



**ORDINARY
MEETING OF
COUNCIL**

AGENDA

29 JANUARY 2008

Ordinary Meeting of Council

Welcome

Welcome to this Meeting of the Port Phillip City Council.

Council Meetings are an important way to ensure that your democratically elected representatives are working for you in a fair and transparent way. They also allow you to be involved in the process and work with Council towards making Port Phillip a great place to live and work.

About this meeting

There are a few things to know about tonight's meeting. The first page of tonight's Agenda itemises all the different parts to the meeting. Some of the items are administrative and are required by law. In the agenda you will also find a list of all the items to be discussed this evening.

The agenda may include new items that have not previously been considered before a Committee Meeting, these items are known as an Order of the Day. Recommendations from Council's two special committees of Councillors (which have met during the month) will also be presented.

Each item has a report written by a Council officer outlining the purpose of the report, all relevant information and a recommendation. Council will consider the report and either accept the recommendation or make amendments to it. All decisions of Council are adopted if they receive a majority vote from the Councillors present at the meeting.

Speaking at this meeting

Provision is made at the beginning of the meeting for a question time from members of the public.

Public comment at this meeting is at the discretion of the Chairperson. If you would like to request to address the Council on any Order of the Day, that is discussed tonight, please fill in the blue 'Do You Wish to Speak' form located outside the chamber and give it to the Administrative Officer or any Council officer present.

When your item is being discussed the Chairperson (at their discretion) will call your name and ask you to address the Council. You will have 3 minutes to speak. Council welcomes all contributions, however if somebody has already raised an issue you agree with, there is no need to repeat it. Rest assured we take everything on board!

It may seem intimidating to address the Council but we assure you, you're in a very relaxed environment! By attending this meeting you are playing a very important part in the democratic process. We hope it proves to be a rewarding experience.



CITY OF PORT PHILLIP

PORT PHILLIP CITY COUNCIL BUSINESS PAPER

To Councillors

Notice is hereby given that an **Ordinary Meeting** of the **Port Phillip City Council** will be held in the **Council Chamber, St Kilda Town Hall** on **Tuesday, 29 January 2008 at 6.00pm.**

AGENDA

1. **APOLOGIES**
2. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
 - Minutes of the Ordinary Meeting of the Port Phillip City Council held on 17 December 2007.
 - Minutes of the Statutory Planning Committee Meeting of the Port Phillip City Council held on 13 December 2007 for noting by Council (previously circulated to Councillors).
3. **PETITIONS AND JOINT LETTERS**
4. **SEALING SCHEDULE**
5. **CORRESPONDENCE**
6. **PUBLIC QUESTION TIME**
7. **COUNCILLOR QUESTION TIME**
8. **PRESENTATION OF REPORTS AND RECOMMENDATIONS FROM S86 SPECIAL COMMITTEE MEETINGS**
 - Reports of the Strategy and Policy Review Committee - Nil.
 - Reports of the Statutory Planning Committee - Nil.
9. **CHIEF EXECUTIVE OFFICER'S REPORT**
10. **ORDERS OF THE DAY**
11. **REPORTS BY COUNCILLOR DELEGATES APPOINTED TO OTHER BODIES**
12. **URGENT BUSINESS**
13. **CONFIDENTIAL MATTERS**

Including reports considered at the Strategy and Policy Review Committee and the Statutory Planning Committee.

3. PETITIONS AND JOINT LETTERS

4. SEALING SCHEDULE

The following documents are submitted for signature and sealing:

TRANSFER OF LAND between PORT PHILLIP CITY COUNCIL and THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (VICTORIA), for the sale & transfer of land (right of way) at the rear of 75-85 City Road, South Melbourne.

Item previously considered by Council in April 2007.

<i>Councillor Note</i>	<i>20 December 2006</i>
<i>Advertising</i>	<i>13 February 2007</i>

Responsible Executive Director: David Yeouart, Executive Director Community Assets and Services.

TRANSFER OF LAND between PORT PHILLIP CITY COUNCIL and KEVIN PATRICK CASEY and HELEN MARY CASEY, for the sale & transfer of land (right of way) abutting 348 Danks Street, Middle Park.

Item previously considered by Council in April 2007.

<i>Councillor Note</i>	<i>21 February 2007</i>
<i>Advertising</i>	<i>14 April 2007</i>

Responsible Executive Director: David Yeouart, Executive Director Community Assets and Services.

RECOMMENDATION

That the Common Seal of the Port Phillip City Council be affixed to the above documents.

5. CORRESPONDENCE

A copy of the Confidential List of Registered Correspondence for the Mayor and Councillors between the month of 12 December 2007 and 18 January 2008 is attached for information.

6. PUBLIC QUESTION TIME

7. COUNCILLOR QUESTION TIME

**8. PRESENTATION OF REPORTS AND RECOMMENDATIONS
FROM S86 SPECIAL COMMITTEE MEETINGS**

**8(A) REPORTS OF THE STRATEGY AND POLICY REVIEW COMMITTEE FOR
JANUARY 2008**

Nil.

8(B) REPORTS OF THE STATUTORY PLANNING COMMITTEE FOR JANUARY 2008

Nil.

9. CHIEF EXECUTIVE OFFICER'S REPORT

10. ORDERS OF THE DAY

ORDER OF THE DAY 1 COUNCIL/COMMITTEE MEETING DATES FOR 2008

(Refer to attached report)

ORDER OF THE DAY 2 APPOINTMENT OF COUNCILLORS TO INTERNAL AND EXTERNAL COMMITTEES AND BODIES

(Refer to attached report)

ORDER OF THE DAY 3 AUDIT COMMITTEE 2007 ANNUAL REPORT & MEMBERSHIP

(Refer to attached report)

ORDER OF THE DAY 4 FRIENDS OF SUAI COMMUNITY TASKFORCE 2007 ANNUAL REPORT

(Refer to attached report)

ORDER OF THE DAY 5 ANNUAL REPORT 2007 – OLDER PERSONS CONSULTATIVE COMMITTEE

(Refer to attached report)

ORDER OF THE DAY 6 ANNUAL REPORT FOR THE MULTICULTURAL FORUM INCORPORATING MULTICULTURAL CELEBRATION FUND PROPOSAL

(Refer to attached report)

ORDER OF THE DAY 7 ANNUAL REPORT OF THE CITY OF PORT PHILLIP HEALTHY & SAFER CITY ALLIANCE

(Refer to attached report)

**ORDER OF THE DAY 8
MELBOURNE SPORTS AND AQUATIC CENTRE ADVISORY COMMITTEE ANNUAL
REPORT**

(Refer to attached report)

**11. REPORTS BY COUNCILLOR DELEGATES APPOINTED TO
OTHER BODIES**

12. URGENT BUSINESS

13. CONFIDENTIAL MATTERS

Nil.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 1	COUNCIL/COMMITTEE MEETING DATES FOR 2008
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS & SUPPORT
AUTHOR:	MURRAY CHICK, COORDINATOR GOVERNANCE
FILE NO.:	N/A
ATTACHMENTS:	NIL.

1. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval for the Council / Committee Meeting timetable for 2008.

2. BACKGROUND AND CONTEXT

2.1. The Council Meetings Procedures Local Law No. 2/2005 requires Council to set Ordinary Council and Special Committee meeting dates.

2.2. The current monthly meeting structure operates as follows:

Week 1 Strategy and Policy Review Committee

This Committee provides advice and recommendations to Council about Governance & Compliance matters and Policy & Planning matters.

Week 2 Statutory Planning Committee

This Committee is responsible for determining urban planning matters.

Week 4 Ordinary Meeting of Council

The Council meets as the decision making body of the organisation.

2.3. When a public holiday occurs, the meeting is shifted to the next working day.

2.4. The Council / Committee meeting timetable for the year 2008 will be advertised in the Port Phillip Leader and the Emerald Hill Weekly newspapers and on the Council's internet site.

- 2.5. Given that Council will be holding its general election on Saturday 29 November 2008, the proposed schedule allows only for an Ordinary meeting to be held on the 15 December 2008. However section 84A of the Local Government Act empowers the CEO to call a Special Meeting of the Council within 14 days after the Returning Officer publicly declares the election. The purposes of this Special Meeting are to swear in the new Council and to elect the Mayor and Deputy Mayor.

3. RECOMMENDED OPTION

That Council adopt the following Council / Committee meeting dates for 2008, noting that additional meetings may be called as required:

Strategy and Policy Review Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>	Statutory Planning Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>	Ordinary Meeting of Council <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>
		Tuesday 29 January 2008
Monday 4 February 2008	Thursday 7 February 2008 (St Kilda Town Hall Auditorium) Monday 11 February 2008	Monday 25 February 2008
Monday 3 March 2008	Tuesday 11 March 2008	Tuesday 25 March 2008
Monday 7 April 2008	Monday 14 April 2008	Monday 28 April 2008
Monday 5 May 2008	Monday 12 May 2008	Monday 26 May 2008
Monday 2 June 2008	Tuesday 10 June 2008	Monday 23 June 2008
Monday 7 July 2008	Monday 14 July 2008	Monday 28 July 2008
Monday 4 August 2008	Monday 11 August 2008	Monday 25 August 2008
Monday 1 September 2008	Monday 8 September 2008	Monday 22 September 2008
Monday 6 October 2008	Monday 13 October 2008	Monday 27 October 2008
Wednesday 5 November 2008	Monday 10 November 2008	Monday 24 November 2008
		Monday 15 December 2008

3.1 Sustainability assessment

Social Pillar	By advertising the 2008 Council / Committee meeting dates (and also on a monthly basis) in the local newspapers and on council's internet site, the community is made aware of when/where they will be conducted and what topics will be discussed. This enables them to participate in the decision making process within their municipality.
Economic Pillar	The cost of advertising the meeting dates in the Port Phillip Leader and Emerald Hill Weekly will be approximately \$1200 (GST Inclusive).
Environmental Pillar	N/A
Cultural Pillar	By making the community aware of when the various Council / Committee Meetings are to be held, it gives them an opportunity to express their opinions and ideas on matters relating to their municipality.

3.2 **Policy and legislative implications**

Under Council's Meeting Procedure Local Law, Council is required to resolve the dates, times and places of Ordinary Council meetings and special committee meetings and may by further resolution alter any such dates, times or places.

3.3 **Risk implications**

N/A.

3.4 **Resource implications**

The cost of advertising the meeting dates in the Port Phillip Leader and Emerald Hill Weekly will be approximately \$1200 (GST Inclusive). There is no cost associated with advertising the meetings on Council's internet site.

4. ALTERNATIVE OPTIONS

- 4.1. The advertisement of Council / Committee meetings is a requirement under Council's Meeting Procedure Local Law; therefore an alternate option cannot be considered.

5. IMPLEMENTATION

- 5.1. Once the Council / Committee meeting dates have been resolved at Ordinary Council, Statutory Functions will place advertisements with the *Emerald Hill Weekly* and *Port Phillip Leader* newspapers. They will also add the meeting details to Council's internet site.

6. RECOMMENDATION

That the Council resolve to adopt the following Council/Committee meeting dates/times/locations for 2008, noting that additional meetings may be called as required:

Strategy and Policy Review Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>	Statutory Planning Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>	Ordinary Meeting of Council <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i>
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		Monday 15 December 2008

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 2	APPOINTMENT OF COUNCILLORS TO INTERNAL AND EXTERNAL COMMITTEES AND BODIES
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS & SUPPORT
AUTHOR:	NORM MCCLELLAND, GOVERNANCE ADVISOR
FILE NO.:	18/04/12
ATTACHMENTS:	NIL.

1. EXECUTIVE SUMMARY

- 1.1. Council is required to appoint Councillors to internal and external committees and bodies for the coming twelve months (2008).
- 1.2. Attachment 1 provides proposed Councillor appointments to the various internal and external committees and bodies.

2. BACKGROUND AND CONTEXT

- 2.1. Council annually appoints Councillors to positions on special committee, advisory committees, internal groups and external bodies.
- 2.2. These appointments are for a calendar year (2008) and are made after the election of the Mayor and Deputy Mayor each year in December.
- 2.3. Attachment 1 outlines the various committees and bodies that Councillors were appointed to in 2007, the proposed Councillor appointee for 2008, as well as, in some cases what the terms of reference require regarding Councillor representation for each committee.
- 2.4. Councillors are aware that being a representative on a committee is a considerable commitment and means taking a strong and active interest in the committee. It may not necessarily mean attendance at every meeting.

3. RECOMMENDED OPTION

3.1. Recommendation

That Council make the appointment of Councillors to the internal and external committees and bodies as proposed in Attachment 1.

3.2. Sustainability assessment

Councillors have committed to the following principles through their representation on internal and external committees:

Social Pillar	create the conditions for people to come together and for community leadership to flourish
Economic Pillar	have the future in mind in all decision-making
Environmental Pillar	minimize the impact on our environment in every action undertaken
Cultural Pillar	actively support an inclusive city

3.3. Policy and legislative implications

The terms of reference adopted by Council with respect to internal special committees and advisory committees determine the membership of the respective committees. If Council did not want to appoint a Councillor representative to any particular internal committee they could decline to do so and at some later point amend the terms of reference.

Appointments to external committees and bodies is at the discretion of the Council, however, there is a possibility that Council would lose a significant voice in an important forum, for example, the MAV, the VLGA, Metropolitan Transport Forum, etc., if it were not represented.

3.4. Resource implications

Appointment of Councillors to committees has minor impact on budget resources and has been factored into Council's current budget structure, however, it is acknowledged that there is a considerable time commitment from Councillors to be involved in and to attend the meetings of such committees.

4. ALTERNATIVE OPTIONS

- 4.1. Council is able to determine different appointments to those proposed in the Attachment.

5. PARTICIPATION AND ENGAGEMENT

5.1. Internal

5.1.1. Councillors have had the opportunity to discuss the appointment to committees at a briefing session.

5.1.2. Councillors recognise that:

- All Councillors are to be involved in discussion on policy formulation and the approach to major strategic issues;
- Council should make more active use of the standing item on the Council agenda to report back to other Councillors on respective committee activities; and
- Being the nominated Councillor for a committee does not necessarily equate to attending every meeting of that committee. Rather it means taking a strong and active interest in the committee and being informed and involved in its activities through minutes, briefings, etc.

5.2. External

5.2.1. There has been no indication from external committees and bodies that they do not want ongoing Councillor representation.

6. IMPLEMENTATION

6.1. Council staff will:

6.1.1. Advise the relevant committee/body that they are associated with of the appointment of the selected Councillor;

6.1.2. Ensure that the respective Councillor's calendar (via the Mayor and CEO's office staff) is updated with the appropriate meeting dates; and

6.1.3. Advise the MAV and the VLGA of the respective appointments.

7. COMMUNICATION

7.1. Relevant Council staff will advise the respective committees of the appropriate Councillor appointment.

8. RECOMMENDATION

8.1. That the Council resolve to make the appointment of Councillors to the internal and external committees and bodies for 2008 as proposed below:

1. CITY OF PORT PHILLIP - SPECIAL COMMITTEES OF COUNCILLORS

COMMITTEE	MEMBERSHIP	Proposed Chair
Strategy and Policy Review Committee	All Councillors	Mayor
Statutory Planning Committee	All Councillors	Cr Klepner, noting that the Mayor will chair the meeting on 7 February 2008.

2. OTHER CITY OF PORT PHILLIP COMMITTEES - GOVERNANCE AND COMPLIANCE

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
Audit Committee	Mayor	Mayor	Advises Council on financial reporting, internal controls, risk management and compliance. TOR requires Mayor as appointee.
Human Resources Committee	Mayor, Deputy Mayor	Mayor, Deputy Mayor	Discusses internal high-level human resources matters.
Inner Melbourne Action Plan	Mayor	Mayor	TOR requires the Mayor to be appointee.
Neighbourhood Programs Committee	Mayor, Deputy Mayor	Mayor, Deputy Mayor	Has the discretion to make minor donations and grants to individuals, organisations or community groups. TOR requires Mayor and Deputy Mayor as council appointees.
South Melbourne Market Management Committee	Cr Logan, Cr Klepner	Cr Logan, Cr Klepner	Special committee with delegated powers established under Local Government Act s 86; manages South Melbourne Market. TOR requires a minimum of 1 and a maximum of 4 councillors.

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
St Kilda's Edge Committee	Mayor, Cr Gross, Cr Sait	Mayor, Cr Gross, Cr Sait	Special committee established under s.86 of the Local Government Act, with delegated powers; facilitates delivery of the St Kilda's Edge project as set out in the Urban Design Framework. TOR requires up to 3 councillors as appointees.

3. OTHER CITY OF PORT PHILLIP COMMITTEES - POLICY AND PLANNING

3.1 Policy & Planning - Advisory Committees

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
Arts Advisory Committee	Cr Sait	Cr Sait	Advises Council on arts policy and the implementation of the Arts Plan from an expert/community perspective. Under review as part of work on Creative Futures Strategy. TOR requires 1 councillor as appointee.
Indigenous Forum	Mayor	Mayor	Discusses Indigenous issues, advises officers and Council on Indigenous policy. TOR requires Mayor as appointee.
Multicultural Forum	Cr Klepner	Cr Klepner	Acts as resource for multicultural representatives, ensures effective communication between Council & community. TOR requires 1 councillor as appointee.
Older Persons Consultative Committee	Cr Cribbes	Cr Cribbes (Cr Klepner reserve)	Advice and advocacy about wellbeing issues affecting older people and policies, plans & services impacting on older people. TOR requires 1 councillor as appointee.

AGENDA - ORDINARY MEETING OF COUNCIL - 29 JANUARY 2008

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
Sustainable Environment Forum	Cr Bolitho Cr Logan	Cr Logan (Cr Klepner reserve)	Forum for community consultation and action in line with Sustainable Environment Strategy. Appoint one or two councillors.
Urban History Consultative Committee	Cr Logan (Cr Bolitho reserve)	Cr Bolitho (Cr Logan reserve)	Advises on local history and heritage services, particularly Urban History Centre. TOR requires 1 councillor as appointee
Young Persons Forum	Cr Klepner		No longer a formal Advisory Committee however a councillor is to be nominated for young people forum events should they be held.

3.2 Policy & Planning - Taskforces and Working Groups

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
Civic Projects and Citizens of the Year Panel	Cr Logan	Cr Bolitho	Convenes annually to recommend awards
Community Grants Assessment Panel	Cr Klepner, Cr Cribbes	Cr Logan Cr Bolitho	Assesses community grant applications received according to selection criteria, makes recommendation to Council. TOR requires 2 councillor appointees.
External Relations Taskforce	Mayor, Deputy Mayor	Mayor, Deputy Mayor	Develops strategy to influence government and stakeholders to realise high priority Council projects
Healthy & Safer Cities Alliance	Cr Klepner	Cr Klepner	includes range of agencies, supports implementation of Healthy & Safer Cities Plan, also serves as local priority policing committee
Friends of Suai Community Taskforce	Cr Sait	Cr Sait	Promotes Friends of Suai program across City of Port Phillip, and promotes community links with Suai. TOR requires 1 councillor appointee.

AGENDA - ORDINARY MEETING OF COUNCIL - 29 JANUARY 2008

COMMITTEE	Current Cr appointee	Proposed Cr appointee	Notes
South Melbourne Town Hall Redevelopment Community Reference Panel	Cr Logan, Cr Klepner	Cr Logan, Cr Klepner	Short-term group; deals with redevelopment of South Melbourne Town Hall

4. COUNCIL-APPOINTED REPRESENTATIVES TO EXTERNAL BODIES

BODY	Current Cr appointee	Proposed Cr appointee	Notes
Association of Bayside Municipalities	Cr Bolitho	Cr Bolitho	Group of the 10 councils with coastal frontage to Port Phillip Bay. Any councillor can be appointed.
Drugs Round Table	Cr Klepner	Cr Klepner	includes representatives from various agencies and services
Inner Melbourne Community Road Safety Council	Cr Sait	Cr Sait	Addresses road safety programs in Yarra, Melbourne, Port Phillip areas.
Inner South Metropolitan Mayors Forum	Mayor	Mayor	Forum for inner south councils.
Melbourne Sports and Aquatic Centre Advisory Committee	Cr Logan Cr Klepner	Cr Logan Cr Klepner	Provides advice and meets with MSAC
Strategic Environment Action Group	Cr Bolitho, Cr Logan	Cr Bolitho	Forum for councils of greater metropolitan Melbourne to promote action, advocacy, analysis and policy development on environmental issues.
Metropolitan Transport Forum	Cr Cribbes (Cr Gross reserve)	Cr Bolitho (Cr Gross reserve)	Advocates effective, efficient and equitable transport in metropolitan Melbourne
MAV Melbourne 2030 Reference Group	Cr Bolitho (Cr Ray reserve)	Cr Bolitho (Cr Ray reserve)	One councillor to be appointed.
Municipal Association of Victoria	Cr Gross (Cr Cribbes sub & additional)	Cr Cribbes	One representative to be appointed to attend MAV state council on behalf of CoPP.

AGENDA - ORDINARY MEETING OF COUNCIL - 29 JANUARY 2008

BODY	Current Cr appointee	Proposed Cr appointee	Notes
Port Environs Stakeholder Forum	Cr Bolitho	Cr Bolitho	Forum established by state Govt to provide advice on environs planning around the Port of Melbourne. A councillor to be appointed. Note: this group has not met since 2006.
Port Phillip Housing Association Ltd – Board of Directors	Cr Ray	Cr Ray	Trustee company to fund, develop, own and manage community housing under the Port Phillip Housing Trust
Victorian Local Governance Association	Cr Klepner (Cr Ray reserve)	Cr Klepner (Cr Ray reserve)	One representative to be appointed.
Metropolitan Waste Management Group	Cr Gross	Cr Gross	One representative to be appointed.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 3	AUDIT COMMITTEE 2007 ANNUAL REPORT & MEMBERSHIP
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS & SUPPORT
AUTHOR:	NORM MCCLELLAND, GOVERNANCE ADVISOR
FILE NO.:	34/04/27-03
ATTACHMENTS:	2007 AUDIT COMMITTEE ANNUAL REPORT

1. EXECUTIVE SUMMARY

- 1.1. To present to Council the City of Port Phillip Audit Committee Annual Report for 2007 and request Council address amendments to the Audit Committee Terms of Reference that are recommended in the Annual Report.
- 1.2. To bring to the attention of Council the matters discussed at the December 2007 meeting of the Audit Committee.
- 1.3. A copy of the Annual Report is attached.
- 1.4. The minutes of the December 2007 meeting have been circulated to all Councillors.
- 1.5. Mr Graham Lockwood, an external member of the Audit Committee, has resigned from the Audit Committee as at the end of 2007 after four years (two terms) on the Committee. Management has sought a replacement for the vacancy.

2. BACKGROUND

Reporting:

- 2.1. The City of Port Phillip Audit Committee Terms of Reference require that the Audit Committee report annually to Council, summarizing the activities for that year. The attached Annual Report encompasses the activities of the Audit Committee from January to December 2007.
- 2.2. Council resolved on 18 December 1996 that it be advised of all matters considered by the Audit Committee. This report also advises Council of all matters discussed at the meeting held on Wednesday 12 December 2007.

- 2.3. The Best Practice Guidelines for Local Government Entity Audit Committees and Internal Audit, November 1999, recommend:
- 2.3.1. that minutes and a report explaining specific recommendations and key outcomes should be forwarded to the next Council meeting after each Audit Committee meeting; and
- 2.3.2. that Audit Committees should report annually to their Councils summarizing their activities.
- 2.4. This report complies with the requirements of the Audit Committee Terms of Reference, the Council resolution and the Best Practice Guidelines for Local Government Entity Audit Committees and Internal Audit.
- 2.5. The tenure of the Committee is ongoing as Council is required by section 139 of the *Local Government Act 1989* to have an Audit Committee.

Membership:

- 2.6. As previously mentioned Mr Lockwood announced that he would not be available for re-election as an external member of the Audit Committee after December 2007.
- 2.7. Following is an extract from the Audit Committee Terms of Reference regarding Committee membership:
1. *The committee will consist of:*
 - a. *The Mayor*
 - b. *The Executive Director Organisation Systems & Support*
 - c. *Two external members appointed by the Council*
 2. The external members will be selected from the community and will have corporate management experience and exposure to financial and risk management functions. External members will preferably be members of the Port Phillip community.
 3. External members will be appointed for a two-year renewable term.
 4. The chairperson will be selected by the Council from the external membership.
- 2.8. Council management has reviewed three persons who could fill the vacancy and Council is requested to endorse management's recommendation.

3. CONTEXT

Reporting

- 3.1. Attached is the Annual Report of the Audit Committee for 2007. The report details the activities undertaken at its 5 meetings during the year including, a review and outcome of the internal audits conducted during 2007, the major issues addressed by the Committee and how the Committee fulfilled its responsibilities within its Terms of Reference.
- 3.2. The Audit Committee in its Annual Report has proposed that Council consider 3 amendments to the Committee's Terms of Reference. Council has previously requested that any proposed changes to an advisory committee's Terms of Reference be addressed through its annual report to Council.
- 3.3. The amendments proposed by the Audit Committee are:
- 3.3.1. to insert – that the quorum for a meeting of the Committee be 3 (the number for a quorum has been inadvertently omitted from the Terms of Reference);
- 3.3.2. to insert – that the Committee annually review:
- itself;
 - individual members of the Committee; and
 - the Internal Auditor;
- 3.3.3. to amend the membership – that the membership of the Committee will consist of:
- The Mayor
 - *Another Councillor* (to replace Executive Director)
 - Two external members appointed by Council
- 3.3.4. to insert an additional word (in italics) – The external members will be selected from the *broader* community and will have corporate management experience and exposure to financial risk management functions.
- 3.4. The change in the membership is proposed because it is unusual amongst other Councils for a member of Council management to be a member of an audit committee. Most Council audit committees consist of 2 externals and 2 councillors. Council is requested to consider if it wishes to appoint another Councillor to the Audit Committee.

- 3.5. Matters considered by the Audit Committee at its December 2007 meeting were:
- 3.5.1. **Annual Work Plan** - the Committee reviewed the 2007 Work Plan and noted that it had addressed all but one matter outlined in the Plan. The outstanding matter will be dealt with at the first meeting in 2008.
 - 3.5.2. **Internal Audit Program 2007/2008** – the Committee reviewed the program for 2007 and noted that only one audit had not been completed and that it would be presented to the first meeting in 2008.
 - 3.5.3. **Leave Accruals** - the Audit Committee received an update of the number of staff with excessive balances of accrued annual leave and noted that the number of staff with excessive leave balances traditionally reduces over the December/January period.
 - 3.5.4. **Investment Policy** – the Committee received a draft Investment Policy which had been developed by Council and reviewed by an independent specialist. The Committee was advised that the policy had been forwarded to the Treasury Corporation of Victoria for review. The Audit Committee noted that the policy is conservative with a relatively small amount of funds being exposed to equities. The Committee stated that it was comfortable with the proposed policy.
 - 3.5.5. **Business Continuity Planning** – the Committee received an update on the development of the business unit Business Continuity Plans.
 - 3.5.6. **Cash Handling Review** – the Committee requested information on administration of Cab Charge Vouchers, as well as, cash receipting at the South Melbourne Market. The Committee was advised that the Finance Department undertakes a review of Cab Charge usage on a monthly basis to look for unusual use. With respect to cash receipting at the Market, it was highly likely that manual receipting could be replaced by electronic receipting therefore removing the need for a stand alone cash register. The Committee is to receive further information on the cash receipting system.
 - 3.5.7. **Quarterly Management Report to Council** – the Committee received the September 2007 Quarterly Management Report to Council and the noted the actual financial performance to budget and the progress of capital works.
 - 3.5.8. **OH&S Annual Update** – the OH&S Officer provided the Committee with a report on the activities undertaken by the OH&S unit for 2007, including OH&S Work Plans, Worksafe Local Government Compliance Project, Workers Compensation premiums, Worksafe Week activities and OH&S initiatives. The Committee suggested that management should review the content of the OH&S information reported to Council.

- 3.5.9. **Assessment of Audit Committee Performance** – the Committee assessed its performance and determined that it should be continually considering how it could add value for the organisation.
- 3.5.10. **Audit Committee Annual Report 2007** – the Committee received the draft annual report for endorsement.

Membership

- 3.6. Council management has approached Ms Sue Pelka to be appointed as an external member of the Audit Committee. The following outlines some of Ms Pelka's work experience:
 - 3.6.1. Head of Governance, Risk and Compliance at ANZ's Shared Services Operations
 - 3.6.2. Previously Head of Strategic Sourcing – ANZ (goods and services procurement and management of major contracts, value \$1.6 billion)
 - 3.6.3. Trustee of the Melbourne Exhibition and Convention Centre – Chair of its Risk Committee and member of its Finance and Audit Committee
 - 3.6.4. Non-Executive Director of Superpartners Pty Ltd – member of its IT Board Committee and Audit Committee
 - 3.6.5. Member of Nillimbik Audit Committee.
- 3.7. Ms Pelka's experience makes her well qualified to act as a member of Council's Audit Committee.
- 3.8. It is proposed that Ms Sue Pelka be appointed as an external member of the Audit Committee for a period of two years, 2008 and 2009.

4. RECOMMENDED OPTION

Recommendation

- 4.1. It is recommended that Council:
 - 4.1.1. receive and note the 2007 Annual Report of the Audit Committee and adopt the proposed amendments to the Audit Committee's Terms of Reference;
 - 4.1.2. note the activities undertaken at the December 2007 meeting of the Audit Committee; and
 - 4.1.3. appoint Ms Sue Pelka as an external member of the Audit Committee for a period of two years, 2008 and 2009.

4.2. Sustainability assessment

Social Pillar	Some of the matters dealt with by the Audit Committee are concerned about the well-being and safety of the community. The Risk Management project for example not only deals with risks, both financial and non-financial that directly impact upon Council, but is also designed to discover risks in the community over which Council may have some influence.
Economic Pillar	Audits undertaken by the Internal Auditor usually do contain comments regarding cost issues that will come under the close scrutiny of the Audit Committee. Furthermore, the Audit Committee has in the past encouraged Council to question the relevance of the services it provides.
Environmental Pillar	Where possible the Audit Committee will question staff about environmental impacts that may eventuate as a result of the activities of the Council.
Cultural Pillar	The Audit Committee is concerned that the organization has in place processes that promote good corporate governance so that the operations of the Council are transparent, as well as, effective.

4.3. Policy and legislative implications

- 4.3.1. This report is presented in accordance with the Terms of Reference of the Audit Committee and in response to a previous resolution of Council. The recommendation of this report has no impact on existing policy, nor does it create any new policy.
- 4.3.2. The Terms of Reference of Council's Audit Committee can only be amended by a resolution of the Council.

4.4. Resource implications

- 4.4.1. The 2007 Audit Committee Annual Report and the matters considered by the Audit Committee at its December 2007 meeting have no immediate resource implications.

5. ALTERNATIVE OPTIONS

- 5.1.1. Council can consider an alternative replacement for the membership vacancy on the Audit Committee.
- 5.1.2. Council has the authority to determine the contents of the Audit Committee's Terms of Reference and therefore is able to determine the make-up of the membership of the Committee.

6. PARTICIPATION AND ENGAGEMENT

6.1. Internal

- 6.1.1. Council staff are invited to attend Audit Committee meetings or submit reports to address specific issues on the agenda.
- 6.1.2. During 2007 the Mayor and Executive Director Organisation Systems and Support were the Council representatives on the Audit Committee. The CEO was invited to attend meetings as a guest.

6.2. External

- 6.2.1. Where appropriate, the Audit Committee will invite representatives from external organisations, namely auditors, insurers, etc., to seek information and/or clarification on various matters.
- 6.2.2. There are two external members on the Audit Committee, one being the Chairperson.
- 6.2.3. Council's Internal Auditor attends all meetings of the Audit Committee and provides information and advice as requested.

7. CONCLUSION

- 7.1. The Audit Committee will continue to:
 - 7.1.1. respond to requests for advice from Council;
 - 7.1.2. review all matters that it considers to be within its Responsibilities and Terms of Reference; and
 - 7.1.3. report to Council annually, as well as, advise Council about its activities.

8. RECOMMENDATION

- 8.1. That Council receive and note the 2007 City of Port Phillip Audit Committee Annual Report to Council (attached) detailing the activities of the Committee for the year including the internal audits undertaken and how the Committee meets its responsibilities within its Terms of Reference.
- 8.2. That Council adopt the following amendments to its Terms of Reference as recommended by the Audit Committee in its 2007 Annual Report:
- 8.2.1. to insert – that the quorum for a meeting of the Committee be 3;
- 8.2.2. to insert – that the Committee annually review:
- itself;
 - individual members of the Committee; and
 - the Internal Auditor;
- 8.2.3. to amend the membership – that the membership of the Committee consist of:
- the Mayor
 - another Councillor
 - two external members appointed by Council
- 8.2.4. to insert an additional word (in italics) – The external members will be selected from the *broader* community and will have corporate management experience and exposure to financial risk management functions.
- 8.3. That Council receive and note the report outlining the matters considered by the Audit Committee at its December 2007 meeting, including issues such as the annual work plan, the internal audit program, excessive leave accruals, the OH&S annual update, Cab Charge administration, cash receipting at the South Melbourne market, the September 2007 CEO Quarterly Report to Council and the draft Annual Report to Council.
- 8.4. That Council endorse the appointment of Ms Sue Pelka as an external member of the Audit Committee for the calendar years 2008 and 2009.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 4	FRIENDS OF SUAI COMMUNITY TASKFORCE 2007 ANNUAL REPORT
LOCATION/ADDRESS:	N/A
RESPONSIBLE EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR, ORGANISATION SYSTEMS AND SUPPORT
AUTHOR:	PAT JESSEN, COORDINATOR, FRIENDS OF SUAI
FILE NO.:	
ATTACHMENTS:	FRIENDS OF SUAI COMMUNITY TASKFORCE 2007 ANNUAL REPORT INCLUDING TERMS OF REFERENCE

1. EXECUTIVE SUMMARY

- 1.1. This council report provides information on the progress and outcomes of the City of Port Phillip, Friends of Suai Taskforce. The 2007 Friends of Suai Annual Report including its Terms of Reference is tabled as Attachment 1.
- 1.2. This report highlights the key issues, activities and achievements undertaken by the Friends of Suai Community Taskforce in 2007 with background and context
- 1.3. The committee was established in 2000 following the signing of a *Statement of Friendship* between Xanana Gusmao formally the leader of the National Congress for the Reconstruction of East Timor (CNRT) and current Prime Minister of East Timor and City of Port Phillip. The purpose of the committee is to work with and assist the Council to develop sustainable and productive relationships between Port Phillip and Suai communities.
- 1.4. The current Terms of Reference have been reviewed by the Committee and are still relevant and should be retained. A growing and continued interest by community members in Port Phillip enhances the output of the committee. A full committee membership list can be accessed in Attachment 1. Cr Karen Sait is the designated councillor on the Friends of Suai Community Taskforce.
- 1.5. The annually elected Suai Community Centre (SCC) Commission, a parallel committee in Suai, is established and representative of the Suai community, providing leadership and strengthening community relations. The development of the SCC commission provides potential leadership for assisting to build Suai local-level government into the future.
- 1.6. A taskforce review of Friends of Suai is underway for 2007-2008 to further develop ways to approach the next two years of the ten year Friendship. The

focus of the review will be to look at ways to strengthen our community development approach; involve people from the municipality with appropriate skills, enhance the framework being developed to further build local capacity for sustainable and economic development in Suai, Covalima District. The review report will be complete in early 2008.

2. RECOMMENDED OPTION

2.1. Endorsement of the Friends of Suai Community Taskforce Annual Report 2007 as attached.

2.2. **Criterion for recommendation**

Sustainability assessment

Economic Pillar	Friends of Suai has worked together with the committee in Suai to build local capacity and enhance the friendship through community development. The committee and community centre is functioning at an extremely high level despite the civil unrest in E Timor. FoS is exploring a number of opportunities for ongoing economic development projects to sustain activities into the future.
Environmental Pillar	The Friends of Suai and Suai Commission maintain a strong environmental focus, a further 3 solar power installations provided health clinic power in remote areas in 2007. The reforestation project of 10,000 seedlings over 3 hectares of denuded land was successfully implemented in 2007 with similar projects planned for 2008
Cultural Pillar	The Friends of Suai Friends of Suai Community Taskforce promotes a high level of cultural awareness and activity through our international relationship both in E Timor and Australia. Schools in Port Phillip benefited from the 2007 visit by the Suai coordinator to Australia providing direct exposure to cultural and social issues affecting E Timor.
Social Pillar	Through support to the community centre in Suai, Council is ensuring that opportunities for social equity and development are implemented through local initiatives. The activities of Friends of Suai are targeted at developing the skills of grassroots people, women and youth.

Policy and legislative implications

Council has a 10 year commitment to the Friendship Statement established in 2000 between Xanana Gusmao formally the leader of the CNRT (current Prime Minister of the E Timor) and City of Port Phillip Councillors in 2000. An MOU signed between the District Administrator and CEO, City of Port Phillip affirmed the relationship in 2005.

Risk implications

East Timor as a nation has faced ongoing challenges with civil unrest in 2007, however both presidential and parliamentary elections were peaceful and deemed free and fair by the UN and electoral observers with a huge voter turnout in 2007. A new optimism prevails.

Issues of poverty alleviation and ongoing resolution of security, justice and resettlement issues are a paramount challenge to this young nation. Yet, members of the Suai community centre commission, district administration and NGO partners work together with meager resources to improve the situation using community development principals. The structure of community centre commission continues to improve building local leadership.

The relationship with City of Port Phillip is highly valued in the district and continues to offer key opportunities in building and supporting community by the Suai commission and district administration.

Resource implications

All costs for the Friends of Suai are covered under the allocated Council budget. There are no additional resource implications, All activities have been done within allocated budget and FOS continues to develop and support initiatives that have significant social and economic impacts in Suai such as skill training, targeting youth and women. The Friends of Suai Community Taskforce members are primarily volunteers and officer support is provided by Pat Jessen, Friends of Suai Coordinator for the City of Port Phillip.

The programs continues to utilise the financial support of the Council and the Port Phillip community to collaborate with other community groups, agencies, organizations ensuring that the program's impact assists in empowering communities with skills to generate employment and enhancing community well being. Community fundraising by volunteers in Port Phillip and resident donations generates more community activities and awareness both in Suai and Port Phillip.

3. PARTICIPATION AND ENGAGEMENT

Internal

The following people have had input into the preparation of this report:, Pat Jessen, Friends of Suai Coordinator and Murray Chick, Acting Manager, Governance

External

The members of the Friends of Suai Community Taskforce have been consulted in relation to this annual report and fully endorse the recommendations contained therein.

4. RECOMMENDATION

That the Council:

1. Endorse the Friends of Suai Community Taskforce Annual Report 2007.
2. Thanks the committee members for their work and achievements during 2007.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 5	ANNUAL REPORT 2007 - OLDER PERSONS CONSULTATIVE COMMITTEE (OPCC)
LOCATION/ADDRESS:	
RESPONSIBLE EXECUTIVE DIRECTOR:	STEPHEN COOPER, ACTING EXECUTIVE DIRECTOR COMMUNITY DEVELOPMENT AND PLANNING
AUTHOR:	ANNA MOO, COORDINATOR AGEING DIVERSITY PARTNERSHIPS AND POLICY
FILE NO.:	02/06/01
ATTACHMENTS:	1 OPCC ANNUAL REPORT 2007

1. EXECUTIVE SUMMARY

- 1.1. Attached is the 2007 Annual Report prepared by the Older Persons Consultative Committee (OPCC)
- 1.2. The Annual Report outlines some of the key activities and initiatives undertaken by the OPCC during 2007 and recommends the continuation of the Committee to 31 December 2008

2. BACKGROUND AND CONTEXT

- 2.1. The OPCC was established in 2000. The Terms of Reference of the OPCC are to:
 - 2.1.1. Be a peak advisory and advocacy body on wellbeing issues affecting older people within the Municipality
 - 2.1.2. Provide advice to council officers on policies, plans and services impacting on older people
 - 2.1.3. Advocate to the community and council, on behalf of older people, reflecting the United Nations principles of independence, participation, care, self fulfillment and dignity
 - 2.1.4. Connect with other advisory structures of council
 - 2.1.5. Liaise with other organizations and networks that have a direct interest in older persons in the City of Port Phillip
- 2.2. The OPCC has developed a work plan for 2007. The key functions outlined in the work plan include provision of advice to council officers and council, on policies and planning issues impacting on older people; advocacy for and on behalf of older people, promotion of positive ageing in Port Phillip

- 2.3. In its consultative and advisory role, the OPCC has provided feedback and input into the development of the Ageing Well Strategy; Falls Prevention Strategies; access for all Library Services; Sustainable Transport – issues impacting on older people. The OPCC has also communicated with and has invited representatives from Yarra Trams to attend an OPCC meeting to discuss safety issues for older commuters.
- 2.4. To promote positive ageing, the OPCC held and co-hosted a number of forums including the Intergeneration Bush Dance where the Ageing Well in Port Phillip Strategy was launched on the 16 August 2007. A member of the OPCC represented the CoPP at the ALSO Foundation Expo on Health and Well Being of older Gay, Lesbian, Bisexual, Transsexual and Intrasexual Persons. Together with the Council on the Ageing (COTA) the OPCC co-hosted the Ageing Well in Port Phillip Forum – on the 16 November 2007 to which approx. 100 people attended. The event was convened to provide information on issues related to financial, legal and ageing well in Port Phillip.
- 2.5. The OPCC was successful in obtaining project funds from the Auditor General Department for the development of Linking Neighbours. The project which is to be concluded in June 2008, aims to enhance the wellbeing and safety of older residents and increase community capacity to plan for and respond to emergency situations.
- 2.6. In its advocacy, the OPCC is represented on a number of key peak working groups and advisory committees and working parties including: Council on the Ageing – COTA Victoria, Community Advisory Committee (ISEPICH), University of the Third Aged (Port Phillip), South Port Community Residential Home – Funds Raising Committee.
- 2.7. The terms of reference of the OPCC have been reviewed in 2007 and require no amendments
- 2.8. The OPCC operates at full membership with a gender mix that reflects the profile of the ageing population in Port Phillip. Three new members were recruited in 2007. They bring to the OPCC a wealth of experience and community connections which will further advance the work and influence of the OPCC.

3. RECOMMENDED OPTION

It is recommended that Council:

- 3.1. Note and endorse the OPCC Annual Report 2007
- 3.2. Thanks members of the OPCC for their work and achievements
- 3.3. Extend the terms of the OPCC to December 2008

Criterion for recommendation

- The OPCC has achieved well in key functions area. Members of the committee have demonstrated a strong commitment to positive ageing and have enthusiastically embraced the promotion and advocacy of an age friendly and connected community
- The role of the Committee is well understood and the profile of the OPCC has continued to increase. The OPCC model of community governance is being held as a good practice model and continues to exercise considerable influence in the establishment of similar committees in other municipalities.
- The role of the OPCC contributes significantly to each of the 4 pillars and is congruent with Council’s community engagement framework.

Sustainability assessment

Social Pillar	The OPCC activities and functions aim to provide advice which may lead to increased effectiveness and efficiency of services
Environmental Pillar	The OPCC continues to be extremely active in the promotion of sustainable community and public transport system. In line with the Ageing Well Strategy, the OPCC is working towards support an age friendly city where traffic hazards and noise are minimized and physical activities such as walking are encouraged
Cultural Pillar	Social inclusion relies on appropriate community involvement and participation in decision making. The OPCC plays a key role in ensuring the diversity of needs and expectations of older residents are taken into consideration and planned for by Council.
Social Pillar	The functions and activities undertaken by the OPCC have the potential to build a more healthy and inclusive city. The Linking Neighbours – Seniors Register Project has been developed to facilitate social connection and mutual support and to assist residents in crises or emergency situations.

3.4. Policy and legislative implications

The activities and initiatives undertaken by the OPCC outlined in the attached Annual Report are consistent with council’s community engagement and policy development framework which aims to involve citizens in council’s decision making.

3.5. Risk implications

The OPCC has worked well as a peak consultative and advisory body to Council and its officers on issues impacting on older people. Council’s support for and maintenance of the OPCC is critical in facilitating greater participation and active citizens’ governance and ownership on issues related to older people.

3.6. Resource implications

There are no financial implications arising from this report.

4. ALTERNATIVE OPTIONS

- 4.1. The only alternative option is for the term of the OPCC to cease from the 31 December 2007
- 4.2. Such a decision would adversely impact on the good will of residents. They have embraced the challenge and worked hard and with enthusiasm to be an effective communication conduit between the community of older people and council.

5. PARTICIPATION AND ENGAGEMENT

5.1. Internal

- 5.1.1. Cr Janet Cribbes, Councillor Representative on the OPCC
- 5.1.2. Carl Mayell, Manager Community Development
- 5.1.3. Various staff members who were invited to attended meetings of the OPCC to provide information and briefings on a range of policy and service issues.

5.2. External

- 5.2.1. Members of the OPCC
- 5.2.2. Council on the Ageing – Victoria
- 5.2.3. Caulfield Community Health Service
- 5.2.4. Yarra Trams
- 5.2.5. U3A- National Office

6. RECOMMENDATION

6.1. That the Council resolve to:

6.1.1. Note and endorse the Older Persons Consultative Committee (OPCC) Annual Report 2007

6.1.2. Thank the committee members for their work and achievements

6.1.3. Extend the term of reference of the Older Persons Consultative Committee to December 2008

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 6

**ANNUAL REPORT FOR THE
MULTICULTURAL FORUM
INCORPORATING MULTICULTURAL
CELEBRATION FUND PROPOSAL**

LOCATION/ADDRESS:

RESPONSIBLE EXECUTIVE DIRECTOR:

**STEPHEN COOPER, ACTING EXECUTIVE
DIRECTOR**

AUTHOR:

**CHRISTINA DEL FRATE,
MULTICULTURAL LIAISON OFFICER**

FILE NO.:

46/01/32

ATTACHMENTS:

**2007 MULTICULTURAL FORUM ANNUAL
REPORT**

1. EXECUTIVE SUMMARY

- 1.1. This Council report provides information on the progress and outcomes of the City of Port Phillip Multicultural Forum (MF). The 2007 Multicultural Forum Annual Report is tabled at Attachment 1.
- 1.2. This report recommends that the forum continue in 2008 in its existing form with no changes to its terms of reference or structure.
- 1.3. This report also recommends a strategic approach to cultural and religious festivals by planning for Harmony Day, International Women's Day, and World Refugee Day in its Multicultural Programs budget, and endorsing a Multicultural Celebration Fund as a response to cater for and acknowledge all other cultural and religious days of significance.

2. BACKGROUND AND CONTEXT

- 2.1. The City of Port Phillip's Multicultural Forum (MF) facilitates discussion and advises Council about policies and plans to support the Port Phillip multicultural and wider community.
 - 2.2. The terms of reference for the MF state that they will:
 - 2.2.1. work within the existing Multicultural Strategic Framework, which has the goals of *valuing cultural diversity, improving service delivery and increasing participation*.
 - 2.2.2. act as a resource and provide direction to the community;
 - 2.2.3. represent the views and needs of the Port Phillip community;
 - 2.2.4. advise Council officers about lobbying other levels of Government and agencies where appropriate;
-

- 2.2.5. advise Council about how it can most effectively promote the social, cultural and health interests of the multicultural community; and
- 2.2.6. ensure effective communication between Council and the community.
- 2.3. The forum is chaired by Councillor Judith Klepner. It consists of representatives of the multicultural communities of Port Phillip, including the Greek, Russian, Jewish, Italian, Chinese, Polish and Mauritian communities, as well as representatives from key service providers in the City of Port Phillip.
- 2.4. The forum has an extensive membership list. Further progress could be made, however, to increase the diversity of the membership by including new and emerging migrant groups such as people from the Horn of Africa and younger representatives. The City of Port Phillip has a negligible number of newly arrived residents from these countries, but has seen an increase in the number of people born in India over the past five years.
- 2.5. The 2007 work programme for the MF included:
 - 2.5.1. Advising on various matters: the Council's Community Health and Well-Being Plan, the Community Summit, the Community Bus Survey, a review of the Multicultural Forum's program and activities (see below), and planning for Harmony Day 2008.
 - 2.5.2. *Participation in information sharing and networking opportunities both with each other, and with external agency representatives.*
 - 2.5.3. *Guest speakers presented on the following topics: Centrelink Age Pension changes, Port Phillip's Community Summit, Medicare changes for people with chronic conditions, Port Phillip Gives Initiative, Refugee Week and Asylum Seeker issues and Winter Home Fire Safety.*
 - 2.5.4. *Members of the MF endorsed the Postcard campaign undertaken this year by Council to urge the Federal government to maintain multiculturalism on the Federal agenda, as well as a submission to Minister Andrews on the changes to Australia's Humanitarian intake and its impact on the existing Sudanese communities in Australia, as well as racial tensions in the community.*
 - 2.5.5. *Two members of the MF attended the Diversity in Emergency Services conference in Oct/Nov as representatives of the MF and aired coverage on Channel 31.*
- 2.6. A review was undertaken in 2007 to ascertain if changes needed to be made to the structure, terms of reference, or program according to the needs of its members. The MF was assessed against the strategic framework and its capacity to value cultural diversity, improve service delivery and increase participation.

- 2.7. The results of the review indicated:
- 90% of respondents indicated satisfaction with the number and frequency of meetings.
 - 100% of the respondents indicated the meetings were useful
 - 100% also reported they fed back information from the forum to their respective community groups.
 - 80% of respondents have an interest in participating in other Council forums and committees.
 - That the MF continues due to its ability to provide advice on matters concerning the multicultural communities of Port Phillip. The long-established relationship between Council and its members is an invaluable tool in community consultation; as well as maintaining its current terms of reference.
 - Suggestions for the future indicated a considerable interest on community issues such as health and safety, as well as finding out more about Council programs and initiatives. A large proportion of respondents also indicated the desire for more cultural and social events.
- 2.8. The issue of cultural celebrations was highlighted in the review as members of the MF are enthusiastic participants and initiators of such events. It was noted that Council required a strategic approach in managing the myriad cultural and religious dates of significance.
- 2.9. Key events that the City of Port Phillip will actively promote and celebrate were decided upon based on their inclusiveness of all cultures and faiths, and their global and national recognition:
- International Women's Day – 8 March*
Harmony Day / International Day for the Elimination of Racism – 21 March
World Refugee Day – 20 June
- Budget monies and resources in the 07-08 work plan have been allocated to each of these events, and external sources of funding are also sought.
- 2.10. In order to cater to the high number of other potential days of celebration, it is proposed that Council establish a **Multicultural Celebration Fund** to allow community groups to apply for small amounts of funding to celebrate their own nominated days of significance.
- 2.10.1. The program will be open all year round to all multicultural community groups and organisations in the City of Port Phillip that primarily benefit culturally and linguistically diverse communities, and a maximum amount of \$400 will be granted for each event.
- 2.10.2. Each grant application will have to comply with certain conditions such as being inclusive to all and demonstrate the value of Victoria's rich multicultural heritage; increase the participation and inclusion of

communities who may be marginalised, disadvantaged or have special needs; and demonstrate consultation with community members that results in activities that are culturally / religiously significant. The new program will be administered and assessed by Council officers and promoted through the Multicultural Forum. A communication strategy will be developed.

3. RECOMMENDED OPTION

Criterion for recommendation

That the Council resolve to:

- 3.1. Support the continuance of the Multicultural Forum in 2008
It is recommended that Council support the continuance of the Multicultural Forum in 2008 recognising its ability to provide advice on matters concerning the multicultural communities of Port Phillip and most importantly the maintenance of the long-established relationship between council and members of the forum.
- 3.2. Support the current terms of reference into 2008.
- 3.3. Endorse the key events that Council will plan for in its Multicultural Programs budget to include; Harmony Day, International Women’s Day in collaboration with other key agencies, and World Refugee Day.
- 3.4. Endorse a Multicultural Celebration Fund as a response to cater for and acknowledge all other cultural and religious days of significance.

3.5. Sustainability assessment

Social Pillar	The continued endorsement of the MF supports the principles of the Social Equity pillar. The MF allows for equal access to council’s services and participation in planning and governance. Endorsement of the MF and Multicultural Celebration Fund will lead to a more equitable social situation and promote exchange between communities. Increased interaction by CALD communities within the City of Port Phillip will improve social markers such as health, well-being and safety throughout the community.
Economic Pillar	There are minimal economic implications associated with this proposal as funds have been factored into the 07-08 budget for both the MF and the Multicultural celebration Fund.
Environmental Pillar	There are minimal environmental implications associated with this proposal.

Cultural Pillar	<p>Endorsement of the MF and the Multicultural Celebration Fund will support the Cultural Pillar. It will provide an opportunity for community governance by promoting effective dialogue and active citizenship across all cultures in the community. Through continued support of the MF, council will acknowledge the vast and rich cultural heritage of the City of Port Phillip valuing the experiences of others and informing a shared vision for the future.</p> <p>The MF is a reflection of the vitality of diverse cultures, and the Multicultural Celebration Fund is a tool to celebrate diversity in the community. It will provide groups with opportunities to celebrate cultural and/or religious days of significance, allowing for equal participation of all cultures in services within the City of Port Phillip and builds on the physical and cultural heritage of the area.</p>
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3.6. **Policy and legislative implications**

- 3.6.1. The Multicultural Victoria Act 2004 was passed by Parliament in December 2004 and came into operation on 1 January 2005. The Act consolidates and expands existing policy and legislative frameworks. The Multicultural Act 2004 enshrines the Victorian Government's commitment to all Victorians. It ensures that all Victorians are treated with equality, fairness and respect and recognises the social, cultural and economic contribution of Victoria's multicultural community
- 3.6.2. In September 2006, Council endorsed the Multicultural Strategic Framework including a Multicultural Statement.

3.7. **Risk implications**

- 3.7.1. The Multicultural Forum comprises members of Port Phillip's multicultural communities who have shown a dedication and enthusiasm to working together with Council to ensure an equitable partnership. This relationship should be maintained in the future, so as not to negatively impact on their participation with Council in the future.

3.8. **Resource implications**

There are minimal resource implications for this current 07-08 Budget that has been factored in. An allocation of \$2000 has been allotted for the January – June 2008 period for the Multicultural Celebration Fund.

4. ALTERNATIVE OPTIONS

4.1. Alternative 1

The alternative is to disband the MF and instead of the introduction of the Multicultural Celebration Fund to run key community events ourselves within the organisation.

4.1.1. **Sustainability assessment**

Social Equity Pillar	The dissolution of the MF would not give multicultural community groups and individuals the opportunity to be active participants in the community, leading to decreased access to services and programs and general governance.
Economic Viability Pillar	There would be a minimal saving if we were to disband the Multicultural Forum as there are minimal costs associated with the administration of the meetings. If we were to manage key community events ourselves, there would be a significant economic investment. Resources would be required to manage all of the events as well as the funding to host the events ourselves and overseeing the invitations and advertising. Increased staffing and resources would be required to manage this event component of the role without compromising the other activities of the Multicultural Liaison Unit.
Environmental Responsibility Pillar	There are minimal environmental implications associated with either option presented in this report.
Cultural Vitality Pillar	The dissolution of the MF would devalue the experiences and contributions of communities in Port Phillip. By not endorsing the Multicultural Celebration Fund and hosting the events ourselves, we will still be acknowledging the vast and rich cultural heritage of the City of Port Phillip, but we are preventing ownership of these events by the groups themselves. We are also at risk of not having the capacity of capturing every day of significance as these days are subject to change and new groups may establish themselves before we have the opportunity to recognize their significant date.

4.1.2. **Policy and legislative implications**

Declining to continue to support the MF and Multicultural Celebration Fund means that the Council ceases to support the Multicultural Strategic Framework which values diversity, and aims to improve services and increase participation.

4.1.3. **Risk implications**

The alternative will potentially attract more risk, in that the loss of the MF will mean the loss of a relationship and ensuing dialogue with multicultural communities in Port Phillip.

4.1.4. **Resource implications**

More funds would need to be allocated in the 07-08 budget to accommodate for more events required throughout the year.

5. PARTICIPATION AND ENGAGEMENT

5.1. **Internal**

5.1.1. The people who have been engaged with in relation to this issue are:

- Councillor Janet Bolitho, Mayor
- Councillor Judith Klepner, Albert Park Ward
- Carol Mayell, Manager, Community Development
- Natalie Gnanakone, Coordinator, Social Planning and Policy
- Christina Del Frate, Multicultural Liaison Officer

5.1.2. Advice and consultation has been positive in support of the MF and the introduction of the Multicultural Celebration Fund.

5.2. **External**

5.2.1. The external people and/or organisations who have been engaged with in relation to this issue are:

Members of the Port Phillip Multicultural Forum

5.2.2. In undergoing the review of the MF, members indicated overwhelming support for the MF to continue in its current structure, aims and program, and raised the issue repeatedly of a desire to participate in more community and multicultural events.

6. RECOMMENDATION

6.1. That the Council resolve to:

6.1.1. Support the continuance of the Multicultural Forum in 2008

It is recommended that Council support the continuance of the Multicultural Forum in 2008 recognising its ability to provide advice on matters concerning the multicultural communities of Port Phillip and most importantly the maintenance of the long-established relationship between council and members of the forum.

6.1.2. Support the current terms of reference into 2008.

6.1.3. Endorse the key events that Council will plan for in its Multicultural Programs budget to include; Harmony Day, International Women's Day, and World Refugee Day.

6.1.4. Endorse a Multicultural Celebration Fund as a response to cater for and acknowledge all other cultural and religious days of significance.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 7	ANNUAL REPORT OF THE CITY OF PORT PHILLIP HEALTHY & SAFER CITY ALLIANCE
LOCATION/ADDRESS:	
RESPONSIBLE EXECUTIVE DIRECTOR:	STEPHEN COOPER, ACTING EXECUTIVE DIRECTOR COMMUNITY DEVELOPMENT & PLANNING
AUTHOR:	PETER STREKER, COORDINATOR COMMUNITY HEALTH & DEVELOPMENT
FILE NO:	42/11/108
ATTACHMENTS:	A - ANNUAL REPORT ON IMPLEMENTATION OF THE HEALTH & WELLBEING PLAN B - HEALTHY & SAFER CITIES ALLIANCE - CURRENT AND FORMER MEMBERSHIP C - HEALTHY & SAFER CITIES ALLIANCE - TERMS OF REFERENCE

1. KEY ISSUES

The City of Port Phillip's Healthy & Safer City Alliance has overseen the implementation of the Municipal Public Health & Safety Plan's initiatives since 2000. The annual report of the implementation of the Health & Wellbeing plan is attached as Appendix A. It outlines the activities conducted during the past 6 months, and forecasts the work due in 2008.

2. CONTEXT

- 2.1. Council's previous Municipal Public Health & Safety Plan was released in 1999 with a 20 year scope. Since that time Council has implemented dozens of new health promoting initiatives in partnership with many local agencies and residents. Council launched its new Health & Wellbeing Plan on November 30, 2007.
- 2.2. The Healthy & Safer Cities Alliance is a group who have provided perspectives and voices from local and regional health and welfare professionals, educators, police, Council, business and residents and worked together to advise on or implement many of the actions from the previous health plan. A PhD study which used the Alliance as a case study of an effective health building coalition concluded that the network offered extra dimensions of accountability, personal and professional support, improved innovation, minimized risk and was able to quickly develop effective interventions that worked across multiple dimensions. Its current and former membership is attached as Appendix B.

- 2.3. Members of the Alliance have noted that it is timely to review the membership and function of the group, now that the new plan has been released.

3. PROPOSAL

This report recommends that, at its first meeting in 2008, the Alliance:

- Reviews its terms of reference (The current terms of reference are attached as Appendix C)
- Clarifies its members' roles;
- Reviews its membership, as some agencies have not replaced their representatives, once they left their agency;
- Determines and uses an annual suite of local health & wellbeing indicators to guide its work.

4. RESOURCE IMPLICATIONS

There will be no financial or Information Systems implications from this report. The amendments aim to sharpen the focus of the Alliance.

5. CONCLUSION

The Alliance continues to serve a valuable coordinating, resource sharing and supervisory role for Council's Health and Wellbeing initiatives. It plans to sharpen its focus as it helps guide the implementation of the new Health & Wellbeing plan.

6. RECOMMENDATION

That Council resolves to:

- 6.1. Note the 2007 annual report recommendations.
- 6.2. Continue to support the work of the Alliance with a Councillor representative.
- 6.3. Consider a further report on progress of the Committee in approximately 12 months.

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

ORDER 8	MELBOURNE SPORTS AND AQUATIC CENTRE ADVISORY COMMITTEE - ANNUAL REPORT
LOCATION/ADDRESS:	
RESPONSIBLE EXECUTIVE DIRECTOR:	GEOFF OULTEN EXECUTIVE DIRECTOR COMMUNITY DEVELOPMENT AND PLANNING
AUTHOR:	FIONA BLAIR, YOUTH AND RECREATION COORDINATOR
FILE NO.:	63/01/08-02
ATTACHMENTS:	1. MELBOURNE SPORTS AND AQUATIC CENTRE AQUATIC ADVISORY COMMITTEE ANNUAL REPORT 2. LIST OF APPLICANTS FOR AQUATIC ADVISORY COMMITTEE 2008-2009 (CONFIDENTIAL)

1. EXECUTIVE SUMMARY

- 1.1. Attached is the 2007 Annual report for Melbourne Sports and Aquatic Centre Aquatic (MSAC) Advisory Committee.
- 1.2. The annual report outlines the key activities of the Aquatic Advisory Committee for 2007 and recommends the continuation of the committee and appointments of community representatives to the committee for the 2008-2009 period.

2. BACKGROUND AND CONTEXT

- 2.1. The MSAC Aquatic Advisory Committee was established in 1995.
- 2.2. The terms of reference for the aquatic advisory committee are:
 - 2.2.1. To provide advice to Council on matters associated with Council's interest and involvement in the development of the Melbourne Sports and Aquatic Centre at Albert Park Reserve, and, in particular, the development of the Community Aquatic Centre component of the overall complex.
 - 2.2.2. To meet with the Melbourne Sports and Aquatic Centre representatives on an agreed minimum of four (4) occasions each year and to represent the interest of Council and the community in such meetings, and, in particular, in respect to those matters associated with the Community Aquatic Centre's design, management and pricing structures.

- 2.2.3. To pursue a pro-active role in gathering information relating to the operation of aquatic facilities elsewhere, with the view to presenting issues and information to the Aquatic Centre which might be of benefit in improving the design, management and/or operation of the Community Aquatic Facility component of the overall complex.
- 2.2.4. To pursue on behalf of Council and the community the following adopted philosophy and objectives in relation to the development of the Community Aquatic Centre component of the overall complex.

Philosophy

The principal function of the Community Aquatic Centre should be to provide a water-based recreational, educational (eg. Learn to Swim programs and school participation events), fitness and therapeutic facility to meet the health, water safety and recreational needs of residents, visitors and people who are employed in the City of Port Phillip.

Objectives

To ensure a diverse range of programs consistent with improving the health, water safety and recreational experiences of participants are provided.

To cater for people with disabilities and differing levels of fitness

To ensure the facility is accessible to all members of the local community and general public on a daily basis, subject to the requirements of national or international events held at the Centre.

To ensure that admission charges to the Community Aquatic Centre are set at a level that is generally comparable with other similar community aquatic facilities in the Melbourne metropolitan area.

- 2.3. In 2007 the Aquatic Advisory Committee has provided advice on the development of the business plan for the management of the Melbourne Sports and Aquatic Centre hydrotherapy pool and the development of Melbourne Sports and Aquatic Centre Hydrotherapy Pool Operating Framework
- 2.4. In August 2007 a revised terms of reference was adopted by council. The revised terms of reference defined a period of appointment (2 years) and committee membership. The existing committee also supported the revised terms of reference.
- 2.5. The terms of reference defined the committee membership to include:
- City of Port Phillip Councilors (2)
 - City of Port Phillip staff

- Joint Council's Access for All Abilities Representative
- Melbourne Sports and Aquatic Centre Representatives
- Swim School (parent or teacher involved in swim school)
- Regular community MSAC Aquatic User (2)
- Inner South Community Health Service (allied health professional qualified in physiotherapy)
- Regular MSAC hydrotherapy User (1)

2.6. In November 2007 advertisements for community representatives for the community were placed in both local papers and at MSAC. Six community members applied for positions.

2.7. Based on the criteria outlined in the terms of reference for the MSAC Aquatic Advisory Committee the following community representatives are recommended for the committee for the period 2008-2009:

Ms Megan Wolfe	Swim School
Mr Simon Macaulay	Regular User
Ms Julie Johnson	Regular User
Ms Gillian Kemp	Regular Hydrotherapy User

3. RECOMMENDED OPTION

3.1. Criterion for recommendation

3.2. **It is recommended that Council**

Note and endorse the Aquatic Advisory Committee Annual Report

Thank the existing committee members for their work and achievements

Appoint the community representatives for a two year term.

3.3. **Criterion for recommendation**

The MSAC Aquatic Advisory committee was established as part of a deed of agreement between Port Phillip Council and the State Government. This deed is still in effect.

The terms of reference were updated and signed off by Council in August 2007, which recommended a two year term for community representatives. Advertising for community representatives occurred in November 2007 as part of this process.

4. SUSTAINABILITY ASSESSMENT

4.1. SUSTAINABILITY ASSESSMENT

Social Pillar	The role of the aquatic advisory committee is to ensure that the aquatic centre provides water-based recreational, educational, fitness and therapeutic facilities and programs to meet the health, water safety and recreational needs of residents, visitors and people who are employed in the City of Port Phillip. A key objective is to advocate to ensure the aquatic facility caters for people with disabilities and differing levels of fitness
Economic Pillar	A key objective of the aquatic advisory committee is to advocate to ensure that admission charges are set at a level generally comparable to other similar aquatic facilities in the Melbourne metropolitan area
Environmental Pillar	The aquatic advisory committee works with MSAC to encourage an environmentally sustainable approach
Cultural Pillar	The aquatic committees role is to advocate for appropriate community access to the community aquatic area providing opportunities for the community to meet and interact

4.2. Policy and legislative implications

The activities and initiatives undertaken by the aquatic advisory committee outlined in the attached annual report are consistent with policy.

The aquatic advisory committee was established as part of the deed of agreement between Port Phillip Council and the State Government.

4.3. Risk implications

There are no risk implications associated with the recommendations.

4.4. Resource implications

There are no financial implications arising from this report.

5. ALTERNATIVE OPTIONS

- 5.1. The only alternative would be for the aquatic advisory committee to cease, this is not an option as the deed between Port Phillip Council and the state government requires the committee to function.

6. PARTICIPATION AND ENGAGEMENT

6.1. Internal

6.1.1. The people who have been engaged with in relation to this issue are:

- a) Cr. Peter Logan (chairperson MSAC Aquatic Advisory Committee)
- b) Cr Judith Klepner
- c) Ian Hicks Manager Culture and Recreation
- d) Cathy Henderson Manager Governance and Community Relations

6.2. External

6.2.1. The external people and/or organisations who have been engaged with in relation to this issue are:

- a) Members of the MSAC Aquatic Advisory Committee

7. RECOMMENDATION

- 7.1. That the Council note and endorse the Melbourne Sports and Aquatic Centre Aquatic Advisory Committee Annual Report.
- 7.2. That the council extends its appreciation to the Melbourne Sports and Aquatic Centre Aquatic Advisory Committee and in particular the departing members for their contribution over many years.
- 7.3. That Council appoints the community representatives to the MSAC Aquatic Advisory Committee for the period 2008-2009.