



# **MINUTES OF THE SPECIAL COUNCIL MEETING**

**HELD ON**

**MONDAY, 29 JUNE 2009**

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RELEASED TO THE PUBLIC ON WEDNESDAY 1 JULY 2009

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# Table of Contents

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<b>Item Number</b>		<b>Page Number</b>
<b>1.</b>	<b>PRESENT.....</b>	<b>1</b>
<b>2.</b>	<b>APOLOGIES .....</b>	<b>1</b>
<b>3.</b>	<b>DISCLOSURES OF CONFLICTS OF INTEREST.....</b>	<b>1</b>
<b>4.</b>	<b>REPORTS OF COMMITTEES.....</b>	<b>2</b>
4.1	REPORT OF THE HEARING OF SUBMISSION COMMITTEE.....	2
<b>5.</b>	<b>CONSIDERATION OF REPORTS.....</b>	<b>3</b>
5.1	ROAD MANAGEMENT PLAN REVIEW .....	3
5.2	COUNCIL PLAN 2009-2013 .....	9
5.3	REVIEW OF ALLOWANCES FOR MAYOR AND COUNCILLORS.....	15
5.4	ADOPTION OF 2009/2010 COUNCIL BUDGET AND DECLARATION OF RATES.....	20
<b>6.</b>	<b>CLOSE OF MEETING.....</b>	<b>32</b>

**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE  
DAREBIN CITY COUNCIL HELD AT  
THE DAREBIN CIVIC CENTRE,  
350 HIGH ST, PRESTON ON MONDAY 29 JUNE 2009**

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**THE MEETING OPENED AT 7.01 P.M.**

**1. PRESENT**

*Councillors*

Cr. Diana Asmar (Mayor)  
Cr. Stanley Chiang  
Cr. Vince Fontana  
Cr. Gaetano Greco  
Cr. Nick Katsis  
Cr. Tim Laurence  
Cr. Ben Morgan  
Cr. Trent McCarthy  
Cr. Steven Tsitas

*Council Officers*

Michael Ulbrick – Chief Executive Officer  
Geoff Glynn – General Manager Community Assets and Leisure  
Libby Hynes – General Manager Environment and Amenity  
Bruce Dobson – General Manager Corporate Services  
Michael Ballock – Acting General Manager City Development  
Jan Black – General Manager Communities and Culture (7.30pm)  
Rhys Thomas – Manager Business Improvement  
Sally Curran – Acting Manager Customer and Civic Services  
Ron Downes – Council Business Coordinator

**2. APOLOGIES**

Nil.

**3. DISCLOSURES OF CONFLICTS OF INTEREST**

Nil.

**4. REPORTS OF COMMITTEES**

**4.1 REPORT OF THE HEARING OF SUBMISSION COMMITTEE**

**MINUTE NO. 230**

<p><b>COUNCIL RESOLUTION</b></p>
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**MOVED: Cr. V. Fontana**  
**SECONDED: Cr. T. McCarthy**

**THAT** the Report of the Hearing of Submissions Committee meeting held on Thursday 25 June 2009 be received and the Committee Recommendations be adopted.

**CARRIED**

## **5. CONSIDERATION OF REPORTS**

### **5.1 ROAD MANAGEMENT PLAN REVIEW**

**MINUTE NO. 231**

**AUTHOR:** Manager Roads Infrastructure – Vincent King

**MANAGER:** General Manager City Services – Jeff Saker

**BUDGET**

**IMPLICATIONS:** Within 2009/2001 Budget Allocation

**SUMMARY:**

In order to improve the way Council manages its road assets, Council adopted a Road Management Plan (RMP) on 20 December 2004. The original RMP was the first of a number of Council documents relating to asset management. Since then, other Council documents have been prepared relating to road asset management.

In accordance with the Road Management Act 2004, Council is required to review its RMP within 6 months of being elected or by 30 June of the year following its election. Darebin City Council is required to review its RMP by 30 June 2009.

This report outlines the process undertaken to review the RMP and the changes made to the RMP as a result of this review.

**CONSULTATION:**

Geoff Glynn – General Manager Community Assets & Leisure

Jeff Saker – General Manager City Services

Graeme Houlden – Manager Capital Works

Nerina Di Lorenzo – Manager Asset Strategy

Robert Cauchi – Asset Management Coordinator

Alan Marks – Senior Asset Analyst

Kieran O'Brien – Partner DLA Philips Fox Lawyers acting on behalf of Council insurers – CMP

BonTeck Tee – Principal Consultant GHD

Community via Public Advertisements inviting submissions

**COUNCIL RESOLUTION**

**MOVED:** Cr. S. Tsitas  
**SECONDED:** Cr. G. Greco

**THAT:**

- (1) Council adopt the revised Road Management Plan attached as **Appendix A** to this report.
- (2) Council advise the submitter to the revised Road Management Plan, Elma Marrari of Thornbury, of Council's decision to adopt the attached revised Road Management Plan and the reasons for the decision as follows:

The Road Management Plan:

- Establishes a management system for the road management functions of Council which is based on policy, operational objectives and available resources;
- Establishes the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions; and
- Details the management systems that Council proposes to implement in the discharge of its duty to inspect, maintain and repair those public roads for which Council is responsible.

**CARRIED**

**REPORT****BACKGROUND**

The original Road Management Plan (RMP) was prepared in response to the introduction of the Road Management Act 2004 (the Act). The aim of this Act is to provide a safe and efficient road network via a coordinated approach and a legal framework for the management of public roads.

The Act states that a Road Authority (ie Council) may prepare and adopt a RMP. Adoption of a RMP is also good asset management practice. A RMP provides a policy defence against claims for damages from road users and articulates the intervention levels that Council will adopt and implement to maintain the integrity of the roads and footpaths that Council is responsible for.

The Act sets out the legal requirements for the adoption and revision of a RMP. These include the requirement for public advertising, 28 days for submissions from the public and consideration of any submissions before Council can adopt the revised RMP.

The Road Management Plan:

- Establishes a management system for the road management functions of Council which is based on policy, operational objectives and available resources;

- Establishes the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions; and
- Details the management systems that Council proposes to implement in the discharge of its duty to inspect, maintain and repair those public roads for which Council is responsible.

The purpose of this report is to outline the changes to the RMP that have resulted from Council Officers review of the initial plan and subsequent Community consultation.

## CORE ISSUES

### 1. Key elements of the Road Management Plan

The Road Management Plan covers the following key elements:

- *Asset Description*

Explains the criteria for the inclusion or exclusion of roads that Council is responsible for and outlines hierarchies for roads and footpaths.

- *Asset Standards*

Describes the level of intervention for asset management and defect rectification.

- *Operation Responsibility*

Details the division of operational responsibility between VicRoads, Public Transport Providers and Council.

### 2. Changes from the previous Road Management Plan

The previous RMP included information on asset management systems, stakeholders, asset descriptions, rights and duties of road authorities and road users. The Road Asset Management Plan, which has since been prepared, now includes this information. Consequently, this information has been removed from the RMP. The Road Asset Management Plan will be presented to the Council for consideration at a later date.

The primary changes to inspections are highlighted in the table below:

Roads	2004 RMP		2009 RMP	
	Hierarchy	Frequency	Hierarchy	Frequency
<b>Pro-active</b>	1	24 Months	ROW (1)	24 Months
<b>Defect</b>	2	24 Months	Access (2)	12 Months
	3	12 Months	Combined into one	6 Months
	4	6 Months		
<b>Reactive</b>	All	10 Days	All	10 Days
<b>Condition</b>	All	4 Years	All	4 years
<b>Night (signs)</b>	All	12 Months	All	12 Months

Footpaths	2004 RMP		2009 RMP	
	Hierarchy	Frequency	Hierarchy	Frequency
Pro-active Defect	1	24 Months	Low	5 Years
	2	24 Months		
	3	12 Months	High	12 Months
	4	6 Months		
Reactive	All	10 Days	All	10 Days
Condition	All	Nil	All	Nil
Night (signs)	All	N/A	All	N/A

The changes to response times and intervention levels can't be compared as the 2004 RMP was based on a formula and this is based on response time and direct deliverable services.

The new response time are laid out in the Defect and Safety Inspection Manual – **Appendix B**. The two main items to take notes are as follows.

	Compulsory Intervention Level		Hierarchy	Intervention Level		Target Service Level
	Description	Response Times		Description	Permanent Repair	
<b>Road Pavement</b>						
Potholes	Pothole depth of 70mm and or diameter 300mm or hazardous to traffic.	24 hr	Collector	Pothole depth of 30mm and or diameter 200mm.	60 days	Pothole depth of 30mm and or diameter 200mm.- 10 Days
		48 hr	Access		90 days	
		48 hr	ROW		90 days	
<b>Footways</b>						
Trip Hazard	When displacement is greater than 20mm	24 hr	High	When displacement is between 5mm to 20mm	90 days	When displacement is between 10mm to 20mm Temporary repair 10 days
		48 hr	Low		5 Years	

The revised RMP describes how the Customer and Asset Management System (CAMS) will be utilised for performance management.

A revised list of relevant references has been provided.

### 3. Links to Council Plan 2009-2013

The RMP reflects the objectives of Council as described in the Council Plan 2009 – 2013. These include:

*We will continue to manage our existing asset base, ensuring that the city's public spaces, facilities and infrastructure is maintained to a high standard and continues to meet the community need.*

This Road Management Plan details how these strategic objectives will be achieved.

### 4. Related Documents



The Road Management Plan refers to other key Council documents including:

***Road Register.***

This register lists those local roads to which the Plan applies and identifies the roads that are managed by other authorities (eg. VicRoads).

***Defects and Safety Inspection Manual***

This manual details the frequency of periodic inspection of road assets and the response times to be implemented to repair various defects that may arise.

**LEGAL REQUIREMENTS**

The Act sets out the legal requirements for the adoption and revision of a Road Management Plan. These include the requirement for public advertising, 28 days for submissions from the public, consideration of any submissions, before Council can adopt the revised RMP.

Advertisements were placed in 'The Age' and the 'Victoria Government Gazette' on 21 May 2009 and the 'Preston Leader' and 'Northcote Leader' on 26 May 2009 advising that Council was undertaking a review of its RMP and calling for any submissions from members of the public. Having followed the requirements of the Act, Council may adopt the revised RMP.

**SUBMISSION**

The one submission that was received (Elma Marrari of Thornbury), who did not wish to be heard in support of the submission, did not address the objectives of the Road Management Plan but raised issues regarding development, traffic and special charge schemes in the area of Flinders Street and Victoria Road, Thornbury. The concerns raised in the submission will be addressed independently from this process with the submitter to be written to with a response to the issues raised.

A copy of the written submission received is forwarded separately for Councillors consideration.

**POLICY IMPLICATIONS**

**Environmental Sustainability**

No direct environmental impact – Investigations are underway as to the practicality and viability of using recycled Asphalt and 'Green' concrete within the Road and footpath maintenance area.

**Social Inclusion and Diversity**

The implementation of the RMP will provide the same level of inspections and intervention regardless of where they live or their socio economic circumstances

**Other**

Nil.

**FINANCIAL IMPLICATIONS**

The inspections and intervention levels are within the 2009/2010 budget and will be considered in future budget considerations

**FUTURE ACTIONS**

Advise the submitter of the Council's decision in relation to the Road Management Plan and the reasons for the decision.

The RMP will be implemented as of the 1 July 2009.

The RMP will be reviewed every four years in accordance with the Road Management (General) Regulations.

**RELATED DOCUMENTS**

Road Management Plan, see copy attached

City of Darebin Council Plan 2009-2013

Road Asset Management Plan (RAMP)

Register of Public Roads

Defect and Safety Inspection Manual

**5.2 COUNCIL PLAN 2009-2013****MINUTE NO. 232****AUTHOR: Manager Business Improvement – Rhys Thomas****MANAGER: General Manager Corporate Services – Bruce Dobson****BUDGET****IMPLICATIONS: Printing costs of approximately \$10,000****SUMMARY:**

The Darebin City Council is required by the Local Government Act ('the Act') to prepare a Council Plan by 30 June 2009. The Act requires that the plan contain the strategic objectives of Council, strategies for achieving those objectives and indicators to monitor the achievement of those objectives. Further, the Council Plan is required to include a Strategic Resource Plan containing, among other things, a series of standard financial statements.

Following the development of a Council Plan, Councils are required to publish a public notice of the right to make a submission in relation to the adoption of a Council Plan, and of the right to appear at (or be represented at) a meeting in support of that submission.

This report presents the outcomes of the public exhibition process and recommends that Council adopt the revised City of Darebin Council Plan 2009-2013 in accordance with the Act.

**CONSULTATION:**

Before a Council Plan can be adopted, Councils are required to adopt a proposed Council Plan, and place it on public exhibition to allow interested members of the public an opportunity to make a submission to the Council.

Following Council's resolution of 18 May 2009, the proposed Council Plan was placed on public exhibition. This process included:

- Public Notice was given in The Age on 21 May 2009.
- A copy of the Public Notice appeared in the Preston Leader and Northcote Leader on 26 May 2009.
- A Media Release was published to local media and Council's website on 20 May 2009.
- The proposed Plan was presented at two Community Information Sessions held on Tuesday 2 June and Thursday 4 June 2009.
- The proposed Plan was made available at Council Customer Service Centres and on Council's website.

Following this process, a submission was received from the Darebin Environmental Reference Group in relation to the proposed Council Plan 2009-2013. The submitter did not request to present their submission to Council's Hearing of Submissions Committee.

**COUNCIL RESOLUTION**

**MOVED:** Cr. G. Greco  
**SECONDED:** Cr. T. McCarthy

**THAT:**

- (1) Council adopt the revised Council Plan 2009-2013 (**Appendix A**) and the revised Strategic Resource Plan 2009-2013 (**Appendix B**) as its Council Plan for 1 July 2009 to 30 June 2013.
- (2) Council submit a copy of the Council Plan to the Minister for Local Government in accordance with section 125(5) of the Local Government Act 1989.
- (3) Council thank the Darebin Environmental Reference Group for its submission, and advise them of Council's decision to adopt the Council Plan 2009-2013 (as revised) for the reasons outlined in the body of this report.
- (4) Council make the Council Plan available to the public at its Customer Service Centres and on its website.

**CARRIED****REPORT****BACKGROUND**

Section 125 of the Local Government Act 1989 ('the Act') requires that the Darebin City Council prepare a Council Plan by 30 June 2009. The Act prescribes a number of matters that must be included in the plan, and provides a right for interested parties to make a submission to Council ahead of its adoption. The relevant part of the Act is:

**125 Council Plan**

- (1) A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later.
- (2) A Council Plan must include—
  - (a) the strategic objectives of the Council;
  - (b) strategies for achieving the objectives for at least the next 4 years;
  - (c) strategic indicators for monitoring the achievement of the objectives;
  - (d) a Strategic Resource Plan containing the matters specified in section 126;
  - (e) any other matters which are prescribed by the regulations.
- (3) A person has a right to make a submission under section 223 on the proposed Council Plan.
- ...
- (9) A person has a right to make a submission under section 223 on a proposed adjustment to a Council Plan which relates to a matter specified under subsection (2)(a), (2)(b) or (2)(c).

Further, the Act describes in more detail the matter to be included in a Strategic Resource Plan, which forms a part of the Council Plan. The relevant part of the Act is:

### **126 Strategic Resource Plan**

- (1) The Strategic Resource Plan is a resource plan of the resources required to achieve the strategic objectives.
- (2) The Strategic Resource Plan must include in respect of at least the next 4 financial years—
  - (a) the standard statements describing the required financial resources in the form and containing the information required by the regulations;
  - (b) statements describing the required nonfinancial resources, including human resources.
- (3) A Council must—
  - (a) review the Strategic Resource Plan during the preparation of the Council Plan; and
  - (b) adopt the Strategic Resource Plan not later than 30 June each year.

Councillors and officers of the City of Darebin began discussions regarding the principles to underpin the development of a new Strategic Resource Plan in February 2009, and have been working closely together since that date to prepare a plan that gives effect to these principles, and reflects the policy objectives outlined in the proposed Council Plan.

Following a workshop for Darebin's Councillors and Executive Management Team in February 2009, Council began the *Dear Councillor* consultation program. The program was designed to engage the Darebin community in the development of the Council Plan and to add to Council's already detailed understanding of the issues and challenges facing the municipality.

## **CORE ISSUES**

The attached revised Council Plan 2009-2013 (**Appendix A**) builds on the results of the consultation program and includes:

- Introductory information
- A promise for 2009-2013
- An explanation of Council's promise
- Six goals (referred to in the Act as strategic objectives and required by s125(2)(a))
- Explanations of each of the goals
- A series of strategies for the achievement of each of the goals (required by s125(2)(b))
- A series of strategic indicators relating to each of the goals (required by s125(2)(c))

The attached revised Strategic Resource Plan (required by s125(2)(d)) (**Appendix B**) has been prepared for a four year period to guide the setting of future budgets including the 2009/2010 Annual Budget. It includes the following:

- Background information
- The key objectives the plan
- How the plan was development
- An assessment of Council's current financial position

- The key underlying assumptions
- The plan outcomes
- Standard Statements describing the required financial resources
- Statements including the required non-financial resources

When adopted, these two documents together will form the City of Darebin Council Plan as required by s125 of the Act.

### Changes to the proposed Council Plan

One submission was received as a result of the Public Exhibition process – from the Darebin Environmental Reference Group. In addition to a number of general statements relating to the Council Plan and the Annual Budget, the submission made a number of specific suggestions in relation to the Council Plan. The Officer's comments in relation to these suggestions can be found in the table below. A copy of the submission has been circulated separately to Councillors for consideration.

#### Officer's comments on the submission by the Darebin Environmental Reference Group

<b>Extract from submission</b>	<b>Officer Response</b>
<i>'decision-making' or 'decision making'</i>	Agreed. Document changed to remove hyphen throughout.
<i>'Darebin City Council' and 'City of Darebin'</i>	The document uses 'Darebin City Council' where referring to the group of nine Councillors, and 'City of Darebin' when referring more broadly to either the organisation, or the municipality. No change has been made.
<i>'whole of organisation response to diversity'</i>	The concept of 'whole of organisation response' has been deliberately included to describe a process that is part of the planning and service delivery in every area of Council operations. No change has been made.
<i>Under 'Liveability and Regeneration' ... delete 'by'</i>	Agreed. Amendment made as suggested.
<i>Celebration and Participation Goal we suggest ... delete first 'and'</i>	The suggested amendment is grammatically incorrect in that it links the 'strong sense of belonging' to the 'city', rather than to 'everyone'. No change has been made.
<i>Celebration and Participation amend 'bring' to 'brings'</i>	Agreed. Amendment made as suggested.
<i>Environmental Sustainability add ..... improving responsible environmental....</i>	To include 'responsible' in the sentence would alter the intention of the strategy, as it could be argued that 'responsible environmental behaviour' does not require as much improvement as 'irresponsible environmental behaviour'. No change has been made.

Apart from the changes listed in the table above, no other changes have been made to the proposed Council Plan as adopted by Council on 18 May 2009.

### **Changes to the proposed Strategic Resource Plan**

The public submission received did not make any recommendations in relation to the proposed Strategic Resource Plan.

A number of minor changes have been made to the proposed Strategic Resource Plan to reflect the final figures in the 2009/2010 Budget as detailed in the Annual Budget report to this meeting. Apart from those changes, no other changes have been made to the proposed Strategic Resource Plan as adopted by Council on 18 May 2009.

### **POLICY IMPLICATIONS**

The revised Council Plan 2009-2013 is a statement of Council's policy direction across all areas of operation. As such, it has potentially significant and far reaching impacts on all areas of Council policy. This report provides some guidance to assist the reader to focus on those areas of greatest impact.

#### **Environmental sustainability**

The revised Council Plan 2009-2013 contains a number of policy directions specifically designed to reflect Council's commitment to environmental sustainability. Most notably, the document contains a goal titled 'Environmental Sustainability', which is underpinned by seven strategies and five strategic indicators.

#### **Social inclusion and diversity**

The revised Council Plan 2009-2013 contains a number of policy directions specifically designed to reflect Council's commitment to social inclusion and diversity. Council's articulated Promise contains a commitment to 'strive in all that we do to achieve fairness' and later to 'respect and reflect our diverse community'. This promise is explained in more detail, and Council commits to 'consider the social impacts of all its decisions, and to use the delivery of programs and services to address the potential imbalance between members of our community' and to ensure that 'our diversity response is at the core of our governance and decision-making practices'.

More specifically, under the heading 'Community Wellbeing', the document outlines a number of strategies designed to ensure both the equitable distribution of services, as well as a more targeted approach aimed at redressing imbalance, where present, in the Darebin community. Further elements are addressed under the headings 'Leadership and Engagement', 'Liveability and Regeneration', 'Celebration and Participation' and 'Prudence and Prosperity'.

#### **Other**

The revised Council Plan 2009-2013 is a statement of Council's policy direction across all areas of operation. Following its adoption, it will influence the development of all future Council policy, and will inform Council's decision-making on an ongoing basis.

The revised Strategic Resource Plan 2009-2013 outlines four principles used to underpin Council's long term financial planning. These principles are:

- Maintenance of the scope and standard of ongoing services provided to the Darebin community and a flexibility to address changing community needs with innovative services and facilities.
- A focus on renewing community assets such as roads, footpaths, open space and buildings to ensure they are maintained at an appropriate standard to meet required service levels.

- Generation of sufficient ongoing income to fund Council services and capital works commitments over the longer term.
- Holding of sufficient cash and other assets in order to meet Council's payment obligations to suppliers and employees.

Each of these principles are measured by specific financial indicators.

### **FINANCIAL IMPLICATIONS**

The estimated cost for the production of the plan for distribution to all staff and the provision of suitable quantities made available to the public is \$10,000. Provision for this amount has been included as part of the 2009/2010 Business Improvement Branch's operational budget.

### **FUTURE ACTIONS**

- Once adopted, the City of Darebin Council Plan 2009-2013 will be delivered to the Minister for Local Government as required by the legislation.
- Following the completion of necessary graphic design, a final version of the Council Plan will be published and made available to Council staff and the community.
- The Council Plan will be accompanied by a statement by the Mayor, which will be issued by the Mayor in December each year.
- The Council Plan will be made available to the public at Council Customer Service Centres and the City of Darebin website.

### **RELATED DOCUMENTS**

- Revised Council Plan 2009-2013 (**Appendix A**)
- Revised Strategic Resource Plan 2009-2013 (**Appendix B**)
- Submission by the Darebin Environmental Reference Group



**5.3 REVIEW OF ALLOWANCES FOR MAYOR AND COUNCILLORS**

MINUTE NO. 233

**AUTHOR:** Manager Customer and Civic Services – Ray McQuillen**MANAGER:** General Manager Corporate Services – Bruce Dobson**BUDGET****IMPLICATIONS:** The proposed allowances have been allowed for in the 2009/2010 Proposed Budget**SUMMARY:**

Section 74 of the Local Government Act 1989 provides for each Council to review and determine Mayoral and Councillor allowances within seven months after each general election. The allowances fixed become payable for the next four financial years but are subject to annual review by the Minister for Local Government.

At its meeting on 18 May 2009, Council resolved to give public notice of its intention to set the Mayoral allowance at \$77,300 and Councillor allowances at \$24,200 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the four-year term of office of the Council.

Statutory procedures under the Local Government Act 1989 have been completed and one submission has been received.

This report addresses the submission received and concludes that the proposal to set the Mayoral allowance at \$77,300 and Councillor allowances at \$24,200 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the four-year term of office of the Council should be confirmed.

**CONSULTATION:**

Executive Management Team

**COUNCIL RESOLUTION****MOVED:** Cr. B. Morgan**SECONDED:** Cr. S. Chiang**THAT** Council:

- (1) Having given notice of its intention to fix Mayoral and Councillor allowances for the 2009/2010, 2010/2011, 2011/2012 and 2012/2013 financial years, in accordance with sections 74 and 223 of the Local Government Act 1989 and having considered submissions received in relation to the proposal in accordance with section 223 of the Act, now resolves to:
  - Set the Mayoral allowance at \$77,300 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the 2009/2010, 2010/2011, 2011/2012 and 2012/2013 financial years.

- Set Councillor allowances at \$24,200 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the 2009/2010, 2010/2011, 2011/2012 and 2012/2013 financial years.
- (2) Note that the allowances set by the Council will be subject to any variations or adjustments made by the Minister for Local Government during the four-year period.
- (3) Advise the person who made a submission in relation to the proposed Mayoral and Councillor allowances of Council's decision and the reasons for the decision as follows:
- Council considers that the diverse and complex service, social and advocacy issues to be addressed by Darebin City Council warrants the maximum allowance available to Category 3 Councils within the policy framework adopted by the Victorian Government.
  - Apart from the introduction of a superannuation guarantee contribution of 9%, the new framework of allowances for Mayors and Councillors simply restores the real value of the allowances previously established in 2000.
  - The allowances proposed have been in effect since December 2008 and maintain the status quo for Darebin Councillors.

**CARRIED**

## REPORT

### BACKGROUND

Section 74 of the Local Government Act 1989 provides for each Council to review and determine Mayoral and Councillor allowances within seven months after each general election and the allowances fixed become payable for the next four financial years, subject to any variations or adjustments made by the Minister for Local Government.

In May 2007, the Minister for Local Government appointed a Local Government Panel to review the remuneration of Mayors and Councillors in Victoria. The Panel reviewed allowances, expenses, support and resources for Councillors and submitted its report to the Minister in January 2008.

The Minister subsequently released the Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources in April 2008. The policy statement retained a three-tier structure of allowances based on Council population and revenue. A range of allowances was specified for each category of Council and the allowances were adjusted based on movements in the remuneration of executives within the meaning of the Public Administration Act 2004 since the previous review in 2000. In addition an amount the equivalent of the *superannuation guarantee contribution* (currently 9%) was introduced. The Government policy statement provided for an annual review of allowances by the Minister for Local Government.

The Local Government Act 1989 was subsequently amended to implement the new framework of allowances and the Minister specified transitional allowances to apply for each category of Council from 1 December 2008.

Under the transitional arrangements, the allowances payable for Darebin Councillors were:

- Councillors - \$24,200 plus superannuation guarantee contribution
- Mayor - \$77,300 plus superannuation guarantee contribution.

## CORE ISSUES

### Review Process

In accordance with section 74 of the Local Government Act 1989, Council is required to review and determine the allowances for the next four years, subject to any variations or adjustments made by the Minister for Local Government. The review is to include a public consultation process under section 223 of the Local Government Act 1989.

At its meeting on 18 May 2009, Council considered a detailed report in relation to allowances payable to Mayors and Councillors in Victorian Councils. The report:

- Outlined the policy framework for allowances adopted by the State Government and the guidelines previously established for Councils to take into account in setting the allowances within the policy framework.
- Assessed the complexity factors relating to the City of Darebin including governance and representation, social factors and regional focus.
- Reviewed the allowances fixed by other large metropolitan councils.

A copy of that report dated 18 May 2009 is attached as **Appendix A** to this report.

Following its assessment of these factors, the Council resolved to give public notice of its intention to set the Mayoral allowance at \$77,300 and Councillor allowances at \$24,200 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the four-year term of office of the Council.

### Public Notice and Submissions

In accordance with sections 74 and 223 of the Local Government Act 1989, public notice of the proposed allowances was published in 'The Age' newspaper on Thursday 21 May 2009 with copies in the Northcote Leader and Preston Leader the following week.

Persons wishing to make a submission in relation to the proposed allowances were invited to do so by Thursday 18 June 2009 with any person requesting to be heard in support of their written submission to be heard by Council's Hearing of Submissions Committee.

One submission was received from Mr Ken McDonald of Kingsbury. Mr McDonald did not request to be heard in support of his submission. A copy of the written submission has been forwarded separately to Councillors for consideration.

The submission refers to the effects on the community of the current economic circumstances and advocates that allowances should not be increased, particularly when increases to municipal rates are proposed.

The current range of allowances for the office of Mayor and Councillor took effect from 1 December 2008. The three-level structure for allowances is based on Council population and total revenue. Darebin is one of 22 Councils in Category 3 - the highest category in the allowance structure.

Apart from the introduction of a superannuation guarantee contribution of 9%, the new framework of allowances for Mayors and Councillors simply restores the real value of the allowances previously established in 2000. In fact before the transitional adjustments were made by the Minister in December 2008, allowances applying to Darebin Councillors had remained unchanged since the commencement of the 2003/2004 financial year.

The allowances fixed will apply for the four-year term of the Council subject to any variations or adjustments made by the Minister for Local Government.

Council is required to take into consideration all submissions received in relation to the proposal and after it has made a decision advise the submitters of its decision and the reasons for the decision.

It is recommended that Council sets the Mayoral allowance at \$77,300 and Councillor allowances at \$24,200 plus an amount equivalent to the *superannuation guarantee contribution* (currently 9%) for the four-year term of office of the Council.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

The environmental issues and challenges referred to in the previous report (attached as **Appendix A**) have an impact on the advocacy and community leadership roles of the Mayor and Councillors.

### **Social Inclusion and Diversity**

The social inclusion and diversity issues and challenges referred to in the previous report (attached as **Appendix A**) have an impact on the advocacy and community leadership roles of the Mayor and Councillors.

### **Other**

As outlined in the report, the determination of Mayoral and Councillor allowances is a statutory requirement for the Council.

## **FINANCIAL IMPLICATIONS**

The allowances proposed in this report have been in effect since December 2008 and maintain the status quo for Darebin Councillors.

The proposed allowances have been included in the 2009/2010 Proposed Budget.

## **FUTURE ACTIONS**

Allowances are paid quarterly in advance in accordance with the Order in Council published in the Victoria Government Gazette on 27 November 2008

**RELATED DOCUMENTS**

City of Darebin Council minutes 30 May 2005

Local Government (Councillor Remuneration Review) Panel Report – January 2008.

Victorian Government ‘Recognition and Support’ Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008

City of Darebin Council minutes 10 December 2008

City of Darebin Council minutes 18 May 2009

**5.4 ADOPTION OF 2009/2010 COUNCIL BUDGET AND  
DECLARATION OF RATES****MINUTE NO. 234****AUTHOR: General Manager Corporate Services – Bruce Dobson****MANAGER: Chief Executive Officer – Michael Ulbrick****BUDGET****IMPLICATIONS: Budget for 2009/2010****SUMMARY:**

The Proposed Budget for the 2009/2010 Financial Year was received at a Meeting of Council on 18 May 2009. At that meeting, Council resolved to give public notice in accordance with section 129 of the Local Government Act 1989 of Council's intention to adopt the Proposed Budget.

In response to the public notice, four written submissions have been received. One of the submitters was (by request) heard by the Hearing of Submissions Committee on 25 June 2009.

It is recommended that Council adopt the attached Budget 2009/2010 and declare the rates for the 2009/2010 Financial Year and that public notice be given of the decision in accordance with the Act.

**CONSULTATION:**

Councillors

Chief Executive Officer and General Managers

Managers and Coordinators

Proposed Budget available for public inspection

Public Information Sessions conducted on 2 June 2009 and 4 June 2009.

**COUNCIL RESOLUTION****MOVED: Cr. V. Fontana****SECONDED: Cr. T. Laurence****THAT:****1. Adoption of Budget**

- 1.1 The 'Darebin City Council Budget 2009/10' attached as **Appendix A** to this report be adopted by Council.
- 1.2 The Chief Executive Officer be authorised to give notice of this decision to adopt the Budget, in accordance with section 130(2) of the Local Government Act 1989.

**2. Amount Intended To Be Raised**

The amount which Council intends to raise by general rates is declared to be \$76,989,442 and such further amount as is lawfully levied as a consequence of this Resolution.

**3. General Rates**

- 3.1 A general rate be declared in respect of the 2009/2010 Financial Year.
- 3.2 It be further declared that the general rate be raised by the application of differential rates.
- 3.3 A differential rate be declared for rateable land having the characteristics specified below, and which form the criteria for each differential rate so declared:

**3.3.1 Business Land**

Any land which is:

- 3.3.1.1 occupied for the principal purpose of carrying out the manufacture or production of, or trade in, goods or services; or
- 3.3.1.2 unoccupied but zoned commercial or industrial under the City of Darebin Planning Scheme.

**3.3.2 Residential Land**

Any land which is:

- 3.3.2.1 not business land; and
- 3.3.2.2 occupied for the principal purpose of physically accommodating persons; or
- 3.3.2.3 unoccupied but zoned residential under the City of Darebin Planning Scheme.

3.4 Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in paragraph 3.3 of this Resolution) by the relevant percentages indicated in the following table:

<b>Category</b>	<b>%</b>
Business Land	0.440274 (or 0.440274 cents in the dollar of Capital Improved Value).
Other Land (Including Residential Land)	0.251585 (or 0.251585 cents in the dollar of Capital Improved Value).

- 3.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:
- 3.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution; and
  - 3.5.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution; and
  - 3.5.3 the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and
  - 3.5.4 the relevant
    - 3.5.4.1 uses of; and
    - 3.5.4.2 geographical locations of; and
    - 3.5.4.3 planning scheme zonings of; and
    - 3.5.4.4 types of buildings onthe respective types or classes of land be those identified in the Schedule to this Resolution.
- 3.6 It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.
- 3.7 In accordance with section 4 (4) of the Cultural and Recreational Lands Act 1963, the amount of rates payable in respect of each of the rateable land to which that Act applies be determined by multiplying the Capital Improved Value of that rateable land by 0.220138 per cent (or 0.220138 cents in the dollar of Capital Improved Value).

#### **4. Rebates**

It be recorded that Council grants a rebate in relation to rates in accordance with section 169 of the Local Government Act 1989 to assist the proper development of the municipal district. The rebate is in the amount of \$50 to each owner of rateable land who is an 'eligible recipient' within the meaning of the State Concessions Act 2004, and is being granted because Council considers that it provides a benefit to the Darebin community in that it provides some relief on rates to elderly and other eligible residents in addition to the State Government rates concession and is consistent with principles of fairness and equity.

#### **5. Incentives**

No incentives be declared as the incentives to be given by Council for the payment of general rates before the dates fixed or specified for their payment under section 168 of the Local Government Act 1989.



**6. Other Charges**

- 6.1 An annual service charge for the optional collection and disposal of green waste (“the green waste service charge”) be declared in respect of the 2009/2010 Financial Year.
- 6.1.1 the Green Waste Service Charge is declared and will be levied on the basis of the following criteria:
- |         |                           |      |
|---------|---------------------------|------|
| 6.1.1.1 | 120 litre bin             | \$36 |
| 6.1.1.2 | 120 litre bin (pensioner) | \$20 |
| 6.1.1.3 | 240 litre bin             | \$63 |
| 6.1.1.4 | 240 litre (pensioner)     | \$47 |
- 6.1.2 the annual service charge is to be paid by four instalments in accordance with clause 7 of this recommendation. There are no incentives for early payment of the Green Waste Service Charge.
- 6.2 It be recorded that no other service rate or annual service charge be declared in respect of the 2009/2010 Financial Year.
- 6.3 It be recorded that no municipal charge be declared in respect of the 2009/2010 Financial Year.

**7. Payment Options**

The general rates must be paid by four instalments made on or before the following dates:

Instalment 1	-	30 September 2009
Instalment 2	-	30 November 2009
Instalment 3	-	1 March 2010
Instalment 4	-	31 May 2010.

**8. Consequential**

- 8.1 Council confirms that it will, subject to sections 171, 171A and 172 of the Local Government Act 1989, require a person to pay interest on any general rates or service charges which:
- 8.1.1 that person is liable to pay; and
- 8.1.2 have not been paid by the date specified for payment.
- 8.2 The General Manager Corporate Services be authorised to levy and recover the general rates and service charges charged in accordance with the Local Government Act 1989.

**9. Submissions**

- 9.1 Council advise the four submitters to the Budget, Josephine Gambaro of Northcote, Liz Leveridge of Thornbury, the Darebin Environmental Reference Group and Keon Park Stars Junior Football Club, of Council's decision to adopt the attached 2009/2010 Budget and the reasons for the decision as follows:
- The 2009/2010 Budget is financially responsible, supports the goals and strategies included in the 2009-2013 Council Plan, and fits within a longer term framework of financial sustainability.
  - The 2009/2010 Budget raises general rates by 5.0% and introduces a Council-funded rate rebate of \$50 to residential pensioner ratepayers. The level of rates raised allows Council to maintain service levels, introduce a number of new initiatives and deliver a significant capital works program.
  - The capital works projects included and considered in the 2009/2010 Budget have been determined through a rigorous process of consultation, review and prioritisation.
- 9.2 Council also advise the four submitters in accordance with the comments specific to each submission outlined in this report.

**SCHEDULE****BUSINESS LAND****Objectives:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

1. construction and maintenance of infrastructure assets;
2. development and provision of health and community services; and
3. provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the Resolution.

**Use and Level of Differential Rate:**

The money raised by the differential rate will be applied to the items of expenditure described in the Budget proposed by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

**Geographic Location:**

Wherever located within the municipal district, without reference to ward boundaries.

**Use of Land:**

In the case of improved land, any use of the land.

**Planning Scheme Zoning:**

The characteristics of planning scheme zoning is applicable to the determination of vacant land which will be subject to the rate applicable to Business Land. The vacant land affected by this rate is that which is zoned commercial and/or industrial under the City of Darebin Planning Scheme.

The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2009/2010 Financial Year.

**RESIDENTIAL LAND****Objectives:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

1. construction and maintenance of infrastructure assets;
2. development and provision of health and community services; and
3. provision of general support services.

**Types and Classes:**

Rateable land having the relevant characteristics described in the Resolution.

**Use and Level of Differential Rate:**

The money raised by the differential rate will be applied to the items of expenditure described in the Budget proposed by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

**Geographic Location:**

Wherever located within the municipal district, without reference to ward boundaries.

**Use of Land:**

In the case of improved land, any use of the land.

**Planning Scheme Zoning:**

The characteristics of planning scheme zoning is applicable to the determination of vacant land which will be subject to the rate applicable to Residential Land. The vacant land affected by this rate is that which is zoned residential under the City of Darebin Planning Scheme.

The classification of land which is improved will be determined by the occupation of that land and have reference to the planning scheme zoning.

**Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2009/2010 Financial Year.

**CARRIED**

<b>REPORT</b>
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**BACKGROUND**

The Darebin City Council Proposed Budget for the 2009/2010 year was received at a Meeting of Council on Monday, 18 May 2009.

Subsequent to that meeting, public notice of the proposed adoption of the Budget, in accordance with section 129 of the Act, was given in the 'The Age' newspaper on Thursday 21 May 2009, and in the 'Preston Leader' and the 'Northcote Leader' on Tuesday, 26 May 2009. The Proposed Budget was made available for inspection at all Council's Customer Service Centres and written submissions were invited. Submissions closed on Thursday 18 June 2009.

## CORE ISSUES

### Submissions

Four written submissions have been received in response to the Proposed 2009/2010 Budget as follows:

Josephine Gambaro of Northcote	Asking if Council could allocate funding to install more environmentally sustainable globes / lighting when replacing street lights
Liz Leveridge of Thornbury	Stating disagreement with the level of rate increase proposed in the Budget.
Darebin Environmental Reference Group	Expressing support for Council's allocation of \$250,000 in the Budget for new community climate change action initiatives.
Keon Park Stars Junior Football Club	Seeking Council funding for the lighting of Ground No.1 at Donath Reserve.

Copies of the four submissions have been circulated separately to Councillors for consideration.

Representatives of Keon Park Stars Junior Football Club appeared before a meeting of Council's Hearing of Submissions Committee on 25 June 2009 to be heard in support of their written submissions.

### Sustainable street lighting

The submission from Josephine Gambaro asks if Council could fund installation of more environmentally sustainable street lights upon replacement. The following comments are provided in relation to the submission:

Through Council's Climate Change Action Plan, Council has a long term commitment to changing public lighting to energy efficient streetlights. This will commence in the north of Darebin with a small project funded by Council and the Victorian Sustainability Accord following regulatory changes enabling the changeover of these assets which technically belong to electricity distribution businesses rather than Council. As a precursor to more extensive changeovers throughout the city \$20,000 has been included in the 2009/2010 capital budget to audit existing lights to ensure that changeovers are undertaken efficiently. This will ensure that light spacing is correct and eliminate unnecessary lights prior to paying for the changeover. Additionally a State Government facilitated working group is investigating funding scenarios across local government for the changeover.

### Level of rate increase

The submission from Liz Leveridge expresses disagreement with the level of rate increase and suggests Council could obtain greater funding from the State Government towards programs. The submission also questions the way that rates are charged based on property values which may be unrelated to income levels. The following comments are provided in relation to the submission:

Council's budget has been built upon a number of longer-term objectives, including maintaining existing service levels, focussing on renewing community assets, and ensuring Council maintains a sustainable financial position. Council faces cost increases each year in each in the delivery of services and capital works projects through a number of internal and external factors. These include wage increases, contract cost increases and other changes such as an ongoing reduction in funding from the Victorian Grants Commission. The general rate increase for 2009/2010 is 5.0%, and after taking into account the \$50 pensioner rebate the net rate increase is 4.2%, the lowest increase for a number of years. Council developed its Budget through a rigorous process and this level of rate is the minimum required to ensure the longer-term objectives are met, and also fund some important new initiatives.

The level of State Government funding, including the Grants Commission allocation, has been reducing in recent years and Council continues to advocate for appropriate levels of government funding for the services it provides.

The charging of rates based on property values is a requirement of the Local Government Act. Council is committed to the rating principles of equity and efficiency and has introduced a \$50 rebate for pensioners in the 2009/2010 year. Council is also undertaking a strategic review of the rating structure with a view to implementing any changes from the 2010/2011 year.

#### Community climate change action initiatives

The submission from the Darebin Environmental Reference Group states the Group's support for Council's enhanced commitment to the environment, in particular the \$250,000 funding allocated for new community climate change action initiatives. No further comments are required in relation to this submission which is supportive of the budget measures proposed by Council.

#### Donath Reserve Ground No.1 lighting

The submission from Keon Park Stars Junior Football Club (KPSJFC) seeks funding for upgraded lighting at Donath Reserve and states that the Northern Football League has a master plan to play all under 19's games under lights on Friday nights if the lights are available from 2010. The following comments are provided in relation to the submission.

The ongoing request from KPSJFC to fund competition standard lights at Donath Reserve has been the subject of numerous questions, correspondence and meetings with Councillors and Council officers.

A report in relation to KPSJFC and their request for competition lights at JC Donath Reserve was presented to Council at its meeting on 15 June 2009 and was deferred for consideration until the next Council meeting, to be held on 6 July 2009. Key elements which are relevant to the budget submission are:

- At this stage, there is no development plan by the Northern Football League to enable night time competition Australia Rules Football to be played in the Northern region.
- The Keon Park Stars Junior Football Club is one club of many within Darebin that has needs for improved sports infrastructure.
- Council is about to embark on a new Leisure Strategy which will provide future directions for the provision of sport and recreation for the next 10 years. As part of this strategic work, the need for competition sports lights will be reviewed and as such a decision around the provision of competition lights will not occur until after this strategy is complete.
- The cost estimate for the competition lights at Donath Reserve is around \$300,000. As there are other competing demands for capital expenditure, the installation of competition lights was not deemed a Council priority for the 2009/2010 budget.

#### **Budget 2009/2010**

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The Proposed Budget received by Council at its Special Meeting on 18 May 2008 has been amended to reflect a number of changes that have occurred since that date. These amendments relate primarily to additional capital works grant funding and associated expenditure, and timing differences on the receipt and expenditure of grants for operating programs between the 2008/2009 and 2009/2010 financial years. Although large in dollar terms due to the impact of external grant funding, the changes do not impact the underlying level of Council expenditure across the two financial years.

The key amendments included in the budget submitted for adoption are as follows:

#### Forecast 2008/2009

- An increase in capital income of \$3.87 million, including the receipt of \$2.45 million grant funding for the Lancaster Gate community centre development (first instalment) and \$0.70 million for works at Preston City Oval (first instalment).
- A reduction in capital expenditure of \$0.29 million, reflecting \$0.54 million in additional capital works being carried forward to 2009/2010 offset partially by additional capital expenditure on externally-funded projects.
- An increase in operating grants of \$1.39 million, including \$1.20 million being the early receipt of Council's first quarter 2009/2010 Grants Commission payment.

#### Budget 2009/2010

- An increase in capital income of \$3.29 million, including \$2.45 million grant funding for the Lancaster Gate community centre development (second instalment) and \$0.86 million for works at Preston Oval (second instalment).
- An increase in capital expenditure of \$7.47 million, including the Lancaster Gate community centre (\$4.90 million, fully grant-funded), Preston City Oval works (\$1.56 million, fully grant-funded), \$0.54 million in additional capital works carried forward from the 2008/2009 year, and expenditure of other capital grant funding received in 2008/2009.
- A reduction of \$1.42 million in Council's grants commission allocation, due to the first quarter allocation being paid in advance to Council in June 2009 (\$1.20 million) and an underlying reduction of \$0.22 million compared with the expected amount.
- A reduction of \$0.26 million in operating expenditure budgeted for insurance and workcover costs following confirmation of premiums for the 2009/2010 year.
- An increase of \$0.26 million in operating expenditure relating to operating grant income received in the 2008/2009 year.

The changes to the proposed budget have had the effect of increasing the forecast operating surplus for the 2008/2009 year by \$5.30 million to \$10.99 million and increasing total cash and investments by \$5.59 million to \$25.36 million as at 30 June 2009. Total capital works has decreased by \$0.29 million to \$28.78 million.

For the 2009/2010 year these changes have resulted in the budgeted operating surplus increasing by \$1.87 million to \$3.20 million, with no change in total cash and investments as at 30 June 2010 (\$17.19 million). Total capital works has increased by \$7.47 million to \$35.48 million.

Some of the key strategic activities included in the budget document have also been amended following discussion with relevant stakeholders to ensure that the performance measures that will be reported in the 2009/2010 Performance Report are auditable.

## **POLICY IMPLICATIONS**

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The 2009/2010 Budget has been prepared to give financial effect in the coming year to the objectives set out in the Council Plan 2009-2013 and the Strategic Resource Plan.

**Environmental sustainability**

The 2009/2010 Budget continues Council's funding of environmental operations in a range of areas including waste collection and recycling services, street cleaning, litter collection, park and sporting field maintenance and improvements in the context of drought, water-saving and energy efficiency measures.

Funding has also been included to enhance Council's active work with the community to reduce greenhouse gas emissions and make it easier for the community to introduce energy saving measures in their homes and businesses.

**Social inclusion and diversity**

The Council Plan 2009-2013 contains a number of policy directions specifically designed to reflect Council's commitment to social inclusion and diversity, and the proposed Budget has been prepared in this context. Social inclusion, fairness and equity have been key principles in Council determining how to raise income and allocate expenditure to fund the many services it delivers and infrastructure it maintains and upgrades. The introduction of a \$50 rebate to Darebin's 12,000 eligible pensioner ratepayers is one example within the budget of Council's commitment to these principles.

**Other**

The proposed budget is prepared in the context of key principles in the Strategic Resource Plan 2009-2013 that underpin Council's long term financial planning. These principles are:

- Maintenance of the scope and standard of ongoing services provided to the Darebin community and a flexibility to address changing community needs with innovative services and facilities.
- A focus on renewing community assets such as roads, footpaths, open space and buildings to ensure they are maintained at an appropriate standard to meet required service levels.
- Generation of sufficient ongoing income to fund Council services and capital works commitments over the longer term.
- Holding of sufficient cash and other assets in order to meet Council's payment obligations to suppliers and employees.

**FINANCIAL IMPLICATIONS**

All matters raised in this report which have a financial implication have been reflected in the 2009/2010 Budget.



**FUTURE ACTIONS**

Following adoption of the final 2009/2010 Budget, the following actions are required:

- Advise the submitters of Council's decision in relation to the 2009/2010 Budget and the reasons for the decision.
- Give public notice of adoption of the 2009/2010 Budget.
- Make a copy of the 2009/2010 Budget available for inspection by the public at Darebin Civic Centre and Customer Service Centres.
- Submit a copy of the 2009/2010 Budget to the Minister for Local Government.
- Forward rate notices for 2009/2010.

**RELATED DOCUMENTS**

Council Minutes 18 May 2009

Submissions received from Josephine Gambaro, Liz Leveridge, the Darebin Environmental Reference Group and Keon Park Stars Junior Football Club

*(The General Manager Communities and Culture, Jan Black, entered the meeting during the discussion of this item – 7.30pm.)*

**6. CLOSE OF MEETING**

The meeting closed at 7.32pm.