont'd

RECOMMENDATION

That Council:

1. Receives and notes the online petition.
2. Refer the Petition to the Transport Team for response.
3. Advise the primary petitioner of this resolution.

DISCUSSION

- An online petition proposing the addition of speed humps along Greenwood Drive Bundoora and Watsonia with 39 signatures has been received by Council.
- A breakdown of the 39 signatories of this petition are included below:

Bundoora	4
Bentleigh	1
Brunswick	1
Carlton North	1
Doreen	1
Forest Hill	1
Greensborough	4
Kallista	1
Keilor Park	1

Macleod	1
Malvern East	1
Melbourne	12
Montmorency	1
Northcote	1
Preston	2
Sydenham	1
Watsonia	3

GREENWOOD DRIVE WATSONIA - REQUEST FOR SPEED HUMPS TO REDUCE HOONING BEHAVIOUR cont'd

- Count undertook traffic counts in three locations along Greenwood Drive in February this year over a seven-day period to evaluate the speed and volume of the road as part of our traffic count program. The results are listed below:

Street	Location	Average Weekday Daily Traffic Volume	Average Speed	85%ile speed
Greenwood Drive, Bundoora	Outside No. 45	3800 vpd	45.6 km/h	52 km/h
Greenwood Drive, Bundoora	Outside No. 105	4210 vpd	47.5 km/h	53.6 km/h
Greenwood Drive, Bundoora	Outside No. 237	5314 vpd	47.5 km/h	53.5 km/h

- When these results are compared to similar roads in the municipality and against the posted speed limit of 50 km/h, it is considered that motorist speeds and volumes are reasonable and do not warrant the need for additional traffic treatments at this stage.
- Greenwood Drive, Bundoora has been listed for inclusion in Council's Speed Awareness Program. As part of this program a mobile speed detection trailer is placed within the street and visually alerts drivers to the speed they are travelling. The program aims to remind drivers of the speed limits on our local roads.
- The traffic count results indicated there were a few vehicles travelling above the speed limit with a some of vehicles considered to be hooning (speeding at 45 km or more above the speed limit). Traffic treatments don't always address this type of behaviour and enforcement is required. A request for enforcement has been made to Victorian Police Traffic Management Unit.
- Residents are encouraged to report any information they may have on any individual offending vehicles directly to the 'Hoon Hotline' on 1800 333 000.

ATTACHMENTS

Nil

5.1 APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE

Author: Emily Harriss - Development Planner, City Development

SUMMARY

1. The planning permit application seeks a planning permit to enable a liquor licence (restaurant and cafe licence) to operate in conjunction with a food and drink premises at Shop 1 Ground Level 154 Upper Heidelberg Road IVANHOE.
2. The following operating hours are proposed:
 - Monday to Saturday: 7am – 11pm
 - Sunday: 10am – 11pm
 - ANZAC Day and Good Friday: 12 noon – 11pm
3. One objection was received during public notification with concerns raised in relation to the impact the proposal will have on the Waterdale Road Pocket Park Project which is yet to commence.
4. A petition with 35 signatures from residents located in Ivanhoe, Eaglemont, Macleod, Yallambie, Box Hill and Doncaster was also received which will be treated as a joint objection for consideration as part of the planning permit application.
5. It is considered appropriate that Council issue a temporary liquor license with opportunity for the applicant to amend the permit once the design and timing of the Waterdale Road Pocket Park Project is resolved.

RECOMMENDATION

That Council having complied with Section 50 to 62 and 72 to 76 of the *Planning and Environment Act 1987*, resolves to issue a Notice of Decision to Grant a Planning Permit to enable a liquor licence (restaurant and cafe licence) at Shop 1 Ground Floor 154 Upper Heidelberg Road IVANHOE subject to the following conditions:

General plans

1. Before the development permitted by this permit commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and be submitted in an electronic format acceptable to the Responsible Authority. The plans must be substantially in accordance with the advertised plans submitted with the application but modified to show:

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd**

- (a) The red line plan for the outdoor area amended in accordance with the Footpath Trading Permit issued by Council's Municipal Laws Department on 24 March 2021.

Layout Not To Be Altered

2. The area to be licensed as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority

Restrictions on Use

3. The Liquor Licence must only operate between the following hours unless further written consent of the Responsible Authority is obtained:

Monday to Saturday: 7am – 11pm

Sunday: 10am – 11pm

ANZAC Day and Good Friday: 12 noon – 11pm

No External Sound System or Amplified Equipment

4. Without the prior written consent of the Responsible Authority no form of public address system or sound amplification equipment shall be used on the premises so as to be audible outside the premises.

No Entertainment

5. No live entertainment shall be provided in the subject premises except with the written consent of the Responsible Authority.

Background Music

6. Entertainment only in the form of pre-taped background music may be provided for the benefit of patrons of the premises. Highly amplified music must not be played.

Amenity

7. The use permitted by this permit must not adversely affect the amenity of the locality to the satisfaction of the Responsible Authority.

Comply with State Noise Policy No N-2

8. The use of the site must not cause nuisance or be detrimental to the amenity of the neighbourhood by the emission of noise. Noise emission from any indoor venue such as must comply with State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 and/or Environment Protection (Residential Noise) Regulations 2008, whichever is deemed to be appropriate by the Responsible Authority.

Garbage Receptables

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
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cont'd**

9. No receptacles for any form of rubbish or refuse (other than public waste bins) may be placed or allowed to remain in view from a public road or thoroughfare, and odour must not be emitted from any such receptacles(s) so as to cause offence to any person(s) outside the land.

Permit Expiry

10. In accordance with section 68 of the *Planning and Environment Act 1987*, this permit will expire if one of the following circumstances applies:
- The liquor license is not commenced within two years of the date of this permit; or
 - At the commencement of the works associated with the Waterdale Road Pocket Park Project or at the renewal date of the associated footpath trading permit being 31 October 2021 (whichever is first), unless otherwise agreed in writing prior by the Responsible Authority.
 - The liquor license is discontinued for a period of two years.

PERMIT NOTES

N1 Expiry of Permit

In accordance with section 69 of the *Planning and Environment Act 1987*, the Responsible Authority may extend the periods referred to if a request is made in writing:

- (a) Before the permit expires, or
- (b) Within six months afterwards, or
- (c) Within 12 months afterwards if the development started lawfully before the permit expired.

In the event that this permit expires or the subject land is proposed to be used or developed for purposes different from those for which this permit is granted, there is no guarantee that a new permit will be granted. If a permit is granted then the permit conditions may vary from those included on this permit having regard to changes that might occur to circumstances, planning scheme provisions or policy.

N2 Health Approval Required

Prior to the commencement of the development or use you may be required to obtain the necessary Council Health Department approvals.

N3 Building Regulations

This planning permit does not vary any provisions of Part 5 of the Building Regulations 2018.

N4 Noise Levels

Permissible noise levels emanating from the site must comply with the requirements of the State Environment Protection Authority.

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cont'd**

N5 No Additional Signage

Unless no permit is required under the Planning Scheme, other signs must not be constructed or displayed without a further permit.

N6 Banyule Liquor Industry Accord

The owner/applicant of the subject site should join and comply with the Banyule Liquor Industry Accord, which requires the member to serve liquor in a responsible manner. For further information contact the Banyule District Inspector on 9450 8150.

Planning Permit Application:	P166/2021
Development Planner:	Miss Emily Harriss
Address:	Shop 1 Ground Level 154 Upper Heidelberg Road IVANHOE
Proposal:	Use of the land as a licensed premises (restaurant and cafe licence)
Existing Use/Development:	Mixed use development
Applicant:	JOIA Pty Ltd
Zoning:	Commercial 1 Zone (C1Z)
Overlays:	Design and Development Overlay (DDO11-5) Heritage Overlay (HO90) Development Contributions Plan Overlay (DCPO1)
Notification (Advertising):	Sign on site Notices to surrounding properties
Objections Received:	One (1) objection One (1) joint objection with 35 signatures
Ward:	Chelsworth

PROPOSAL

- The planning permit application seeks approval for a liquor licence (restaurant and cafe licence) to allow for the sale and consumption of liquor at new food and drink premises at Shop 1 Ground Level 154 Upper Heidelberg Road IVANHOE.

APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd

- The application seeks approval for the service of liquor during the ordinary trading hours for a restaurant and cafe licence as per the Victorian Commission for Gambling and Liquor Regulation.

Monday – Saturday	7am – 11pm
Sunday	10am – 11pm
ANZAC Day and Good Friday	12 noon – 11pm

- The application seeks approval for a total patronage of 122 people with seating available for at least 75 per cent of patrons at any one time as per the Victorian Commission for Gambling and Liquor Regulation.

OFFICER DECLARATION OF CONFLICT OF INTEREST

- The *Local Government Act 2020* (the Act) requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

BACKGROUND

- Planning Permit application P166/2021 was received by Council on 14 February 2021. The application seeks approval for a planning permit to enable a liquor licence (restaurant and cafe licence) to operate in conjunction with a new food and drink premises.
- The use of the land as a food and drink premises is as of right under the commercial zoning of the land and therefore does not require a planning permit.
- Previous planning permits of relevance to this application include P1145/2016 which was issued by the Victorian Civil and Administrative Tribunal (VCAT) on 25 October 2017 for the development of a five-storey mixed use building comprising of retail, office and residential apartments over three basement levels with the ground floor to be used specifically for retail purposes.
- The development at 154 Upper Heidelberg Road has now been completed.
- On 24 May 2020, Council was successful in obtaining a grant under the Local Parks Program for the development of two pocket parks including one adjacent to the subject site at the intersection of Upper Heidelberg Road and Waterdale Road. Council's Open Space Planning Unit has commenced community consultation for this project for which will conclude on 5 May 2021.
- A separate application has been made by the applicant to the Victorian Commission for Gambling and Liquor Regulation for a liquor license which is on public notification until 29 April 2021. This is a separate process handled by the VCGLR and whilst the use cannot commence until a planning permit has also been issued the VCGLR liquor license process can also proceed concurrently. There is no requirement for the Council process to be completed first.

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd**

SUBJECT SITE AND SURROUNDING AREA

- The subject site is located at the intersection of Upper Heidelberg Road and Waterdale Road in the Ivanhoe Activity Centre. The site contains a newly constructed five-storey mixed use building with three levels of basement parking. The food and drink premises will operate out of Shop 1 on the ground floor. The surrounding area comprises a mix of commercial uses including many licenced food and drink premises.



Figure 1. Locality Plan

PUBLIC NOTIFICATION

- Public notification was undertaken in accordance with Section 52 of the Act. One sign was erected on site and notices posted to the owners and occupiers of surrounding properties. To date one objection has been received.
- Council also received a petition in relation to this proposal with a total of 35 signatures which will be treated as a joint objection to be considered as part of the planning permit application.
- Grounds of objection are summarised as follows:
 - Excessive hours of operation;
 - Impact on the Waterdale Road Pocket Park Project;
 - Safety concerns for users of the footpath;
 - Timing of application and process.

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd**

REFERRAL COMMENTS

Municipal Laws:

- Council's Municipal Laws Unit have advised that a Footpath Trading Permit for the restaurant was issued on 24 March 2021. Consideration for licencing of the outdoor area will need to have regard to such approval. Again the Local Laws process for footpath trading is a separate independent process to the liquor license process. Outdoor dining can also commence in accordance with the permit without alcohol should the applicant chose to do so.

Open Space Planning:

- Council's Open Space Planning Unit have recommended that Council give consideration to the timeframes for the Waterdale Road Pocket Park Program in any decision issued.

PLANNING CONTROLS

- The proposed planning application is to be considered in the context of the current planning controls applying to the land which are outlined in the table below.

Zone	Commercial 1 Zone (C1Z)
Overlays	Design and Development Overlay (DDO11-5) Heritage Overlay (HO90) Development Contributions Plan Overlay (DCPO1)
Particular Provisions	52.06 Car Parking 52.27 Licensed Premises
PPF, LPPF & MSS	<ul style="list-style-type: none">• Clause 11 Settlement;• Clause 15 Built Environment and Heritage• Clause 17 Economic Development• Municipal Strategic Statement

TECHNICAL CONSIDERATION

RESPONSE TO POLICY FRAMEWORK

- The proposal aligns with the strategic framework objectives and strategies which seek to support a diversity of activities in activity centres located throughout the municipality.
- The proposal responds appropriately to the planning policy framework by supporting a new business within commercially zoned land.

LAND USE

- The subject site is located in the Commercial 1 Zone (C1Z). A food and drink premises is classified as a retail premises at Clause 73.04 of the Planning Scheme which does not require a planning permit under the C1Z.

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd**

AMENITY IMPACTS

Amenity of the Surrounding Area

- It is considered the proposal will have minimal impact on the amenity of the surrounding area as it is located within the Ivanhoe Activity Centre where it is a sufficient distance from any residentially zoned land.
- The key issue of consideration is the impact the outdoor licenced area will have on the new public open space area next to the subject site.
- As Council is still in the early design phase of the Waterdale Road Pocket Park Project, it is not yet clear how this space will be utilised in the future. It is therefore considered appropriate that a temporary licence is issued. The permit applicant will then have an opportunity to amend the permit prior to its expiry where a re-evaluation of the appropriateness of the location of an outdoor licensed area can take place once the design of the pocket park is finalised.
- In terms of the practicality of the outdoor licenced area, the red line plan currently includes a section of the accessway to the basement car park. The plan will need to be amended so that it better aligns with the Footpath Trading Permit issued by Council's Municipal Laws Unit to ensure public safety is maintained. This can be requested by way of permit conditions.

Hours of Operation

- The proposed hours of operation are the ordinary trading hours for a restaurant and cafe licence as stipulated by the Victorian Commission for Gambling and Liquor Regulation.
- The hours proposed are considered reasonable given the site is located in the Ivanhoe Activity Centre where it is surrounded by other commercial uses including a number of licenced premises with similar trading hours.
- The proposed outdoor licenced area is limited to twelve patrons which is not considered excessive nor likely to impact the amenity of the surrounding area given the predominant activity to be carried out at the premises is the preparation and service of food.
- The permit applicant was however contacted to discuss whether the business would consider reducing the proposed trading hours in light of concerns raised by objectors. The permit applicant has nominated to proceed with the trading hours proposed as part of the original submission.

Cumulative Impact of any Existing Licenced Premises

- Given the site is located in the Ivanhoe Activity Centre where there are a number of existing licenced premises, it is not anticipated that the proposal will result in any negative cumulative impacts associated with a cluster of licensed premises. Rather, the proposal will provide further choice for consumers and aid in economic growth and vitality in the area.

**APPLICATION FOR PLANNING PERMIT TO ENABLE RESTAURANT AND CAFÉ
LIQUOR LICENCE - P166/2021 - 154 UPPER HEIDELBERG ROAD, IVANHOE
cont'd**

CAR PARKING

- The proposal does not warrant any consideration of car parking as it does not include a change in land use. Planning Permit P1145/2016 for the development of the land dealt with car parking issues for the premises.

OBJECTORS CONCERNS

- The majority of the objectors' concerns have been addressed above however the following require further discussion.

Safety Concerns for Users of the Footpath

- The Footpath Trading Permit issued by Council's Municipal Laws Unit on 24 March 2021 was reviewed as part of this application. The proposed red line plan will need to be amended so that it is consistent with the Footpath Trading Permit to ensure the outdoor licenced area does not cause hazard to users of the footpath during nominated trading hours.

Timing of Application and Process

- The Development Planning Unit has no influence over the timing and lodgement of applications and will progress applications based on whether the required information is provided to enable an understanding and assessment of a proposal within the statutory timeframes for decision making. The issue of a temporary licence will however ensure the proposal is re-evaluated once further detail on the Waterdale Road Pocket Park Project is finalised.

CONCLUSION

- The application has been assessed to be in general accordance with the State and Local Planning Policy Frameworks and the planning controls relevant to the application. It is considered that with the appropriate planning permit conditions in place the application will not cause unacceptable detriment to surrounding landowners or the character of the neighbourhood and will support the economic vitality of the Ivanhoe Activity Centre. For these reasons, the application should be supported.

ATTACHMENTS

Nil

5.2 YARRA STRATEGIC PLAN ENDORSEMENT

Author: Fae Ballingall - Principal Strategic Planner, City Development

Previous Items

Council on 16 March 2020 (Item 4.1 - Yarra River Strategic Plan)

SUMMARY

1. The purpose of this report is to seek Council's endorsement of the final Yarra Strategic Plan (the Plan).
2. There is no further opportunity to influence or change the Plan. The endorsement of the Plan is a procedural step required under the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* (the Act) to allow the State Government to release it for public exhibition.
3. The preparation of a strategic plan for the Yarra River is a requirement of the Act, as is to be endorsed by all fifteen (15) responsible public entities (8 Councils and 7 State Government bodies) that have a statutory role in managing the Yarra River and Yarra River land.
4. The Plan, prepared by Melbourne Water, delivers the first Victorian integrated river corridor strategy.
5. Melbourne Water released the draft Plan for the purpose of public consultation between January and March 2020. On 16 March 2020, Council resolved to note the content of the draft Plan and provide conditional support for it, subject to satisfactory resolution of a number of issues or questions about the administration, potential cost implications, planning scheme changes and a requirement for a significant edit of the document to improve its legibility.
6. The final Plan has now been prepared following the findings and recommendations of the independent Panel that considered submissions in May 2020.
7. The Plan was prepared with the input from the Yarra Collaboration Committee (YCC), which is made up of 15 responsible public entities. In its capacity as a public entity, Council representatives provided input into the Plan's preparation throughout. All consultation was undertaken by Melbourne Water.
8. It is the first plan with bi-cultural aspirations to protect the Yarra River and its corridor. It identifies immediate actions for the river, enables long-term collaborative management between agencies and Traditional Owners, and guides local planning.
9. If all public entities endorse the Plan, it will then be approved by the Minister for Water for public release and implementation.

YARRA STRATEGIC PLAN ENDORSEMENT cont'd

RECOMMENDATION

That Council:

1. Endorse the Yarra Strategic Plan (the Plan) under the requirements of Section 36 of the *Yarra River Protection Act 2017* for the purpose of enabling the Minister for Water to approve it and release it publicly under the following conditions:
 - a. Endorsement of the Plan is provided to Melbourne Water on the clear acknowledgement that it is a Plan written by Melbourne Water with input from Banyule City Council representatives as a Responsible Public Entity.
 - b. Note that Council does not have ownership of the Plan but is a contributor to its preparation.
 - c. Writes to Melbourne Water to confirm its endorsement of the Plan subject to items 1 a) and 1 b) above.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan key direction to "Provide great public and open spaces".

BACKGROUND

- The *Yarra River Protection (Wilip-gin Birrarung murrong) Act 2017* (the Act) has required the State Government to prepare a plan for the Yarra River and the land it passes through.
- In 2017, Melbourne Water was nominated by the Minister for Water as the lead agency to develop both a community vision for the Yarra and a Yarra Strategic Plan (the Plan) to give effect to that vision.
- An initial step in development of the vision and the Plan was formation of the Yarra Collaboration Committee (YCC). Membership included representatives from the eight local councils and seven government authorities with responsibilities for management of the Yarra, together with representative from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.
- Council is a Responsible Public Entity (RPE) and has representatives on the YCC.
- Melbourne Water, in collaboration with the YCC, designed and implemented a detailed four-phase engagement strategy, which started with broad consultation to support drafting of the 50 Year Community Vision, working through to release of the draft Plan in January 2020.
- At Council Meeting 16 March 2020, Council approved the submission to the Minister for Water, giving conditional support of the exhibited draft Plan. A Panel was appointed by the Minister for Water to consider 138 submissions.
- The recommendations from the Panel and further input from the RPEs have been incorporated into the final draft report (Confidential Attachment 1).

YARRA STRATEGIC PLAN ENDORSEMENT cont'd

KEY ISSUES

- The Plan is made up of two parts – Part 1 is for achieving the performance objectives and Part 2 the land use framework, covers statutory planning matters.
- The four 10-year performance objectives in Part 1 – a healthy river and lands, culturally diverse corridor, quality parklands, and protecting the natural beauty of the Yarra – will mostly be achieved by local and state government authorities continuing to invest and maintain current assets as per their operational plans.
- Part 2 of the Plan is the land use framework, which provides directions for future land use and development that aligns with the performance objectives in Part 1. It is set at a regional scale and will inform planning scheme amendments. This includes whole-of river actions and a series of land use directions that apply to the four *reaches* – *urban rural*, *lower rural*, *suburban* and *inner city*. The land use framework will be incorporated into local planning schemes as a background document through a planning scheme amendment process managed by Department of Environment, Land, Water and Planning (DELWP).
- The Plan will come into operation after its approval by the Minister for Water. The YCC, in partnership with recognised Traditional Owners, will continue to collaborate and work together for implementation.
- An initial 12-month implementation plan has been developed that incorporates planned and funded projects nominated by state and local government authorities that align with the four performance objectives.

SUPPORTING REPORT DETAILS

Legal Consideration

- As the lead agency, under Section 36 of the Act, Melbourne Water is responsible for managing the endorsement process. Melbourne Water has advised that the current version of the draft Plan is to be treated as confidential, under Section 3 of the *Local Government Act 2020* (LG Act), until all parties have endorsed the Plan and the Minister for Water has approved it. Melbourne Water has indicated that sensitivities related to possible planning scheme changes are the reason it should remain confidential.
- For this reason, the Plan (as per Attachment 1) is listed as confidential.
- It is considered that the endorsement process under the Act is cumbersome. The Plan is written by Melbourne Water and, like most State Government plans, it should be owned and finalised by them as the lead agency to enable it to be finalised. Final approval rests solely with the Minister for Water. It should not need this additional procedural and interim step of seeking endorsement of a version of the plan that is somewhere between a draft and the final.
- It is noted that the Act also contains provisions that allow a responsible Minister to give a written direction to a public entity (such as Council) in relation to the endorsement of the Plan. In effect, it reaffirms the assertion that the requirement for Council to endorse the Plan at this stage is largely a procedural step given there is no further opportunity to influence the Plan and that any public entity could be directed to approve it if it fails to do so itself.

YARRA STRATEGIC PLAN ENDORSEMENT cont'd

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no immediate financial implications arising from the recommendation contained in this report. There may be resourcing implications (e.g. officer time) required to support the Plan.

Key Considerations

- This 12-month implementation plan will be followed by a rolling three-year implementation plan, which will align with other government strategies and plans, including the Healthy Waterways Strategy, Melbourne Open Space Strategy and the State of the Yarra Parklands Report framework and preparation of local government Council plans.
- Performance Objective 3 in the Plan (Quality parklands) reflects the community aspirations of extending the parklands network to cater for a growing community and balancing access to the river with conservation. The Plan does not identify a future land manager, or an intent to accelerate public land acquisition.
- The Plan does not impose any new investment requirements for Councils, rather it provides opportunity for a collaborative approach. Ongoing State funding of the Plan and any projects remains unclear, which will give rise to questions about longevity and overall effectiveness of the Plan if it remains unfunded.
- Council will be required to submit implementation reports to Melbourne Water to inform an annual report to the Birrarung Council (as per the Act).

Officer Declaration of Conflict of Interest

- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
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1	Yarra Strategic Plan - CONFIDENTIAL	

7.1 BELLFIELD PROJECT - NOTICE OF INTENTION TO SELL - CLARIFICATION OF EASTERN EDGE OF SITE

Author: Lucy Rasdell - Strategic Property Manager, City Development

SUMMARY

1. Council is undertaking a redevelopment project to deliver an integrated housing redevelopment which includes both market and social housing. These two redevelopment components, along with the delivery of a new Community Hub and relocated Community Garden, make up the Bellfield Project.
2. The project underwent extensive consultation during 2018 and was supported by Council in February 2019. There was further consultation in late 2019 for the changes to the Banyule Planning Scheme to support the project.
3. In late 2020, following a competitive public process, Council resolved to sell the land located at 96, 98, 98A and 100 Oriel Road and 232 Banksia Street, Bellfield to a residential developer for the construction of market housing.
4. The eastern boundary of 232 Banksia Street, Bellfield is now being realigned so it accords with the North-South Road currently under construction. The road separates the market housing from public use zoned land on which the new Bellfield Community Hub and relocated Community Garden will be situated. This has resulted in an additional area of approximately 1,820m² being added to the land for residential development.
5. Public Notice of Council's intention to realign the title boundary and sell the additional land to the chosen residential developer was given in the "*Herald Sun*" on 19 March 2021, with written submissions on the proposal invited in accordance with section 223 of the *Local Government Act 1989*. It should be noted that the new *Local Government Act 2020* sale provisions (section 114) do not come into effect until 1 July 2021 hence the former *Act* has been relied upon.
6. The statutory submission period of 28 days was increased to 34 days due to the Easter holiday period and closed on 22 April 2021.
7. As part of the realignment of the eastern site boundary, part of the land to be sold to the developer sits on the original title granted to Council upon purchase of the former school site (i.e. 230 Banksia Street, Bellfield). The title has a condition regarding use solely for public use purposes. The majority of that title is being used for that purpose, except for a small section to be sold to the developer (which is zoned Residential Growth Zone). An application will be made to the Governor in Council to have the condition removed for this small portion of the land.
8. As at the closing date no submissions have been received. Council must now determine whether or not to proceed further with the proposed sale of the additional land parcel.

BELLFIELD PROJECT - NOTICE OF INTENTION TO SELL - CLARIFICATION OF EASTERN EDGE OF SITE cont'd

RECOMMENDATION

That Council:

1. Notes that no submissions pursuant to sections 189 and 223 of the *Local Government Act 1989* have been received in respect of Council's intention to sell the Council owned land which has been created through realignment of the site boundary of 232 Banksia Street, Bellfield in accordance with the new North-South Road.
2. Makes an application to remove the condition regarding 'public land use purpose only' on the small portion of land being sold to the developer, and zoned Residential Growth Zone, as part of the boundary realignment.
3. Having complied with sections 189 and 223 of the *Local Government Act 1989* by giving public notice in the Herald Sun on 19 March 2021 to sell the additional land, agrees that the additional land be sold to the chosen developer who has already been selected for the purchase of land situated at 96, 98, 98A and 100 Oriel Road and 232 Banksia Street, Bellfield, to enable an integrated market housing development on the land.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan key direction to "Preserve and improve Banyule as a great place to live, work and play".

BACKGROUND

- The market housing redevelopment project at Bellfield is located on land bordered by Oriel Road, Banksia Street, Perkins Avenue and the Waratah School. The land including part of the former Banksia La Trobe Secondary College (232 Banksia Street, Bellfield) as well as Council owned land at 96,98, 98A and 100 Oriel Road.
- Public Use zoned land sits adjacent to the market housing development at 230 Banksia Street. This land will be the location of the new multi-purpose Bellfield Community Hub and relocated Community Garden as well as social housing which is being delivered by Launch Housing.
- A North-South Road, which is yet to be named, will divide the market housing from the Public Use land. The road is currently under construction.
- The road alignment is shown in **Figure 1** below, along with the existing title boundary (currently a straight line).
- In December 2020, Council resolved to sell the market housing land following a competitive sale process.
- The Bellfield Community Hub is now under construction along with the North-South Road, as a result, the boundary of 232 Banksia Street is being realigned so it matches that of the new road.

BELLFIELD PROJECT - NOTICE OF INTENTION TO SELL - CLARIFICATION OF EASTERN EDGE OF SITE cont'd

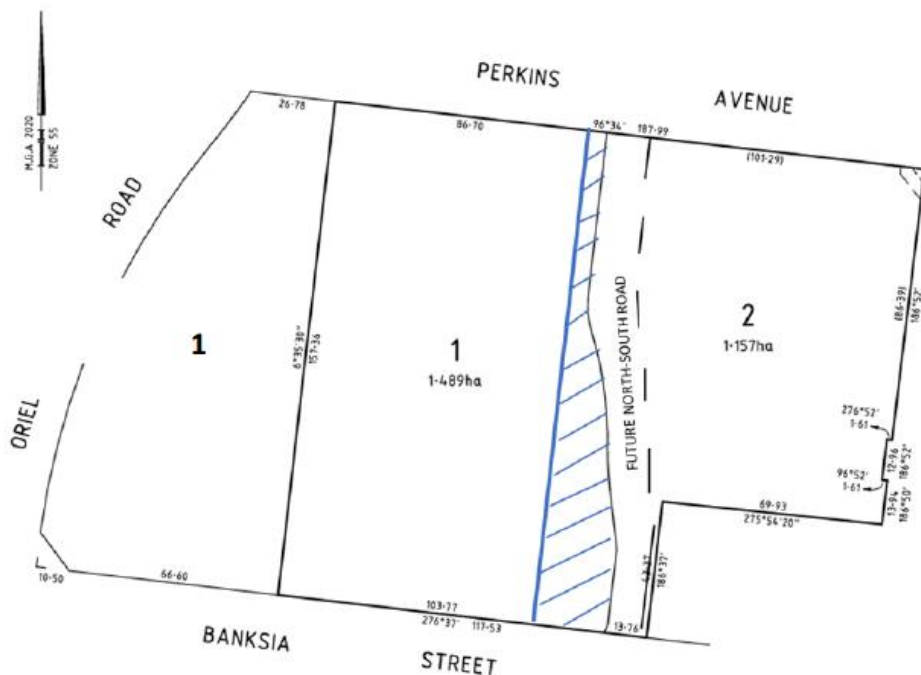


Figure 1: Land purchased for market housing designated as '1' and approximate N-S Road alignment. Land shown in blue is the additional land to be sold to the developer.

KEY ISSUES

- The realignment of the title boundary of 232 Banksia Street, Bellfield so it accords with the North-South Road currently under construction equates to approximately 1,820m² of additional land that forms part of the market housing site.
- The new road is required to curve so that it links in with the Daphne Crescent to the north and Wadham Road to the south.
- This is a technical process to align the site boundary with the road and was not completed sooner as the road alignment for construction purposes was not confirmed until recently.
- Public notice of Council's intention to sell the additional land was advertised in the Herald Sun on Friday 20 March 2021 and closed on 22 April 2021. The statutory submission period of 28 days was increased to 34 days due to the Easter holiday period. In addition, letters were distributed to owners and occupiers of adjacent streets notifying them of the public notice and submission timeline.
- No submissions from the public were received.

BELLFIELD PROJECT - NOTICE OF INTENTION TO SELL - CLARIFICATION OF EASTERN EDGE OF SITE cont'd

- The title shown as '2' in Figure 1 was purchased from the Department of Education and Training with a condition that it be used solely for community purposes. The multi-purpose Bellfield Community Hub relocated community garden and social housing will be constructed on this title in accordance with the condition. A small portion of this title, towards the southern end, will be used by the developer for private market housing. This land is appropriately zoned as Residential Growth Zone (as is most of the future North-South Road). Application is being made to the Governor in Council to remove the condition from this small portion of land.

SUPPORTING REPORT DETAILS

Legal Consideration

- It should be noted that the new *Local Government Act 2020* sale provisions (section 114) do not come into effect until 1 July 2021 hence the former Act has been relied upon.
- Prior to selling land, section 189 of the *Local Government Act 1989* (Act) provides that Council must give public notice of its intention to do so. Section 223 (1)(b) of the Act provides that a person may, within 28 days of the date of the publication of the public notice, lodge a written submission regarding the proposal to sell land. Where a person makes a written submission to Council requesting that they be heard in support of the written submission, Council must permit that person to be heard before a meeting of Council, giving reasonable notice of the day, time and place of the meeting.
- At the time of writing this report, there were no submissions received by Council.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues because Section 189 of the Act gives Council legislative power to sell land and Section 223 also provides an opportunity for any person to make a written submission with respect to such proposal.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Community Engagement

- In addition to the public notice placed in the Herald Sun on Friday 20 March 2021, letters were sent to owners and occupiers of adjacent streets notifying them of the public notice and submission timeline. The letter was also published on Council's Shaping Banyule webpage for the Bellfield project.

BELLFIELD PROJECT - NOTICE OF INTENTION TO SELL - CLARIFICATION OF EASTERN EDGE OF SITE cont'd

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

Nil

7.2 AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS IMPROVEMENT CONSULTANCY SERVICES

Author: Kirsten Farrell - Continuous Improvement Coordinator, Corporate Services

SUMMARY

- This report is to consider the awarding of Contract No. 1103-2021 Panel of Continuous Improvement Consultancy Services (the Contract).
- The Tender Evaluation Panel (TEP) has recommended awarding the Contract to five tenderers in accordance with the tender and conditions as determined by Council
 - Terra Firma Pty Ltd;
 - IN2 Project Management Pty Ltd;
 - 4P Consulting;
 - Vative;
 - Frazer Tremble Executive Pty Ltd.
- Tenders were received from twelve companies.
- The contract will commence 10 May 2021. The Initial Contract Term shall be for a maximum initial period of three (3) years with the option to extend for further periods of any duration up to a maximum extension period of two (2) years based on satisfactory performance and meeting Council objectives.

RECOMMENDATION

That Council:

1. Award Contract No. 1103- 2021 - Panel of Continuous Improvement Consultancy Services (the Contract) for a period of 3 years with the option to extend for further periods of any duration up to a maximum extension period of two (2) years to:
 - Terra Firma Pty Ltd,
 - IN2 Project Management Pty Ltd,
 - 4P Consulting,
 - Vative,
 - Frazer Tremble Executive Pty Ltd.
2. Authorise the Director of Corporate Services to sign the Contract and any other associated documents.

AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS IMPROVEMENT CONSULTANCY SERVICES cont'd

3. Authorise the Director of Corporate Services to award extensions of this Contract, subject to review of the Contractor's performance and Council's business needs, at the conclusion of the initial 3-year contract term and extension periods.

COUNCIL PLAN

This report is in line with Banyule's Council Plan key direction to *"plan and manage the systems and assets that support Council's service delivery"*.

TENDER DETAILS

Contract Period	Initial period of three (3) years with the option to extend for further periods of any duration up to a maximum extension period of two (2) years
Contract Type	Service
Advertising Period	6 Feb 2021 to 3 Mar 2021 in the Age
Tenders Closed	3 Mar 2021
Works/Project	N/A
No. of tender documents downloaded	92
Tender Evaluation Panel	<ul style="list-style-type: none"> • Manager Customer Experience & Business Improvement • Continuous Improvement Coordinator • Senior Continuous Improvement Officer
Tender Evaluation Criteria	<ul style="list-style-type: none"> • Tendered price; • Qualifications and experience of Tenderer to provide goods and/or Services and/or Works; • Previous experience in the provision of similar Goods and/or Services and/or Works, including referee feedback (Note that advice may be sought from any other person beyond that given by the nominated referees) • Capacity and capability of the Tenderer to provide the Goods and/or Services and/or Works; • Previous performance, experience and reliability in the provision of similar types of projects, and previous performance in delivery of contracts or purchase orders directly with Banyule City Council (if applicable) • Existence of an accredited management system and procedures covering Quality & OH&S performance • Demonstration of Social, Economic and Environmental Sustainability; and

AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS IMPROVEMENT CONSULTANCY SERVICES cont'd

	<ul style="list-style-type: none">• Any other information which the Council may deem to be relevant.
Other Background	<p>Council sought Tenders from experienced contractors to appoint a panel of contractors for the Provision of Continuous Improvement Consultancy Service to:</p> <ul style="list-style-type: none">• Support and assist the organisation in continuing to embed and further improve the Continuous Improvement Framework;• Develop and grow our CI capability;• Deliver CI training for leaders and staff;• Provide knowledge and expertise in the implementation of Daily Operating Systems; and• Utilise expertise in identifying and engaging staff in the implementation of local level improvements

TENDER/QUOTATION EVALUATION

- Prior to receiving the tenders, the tender evaluation panel convened to set the weightings for each of the evaluation criteria and establish how the tenders would be evaluated using the weighted evaluation matrix. A tender evaluation plan was developed and signed by all panel members.
- The tender submission includes a requirement for the contractor to complete a questionnaire which seeks clarifications on how they have included/considered sustainable procurement aspects of the contract which covers, Environmental, Economic and Social Sustainability. The TEP assesses this information as part of the weighted score for each tenderer and this forms part of the overall evaluation and recommendation for awarding of the contract.

AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS IMPROVEMENT CONSULTANCY SERVICES cont'd

- The TEP individually scored the tenders and then a tender evaluation panel meeting was held to agree on the consensus scores.

The weighted score for the tender was:

Table 1 – Tenders received and weighted scores		
Contractor	Weighted Scores	Recommended
Terra Firma Pty Ltd	79.33	Yes
IN2 Project Management Pty Ltd	76.53	Yes
4P Consulting	71.80	Yes
Vative	69.78	Yes
Frazer Tremble Executive Pty Ltd	62.98	Yes
Tenderer E	62.88	No
Tenderer B	55.65	No
Tenderer L	50.50	No
Tenderer H	40.86	No
Tenderer F	39.77	No
Tenderer I	30.91	No
Tenderer J	28.04	No

- Based on future projects and necessity for services, the tender evaluation panel agreed that the top 5 tenderers be recommended to be appointed to the Panel of Continuous Improvement Consultancy Services.
- The top 5 tenderers obtained the highest score and will deliver best value for money to Council.
- Reference checks were undertaken with other Councils and some recommended tenderers were either incumbent from the previous contract or officers on the panel had prior knowledge of tenderers from past projects and Local Government networks.

SUPPORTING REPORT DETAILS

Legal Consideration

- Section 186 of the *Local Government Act 1989* requires councils to undertake a competitive process to test the market by giving public notice and invite tenders before entering into a contract when the value of the contract is equal to or greater than \$150,000 (including GST) for contracts for the purchases of goods or services; or \$200,000 (including GST) for contracts for the carrying of works.
- The awarding of this contract complies with the tendering provisions of Section 186 of the *Local Government Act 1989* (this section will be repealed with the new 2020 Act provisions taking effect on 1 July 2020).

AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS IMPROVEMENT CONSULTANCY SERVICES cont'd

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.
- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- The tendered responses were evaluated based on the demonstration of commitment to sustainable procurement outcomes.

Financial Implications

- The estimated total value of the services over the three-year period will be funded from Council's approved annual operational budgets.

Additional information

- Attachment 1, as circulated in the confidential section of the agenda attachments. The information is designated as Confidential Information in accordance with Section 66(2)(a) of the *Local Government Act 2020* (as amended); as it contains confidential information relating to private commercial information being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

Banyule Procurement Policy

- Council's Procurement Policy is made under Section 186A of the *Local Government Act 1989*. *Local Government Act 1989* and the Procurement Policy of Council are the primary reference points for how all procurement should be performed.
- The Policy specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council
- The process for inviting quotations and evaluation was undertaken in accordance with the Policy.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.
- In undertaking the assessment, all members of the TEP completed and signed the Conflict of Interest and confidentiality declaration, and no conflicts were declared.

**AWARD OF CONTRACT NO. 1103-2021 - PANEL OF CONTINUOUS
IMPROVEMENT CONSULTANCY SERVICES cont'd**

ATTACHMENTS

N	Title	Page
o		
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1	Contract No. 1103-2021 - TAF Matrix - CONFIDENTIAL	

7.3 AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY

Author: Shawn Neilsen - Communications Coordinator, City Development

SUMMARY

- This report is to consider the awarding of Contract No.1095-2020 Provision of Distribution of Printed Material & Production of Corporate Documentation & Stationery.
- The Tender Evaluation Panel (TEP) has recommended awarding the contract to a total of 6 contractors across 2 categories (Printing and Distribution) in accordance with the tender and conditions as determined by Council;
 1. Blue Star Print (Printing and Distribution)
 2. Melbourne Mailing Pty Ltd ((Printing and Distribution)
 3. Finsbury Green Pty Ltd (Printing and Distribution)
 4. Kosdown Printing Co Pty Ltd (Printing and Distribution)
 5. OC Connections Enterprises (Distribution)
 6. M&M Printworks PTY Ltd (Printing)
- Tenders were received from 18 companies.
- The contract will commence 10 May 2021. The Initial Contract Term shall be for a maximum initial period of 3 year(s) with the option to extend for further periods of any duration up to a maximum extension period of 2 years based on satisfactory performance and meeting Council objectives.

RECOMMENDATION

That Council:

1. Award Contract No. 1095-2020 Provision of Distribution of Printed Material & Production of Corporate Documentation & Stationery for a period of 3 years with the option to extend for further periods and any duration up to a maximum extension period of 2 years to a panel of 6 contractors:
 - Blue Star Print (Printing and Distribution);
 - Melbourne Mailing Pty Ltd ((Printing and Distribution);
 - Finsbury Green Pty Ltd (Printing and Distribution);
 - Kosdown Printing Co Pty Ltd (Printing and Distribution);
 - OC Connections Enterprises (Distribution);
 - M&M Printworks PTY Ltd (Printing).

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

2. Authorise the Director of Corporate Services to sign the contract and any other associated documents.
3. Authorise the Director of Corporate Services to award extensions of this Contract, subject to review of the Contractor's performance and Council's business needs, at the conclusion of the initial 3-year contract term and extension periods.

COUNCIL PLAN

This report is in line with Banyule's Council Plan key direction to *"plan and manage the systems and assets that support Council's service delivery"*.

TENDER DETAILS

Contract Period	Initial period of three (3) years with the option to extend for further periods of any duration up to a maximum extension period of two (2) years
Contract Type	Service
Advertising Period	9 January 2021 to 3 February 2021 in the Age
Tenders Closed	3 March 2021
Works/Project	N/A
No. of tender documents downloaded	81
Tender Evaluation Panel	<ul style="list-style-type: none"> • Communications Coordinator • Senior Communications Officer • Communications Officer
Tender Evaluation Criteria	<ul style="list-style-type: none"> • Tendered price; • Capacity and capability of Tenderer to undertake the services including demonstrated previous experience, expertise, specialist knowledge, resources and qualifications; • Local and social sustainability, including economic and environmental; • Existence of Accredited Management Systems and procedures Quality & OH& S; and • Previous performance, experience and reliability in the provision of similar types of projects, and previous performance in delivery of contracts or purchase orders directly with Banyule City Council (if applicable)

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

Other Background –	<ul style="list-style-type: none">• Council sought Tenders from experienced contractors to appoint a panel of contractors to provide all the necessary expertise, labour and materials for the Distribution of Printed Material & Production of Corporate Documentation & Stationery in order to support the organisation across the following categories:<ul style="list-style-type: none">○ Category A - Distribution of Printed Material○ Category B - Production of Corporate Documentation & Stationery• In establishing the Panel, Council seeks to provide expertise to support the organisation across a range of distribution and printing activities.• Works to be carried out under this Contract comprise:<ul style="list-style-type: none">○ Printing of a variety of corporate publications and materials○ Preparation of printed materials to residential, commercial, industrial and retail premises for distribution by Australian Post in accordance with relevant requirements.○ Preparation and distribution of materials by street distribution/letter box delivery or similar service to residential, commercial, industrial and retail premises• The successful tenderers appointed to the Panel will be called upon on an “as required” basis to undertake work as required. Quotes will be sought to obtain best value for money on the various projects across each category.• Specific criteria were for paper used in printing to prioritise Australian made, recycled and carbon neutral paper wherever possible.
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TENDER/QUOTATION EVALUATION

- Prior to receiving the tenders, the tender evaluation panel convened to set the weightings for each of the evaluation criteria and establish how the tenders would be evaluated using the weighted evaluation matrix. A tender evaluation plan was developed and signed by all panel members.
- The tender submission includes a requirement for the contractor to complete a questionnaire which seeks clarifications on how they have included/considered sustainable procurement aspects of the contract which covers, Environmental, Economic and Social Sustainability. The TEP assesses this information as part of the weighted score for each tenderer and this forms part of the overall evaluation and recommendation for awarding of the contract.

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

- The TEP individually scored all the tenders and a series of TEP meetings were held to agree on shortlisting and consensus scores.
- The TEP evaluated all tenders using the weighted matrix based on the evaluation criteria.
- The TEP agreed 5 contractors per category would be sufficient to ensure a broad selection of suppliers for various printing and distribution needs across Council.
- Council's Procurement Team recommended that the TEP shortlist the top 5 tenderers on Non-Price criteria for each category, given that Capacity & Capability were weighted higher than price for this tender, and further recommended that pricing clarifications then be sought only on the top 5 per category.
- The weighted scores excluding price for the tender were:

Table 1 – Category A Distribution of Printed Materials - Tenders received and weighted scores (excluding price) 12 Tenderers		
Contractor	Weighted Score	Shortlisted
Tenderer A	25.00	No
Tenderer B	42.67	No
Tenderer C	28.00	No
Tenderer D	N/A	
Tenderer E	N/A	
Tenderer F	N/A	
Tenderer G	51.50	Yes
Tenderer H	N/A	
Tenderer I	47.00	Yes
Tenderer J	47.33	Yes
Tenderer K	N/A	
Tenderer L	53.67	Yes
Tenderer M	46.00	No
Tenderer N	50.17	Yes
Tenderer O	35.17	No
Tenderer P	N/A	
Tenderer Q	N/A	
Tenderer R	40.83	No

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

Table 2 – Category B Production of Corporate Documentation and Stationary - Tenders received and weighted scores (excluding price) 17 Tenderers		
Contractor	Weighted Score	Shortlisted
Tenderer A	13.00	No
Tenderer B	38.67	No
Tenderer C	28.00	No
Tenderer D	35.50	No
Tenderer E	35.83	No
Tenderer F	22.33	No
Tenderer G	54.50	Yes
Tenderer H	23.00	No
Tenderer I	53.00	Yes
Tenderer J	50.33	Yes
Tenderer K	53.00	Yes
Tenderer L	52.67	Yes
Tenderer M	46.00	No
Tenderer N	N/A	
Tenderer O	38.17	No
Tenderer P	35.83	No
Tenderer Q	34.17	No
Tenderer R	43.83	No

- The procurement team then collated all scores and convened the 2nd TEP meeting at which the panel discussed and moderated scores to reach consensus and subsequently shortlist the Top 5 tenderers for each category.
- The procurement team sought pricing clarifications, and the tendered rates were applied to a notional volume per job priced or an average where more than 1 price was asked for. The notional volume was based on anticipated quantities of works which may be required under the contract for the communications team.
- Referee checks were also undertaken on those tenderers who were not currently incumbent. Reference checks were not undertaken on tenderers that were incumbent on the recent panel, however the TEP discussed these in detail when discussing the referee checks as a group at the 3rd TEP meeting.

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

- Clarifications were sought from 1 tenderer regarding departures from contract conditions, these were negotiated, and risk assessed prior to acceptance and modification of any conditions and the final weighted scores and recommended tenderers are:

Table 1a – Category A Distribution of Printed Materials – Shortlisted Tenderers and weighted scores - 5 Tenderers		
Contractor	Weighted Score	Recommended
Tenderer I Blue Start Print	80.17	Yes
Tenderer L Melbourne Mailing Pty Ltd	75.56	Yes
Tenderer G Finsbury Green Pty Ltd	72.98	Yes
Tenderer J Kosdown Printing Co Pty Ltd	71.73	Yes
Tenderer N OC Connections Enterprises	63.86	Yes

Table 2a – Category B Distribution of Printed Materials – Shortlisted Tenderers and weighted scores - 5 Tenderers		
Contractor	Weighted Score	Recommended
Tenderer I Blue Start Print	86.17	Yes
Tenderer G Finsbury Green Pty Ltd	80.67	Yes
Tenderer K M&M Printworks Pty Ltd	74.31	Yes
Tenderer J Kosdown Printing Co Pty Ltd	72.33	Yes
Tenderer L Melbourne Mailing Pty Ltd	71.21	Yes

- In undertaking the assessment, all members of the TEP completed and signed the conflict of interest and confidentiality declaration.
- This recommendation will see a total of 6 Contractors appointed across 2 categories, allowing for a comfortably sized panel that will provide regular availability and best value for money for services.

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

SUPPORTING REPORT DETAILS

Legal Consideration

- Section 186 of the *Local Government Act 1989* requires councils to undertake a competitive process to test the market by giving public notice and invite tenders before entering into a contract when the value of the contract is equal to or greater than \$150,000 (including GST) for contracts for the purchases of goods or services; or \$200,000 (including GST) for contracts for the carrying of works.
- The awarding of this contract complies with the tendering provisions of Section 186 of the *Local Government Act 1989* (this section will be repealed with the new 2020 Act provisions taking effect on 1 July 2020).

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*. It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- The sustainable procurement officers identified this tender as having high environmental and medium social opportunities.
- As such the sustainable procurement officer contacted various organisations that could potentially offer services resulting in social or environmental benefits from either a printing or distribution perspective and advised of the upcoming opportunity in January 2021. Of the 8 organisations contacted 3 downloaded the tender and 1 submitted.
- The recommended panel offer varying degrees of environmentally sustainable initiatives including but not limited to:
 - Certified Environmental Management Systems;
 - Zero waste to landfill achievements;
 - Reduction in water consumption by using alcohol-free printing and recycling water on platemakers and presses;
 - Vegetable based inks and varnishes derived from linseed and soy;
 - Installation of solar panels to offset 30-50% of electricity consumption;
 - Use of recycled, sustainably sourced, chlorine-free or carbon neutral papers;
 - Use of a waterless computer-to-plate technology – a chemical free process that produces less waste than traditional offset print processes. Resulting in the elimination of two liquid waste streams (developer & replenisher) which previously required special disposal;
 - Use of latex based (solvent free) inks which do not require external ventilation or exhaust;

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

- The recommended panel consists of 2 suppliers from the Northern Region and 4 from the wider Melbourne region, offering varying degree of economic or social benefit, including but not limited to:
 - Actively engage with local schools to offer work experience and VCAL placements;
 - Support local youth employment via VCAL placements and apprenticeships;
 - Providing traineeships/apprenticeships resulting in permanent employment;
 - Creating opportunities for people experiencing barriers to work by working with various community organisations;
 - Aim to attract and retain suppliers that have 51% or more owned by Indigenous Australians/and or Social Enterprises and/or Australian Disability Enterprises and/or 51% or more owned by women.
- This report also recommends a contractor, OC Connections Enterprises, that supports people living with a disability to live a full and dignified life by providing access to meaningful and sustainable employment.
- OC Connections Enterprises currently provide ongoing employment for over 105 people living with disability, resulting in social and economic benefits to individuals and improving the overall quality of life of the local community.
- OC Connections Enterprises will look to employ people within Banyule City Council who are living with a disability, long-term unemployed, youth at risk, Aboriginal & Torres Strait Islanders and recently arrive migrants and refugees in need of award paying work.
- OC Connections Enterprises also partners with other community sector and not for profit organisations to provide valuable opportunities for school leavers living with disability to gain skills and experience to assist with entering the open employment market.

Financial Implications

- The estimated total value of the services over the three-year period will be funded from Council's approved annual operational budgets.

Additional information

- Attachment 1, as circulated in the confidential section of the agenda attachments. The information is designated as Confidential Information in accordance with Section 66(2)(a) of the *Local Government Act 2020* (as amended); as it contains confidential information relating to private commercial information being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

AWARD OF CONTRACT NO. 1095-2020 - PROVISION OF DISTRIBUTION OF PRINTED MATERIAL & PRODUCTION OF CORPORATE DOCUMENTATION & STATIONARY cont'd

Banyule Procurement Policy

- Council's Procurement Policy is made under Section 186A of the *Local Government Act 1989*. *Local Government Act 1989* and the Procurement Policy of Council are the primary reference points for how all procurement should be performed.
- The Policy specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council
- The process for inviting quotations and evaluation was undertaken in accordance with the Policy.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.
- In undertaking the assessment, all members of the TEP completed and signed the Conflict of Interest and confidentiality declaration, and no conflicts were declared.

ATTACHMENTS

N	Title	Page
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1	Contract No. 1095-2020 - TAF Matrix - CONFIDENTIAL	

7.4 AUDIT & RISK COMMITTEE MINUTES - MEETING 12 MARCH 2021

Author: Paul Wilson - Audit Support Officer, Corporate Services

SUMMARY

1. The Audit & Risk Committee is an Advisory Committee and its role is determined by the *Local Government Act 2020*. The responsibilities and terms of reference of the Audit & Risk Committee are defined in the Committee's Charter.
2. The *Audit & Risk Committee Charter* states the minutes of each meeting of the Audit & Risk Committee are required to be reported to a Council Meeting.
3. Consequently, the Minutes of the meeting held on the 12 March 2021 are being circulated for noting by Council, though they are subject to confirmation by the Audit & Risk Committee at its meeting being held on 18 June 2021.

RECOMMENDATION

That Council note the unconfirmed Minutes of the Audit & Risk Committee meeting held on the 12 March 2021.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan key direction to "Develop and promote safety and resilience in our community".

BACKGROUND

- As part of Council's governance obligations to its community, Council has constituted an Audit & Risk Committee to facilitate:
 - The enhancement of the credibility and objectivity of internal and external financial reporting;
 - Effective management of Council's strategic risks and protection and control of Council assets;
 - Monitoring of Council's Business Continuity Plans and processes;
 - The efficiency and effectiveness of significant Council programmes;
 - Compliance with laws and regulations as well as use of Best Practice Guidelines;
 - The effectiveness of the audit functions.
- The Committee will meet at least four times annually, with authority to convene additional meetings, as circumstances require.
- Minutes will be prepared for all meetings and will be provided to the Chair prior to being presented to Council as unconfirmed minutes and then submitted to the subsequent Committee meeting for confirmation.

AUDIT & RISK COMMITTEE MINUTES - MEETING 12 MARCH 2021 cont'd

SUPPORTING REPORT DETAILS

Legal Consideration

- There are no direct legal implications arising from the recommendation contained in this report.

Human Rights Charter

- It is considered that the subject matter does not raise any human rights issues.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.
- Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENTS

N	Title	Page
o	.	
1	Unconfirmed Minutes - Audit & Risk Committee 12 March 2021	
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7.5 COUNCILLOR GIFT POLICY

Author: Vivien Ferlaino - Governance Co-ordinator, Corporate Services

SUMMARY

1. This report was deferred from the 12 April 2021 Council meeting.
2. The *Local Government Act 2020* (Act) requires a Council to adopt a Councillor Gifts Policy within six months of when the section comes into operation, which was 24 October 2020. A Staff Gifts Policy will also be required and is due by 1 January 2022.
3. Whilst the new Act now stipulates that a Council must adopt a Councillor Gift Policy and one for Staff. Banyule's Gifts Policy has been in place for many years and applies to both Councillors and staff.
4. The draft Councillor Gifts Policy outlines Council's commitment to ensuring that Councillors act with integrity and honesty when performing their duties or while attending functions as Council representatives.
5. The acceptance of gifts, benefits and hospitality can create perceptions that a Councillor, staff member or contractor's integrity has been compromised.
6. This Policy states Banyule's position on:
 - Responding to offers of gifts, benefits and hospitality, and
 - Providing gifts, benefits and hospitality.
7. This policy is intended to support Councillors in avoiding conflicts of interest and maintain high levels of integrity and public trust.
8. The Policy must make provision for the maintenance of a gifts register and any matters in the Regulations including setting a minimum value for gifts that must be disclosed. Councils must also ensure their Policy complies with the Public Transparency Principles.
9. The Policy is aligned with the Victorian Public Sector Commission (VPSC) and DELWP (Department Environment, Land, Water and Planning Department) model Gifts Policies, and takes into consideration good practice recommendations from the Independent Broad-based Anti-Corruption Commission's (IBAC) Local Government Integrity Frameworks Review in 2019.
10. The draft Policy was considered by Council's Audit & Risk Committee at its meeting in December 2020 and is now presented for Council adoption.
11. The Councillor Gifts Policy and Gift Declaration Register will be available on Council's website in accordance with the Banyule Transparency Policy.

COUNCILLOR GIFT POLICY cont'd

RECOMMENDATION

That in accordance with S138 of the *Local Government Act 2020*, Council adopt the Banyule Councillor Gift Policy.

COUNCIL PLAN

- This report is in line with Banyule's Council Plan key direction to "Provide good governance and be accountable".

BACKGROUND

- In accordance with section 138 of the *Local Government Act 2020*, a Council must adopt a Councillor Gift Policy within the period of 6 months after this section comes into operation.
- The Councillor Gift Policy must include:
 - Procedures for the maintenance of a gift register; and
 - Any other matters prescribed by the regulations.
- The definition of gift remains the same across both the *Local Government Act 1989* (1989 Act) and *Local Government Act 2020* (2020 Act). The Act inserts a new provision on anonymous gifts.
- The draft Policy was submitted to the Banyule Audit & Risk Committee at the December 2020 meeting. The Committee provided feedback that the document was comprehensive. A discussion on token gifts and declarations with the Committee was held with the Committee supporting a token value where gifts did not have to be declared. The committee also requested that the draft policy be referred to the key integrity agencies for comment. The feedback is covered in the collaboration section of this report.
- A self-assessment of the Independent Broad-based Anti-Corruption Commission's (IBAC), Local Government Integrity Frameworks Review in 2019 was undertaken against the findings and best practice recommendations, the self-assessment was submitted to the Audit & Risk Committee in June 2019.
- Recommendations on good practice have been included in the draft Gift Policy from this review and self-assessment:
 - Prohibiting the acceptance of monetary gifts or gratuities,
 - Developing a 'GIFT test' to help Councillors decide whether or not to accept a gift or benefit,
 - Requiring Councillors to declare gifts, benefits and hospitality regardless of whether they are accepted or declined,
 - Requiring all offers from suppliers to be declared and recording this information on the gifts, benefits and hospitality register.

KEY ISSUES

- Whilst the Policy discusses declarations of any gifts received, the general rule is that all gifts should politely be refused as acceptance can be perceived as compromising an individual and then in turn leading to claims of conflict of interest.

COUNCILLOR GIFT POLICY cont'd

- A token gift threshold of \$20 is included in the draft policy. This requires only gifts over \$20 to be declared and recorded. This takes into consideration the variations in the model policies (\$50 threshold), public sector and local government sector policies.
- Any gifts/hospitality declined must be declared. Declined gifts over \$20 will be form part of the publicly available gift register.
- The Policy outlines that Council will maintain a gift register which includes the name of the gift giver, a description of the gift and its estimated value, what was done with the gift, gifts declined and gift offers from suppliers (irregular approaches from suppliers). The register is reviewed by Council every 6 months with annual reporting to the Audit & Risk Committee. The register will be available on Council's website by end of April 2021.
- The Policy provides guidance on prohibited gifts such as:

Gift Disclosure threshold	Councillors are prohibited from accepting gifts that equal or exceed the gift disclosure threshold unless they know the name and address of the person making the gift
Anonymous Gifts	Anonymous gift not to be accepted
Conflict of Interest	Councillors are prohibited from accepting a gift that creates a conflict of interest (real, potential or perceived).
Money or equivalent	This includes gift cards (e.g. gift vouchers) or those easily converted into money (e.g. shares).
Regulatory processes	Where a Council regulatory process is underway (eg a planning permit application; infringement appeal) a Councillor should not accept any gifts from any individual or group that may be involved with the permit application or regulatory activity.
Bequests/Wills	Any bequests to Councillors resulting from their position with Council must not be accepted. Arrangements may be made to donate the bequest to a charitable institution in the name of the donor or returned to the immediate family.
Fly buy/Frequent Flyer	Councillors must not collect rewards for personal use via rewards programs for any Council related transactions (i.e.: fly buys or frequent flyers). This relates to any claims for reimbursement of expenses incurred in accordance with the Council Expense Policy.
Procurement & Tender Process	<ul style="list-style-type: none"> • Councillors must not accept any gifts, benefits and hospitality from a current or prospective supplier or any offer that is made during a procurement or tender process by a person or organisation involved in the process. • Where gifts are received or there are irregular approaches from suppliers, the Councillors must notify the Mayor and CEO and lodge a gift declaration form, so their refusal/action can be properly recorded. • Councillors must not visit a current supplier's premises without invitation and when not on official business.

COUNCILLOR GIFT POLICY cont'd

SUPPORTING REPORT DETAILS

Legal Consideration

- It is an offence for a councillor to receive an anonymous gift that has a value of or more than the gift disclosure threshold.
- The gift disclosure threshold is defined to be \$500 or a higher amount or value prescribed in regulations.
- A breach of these provisions could result in a maximum penalty of 60 penalty units and a requirement to pay the Council an amount equal to the value of the gift.
- A Councillor is not in breach of this clause if the anonymous gift is disposed of to the Council within 30 days.

Human Rights Charter

- In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006* (Charter).
- Section 13 of the Charter requires a protection of privacy and gives an individual the right to not have their reputation unlawfully attacked.
- The Gift register will become a publicly available document on Council's website. Use of personal names will be avoided where possible i.e. the names of the Gift giver when it is an individual person. Names of Companies/organisations will appear where applicable.
- The declaring of declined gifts supports the right to reputational attacks.

Collaboration

- The draft Policy was submitted to both IBAC and the Local Government Inspectorate (LGI) for comment.
- Whilst both agencies advised that they do not review policies, they did pass on that good practice had been observed with Council having reviewed the Banyule Policy against DELWP model policy.
- Both agencies advised that the matter of the token threshold is a matter for each individual organisation.

Sustainable Procurement Outcomes

- There are no sustainable procurement activities arising from the recommendation contained in this report.

Financial Implications

- There are no financial implication arising from the recommendation contained in this report.

Officer Declaration of Conflict of Interest

- The *Local Government Act 2020* requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.

COUNCILLOR GIFT POLICY cont'd

- Council officers involved in the preparation of this report have no conflict of interest in this matter.

Links

[Local Government Integrity Frameworks Review - IBAC](#)

[Gifts, Benefits and Hospitality - DELWP](#)

[Gifts, Benefits and Hospitality Resource - VPSC](#)

ATTACHMENTS

N	Title	Page
0	.	
1	Councillor Gift Policy (draft)	
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7.6 RECORD OF COUNCILLOR MEETINGS

Author: Sam Moore - Council Business Officer, Corporate Services

SUMMARY

1. The *Local Government Act 1989* previously required that Assembly of Councillors (meetings of Councillors held outside of the formal Council Meeting program) were to be reported to the next available Council meeting, this section has now been repealed.
2. In accordance with the *Local Government Act 2020*, Council at its meeting on 17 August 2020 adopted the Banyule Governance Rules which include the requirement to report to Council on Councillor attendance at Briefings and Advisory Committees.

RECORD OF MEETINGS

1	Date of Meeting:	12 April 2021 – 5.30pm
	Type of Meeting:	Council Meeting Pre-briefing
	Matters Considered:	
	Items listed on the agenda for Council Meeting 12 April 2021 as below:	
	2.1 Petition - Safe Pedestrian Access over Railway Line - Odenwald Road, Eaglemont	
	3.1 Yarra Plenty Regional Library Service Agreement 2020-2025	
	3.2 Homes Victoria Ten-Year Social and Affordable Housing Strategy	
	5.1 James Reserve Master Plan	
	5.2 Heidelberg Structure Plan - Key Directions	
	5.3 Road Management Plan	
	5.4 Rosanna Library and Turnham Avenue redevelopment	
	5.5 Proposed Declaration of Public Highway - 1017 Heidelberg Road, Ivanhoe	
	5.6 Council owned properties - 35-37 Bardia Street and 158-160 Liberty Parade, Heidelberg West	
	5.7 Notice of Intention to Declare a Special Charge - Heidelberg Central Shopping Precinct	
	5.8 Warringal Hospital Redevelopment - P1297/2020 - 210-216 Burgundy Street & 81-83 Darebin Street, Heidelberg	
	7.1 Proposed Budget 2021-2025 - Public Exhibition	
	7.2 Proposed Revenue and Rating Plan 2021-2025 - Public Exhibition	
	7.3 Councillor Gift Policy	
	7.4 Setting of Mayoral and Councillor Allowances for 2020-2024 Term	
	7.5 Award of Contract No. 1105-2021 - Construction of Darebin Creek Trail Upgrade Stage 2, 3 & 5	
	7.6 Record of Councillor Meetings	

RECORD OF COUNCILLOR MEETINGS cont'd

Councillors Present:	
Peter Castaldo Alison Champion Peter Dimarelos Mark Di Pasquale Rick Garotti Alida McKern Tom Melican Fiona Mitsinikos Elizabeth Nealy	
Staff Present:	
Allison Beckwith - <i>Chief Executive Officer</i> Russell Darling – <i>Acting Director Assets & City Services</i> Marc Giglio – <i>Director Corporate Services</i> Scott Walker – <i>Director City Development</i> Kath Brackett – <i>Director Community Programs</i> Gina Burden – <i>Manager Governance & Communication</i> Vivien Ferlaino – <i>Governance Coordinator</i> Emily Outlaw – <i>Council Business Team Leader</i> David Pascolo – <i>Technical Analyst</i> Duncan Stephen – <i>JETS Sound Engineer / Program Assistant</i> Jay Mifsud – <i>Youth Program Officer</i>	
Others Present:	
Nil	
Conflict of Interest:	Nil

2	Date of Meeting:	19 April 2021 – 5.30pm
	Type of Meeting:	Councillor Briefing Session
	Matters Considered:	
	<ul style="list-style-type: none"> • Councillor CRM Statistics 	
Councillors Present:		
Peter Castaldo Peter Dimarelos Mark Di Pasquale Rick Garotti Alida McKern – <i>arrived 5.50pm</i> Tom Melican Fiona Mitsinikos Elizabeth Nealy		
Staff Present:		
Allison Beckwith - <i>Chief Executive Officer</i> Russell Darling – <i>Acting Director Assets & City Services</i> Marc Giglio – <i>Director Corporate Services</i> Scott Walker – <i>Director City Development</i> Kath Brackett – <i>Director Community Programs</i> Vivien Ferlaino – <i>Governance Coordinator</i> Fang Stevenson – <i>IT Applications & Digital Coordinator</i> Fletcher Coburn – <i>Executive Customer Support Officer</i>		

RECORD OF COUNCILLOR MEETINGS cont'd

	Others Present: Nil	
	Conflict of Interest:	Nil
3	Date of Meeting:	19 April 2021 – 6.30pm
	Type of Meeting:	Councillor Workshop/Training
	Matters Considered:	
	<ul style="list-style-type: none"> • Councillor Workshop – Code of Conduct 	
	Councillors Present:	
	Peter Castaldo Alison Champion Peter Dimarelos Mark Di Pasquale Rick Garotti Alida McKern Tom Melican Fiona Mitsinikos Elizabeth Nealy	
	Staff Present:	
Allison Beckwith - <i>Chief Executive Officer</i> Russell Darling – <i>Acting Director Assets & City Services</i> Marc Giglio – <i>Director Corporate Services</i> Scott Walker – <i>Director City Development</i> Kath Brackett – <i>Director Community Programs</i>		
Others Present:		
Michael Peacock – Performance Architects		
	Conflict of Interest:	Nil

RECOMMENDATION

That the Record of Councillor meetings report be received.

ATTACHMENTS

Nil