

**APPENDIX A****SCHEDULE OF COMMUNITY ADVISORY COMMITTEES FOR 2010/2011****Community Advisory Committees****Active and Healthy Ageing Advisory Committee**

<b>Purpose:</b>	The purpose of the Committee is: <ul style="list-style-type: none"> <li>To provide advice and guidance to Council on ageing issues in Darebin.</li> </ul>
<b>Membership:</b>	The Advisory Committee is yet to be fully established but will comprise a Councillor (Chairperson), Council Officers, and representatives from local service providers and community representatives to be determined.
<b>Meetings:</b>	A meeting frequency will be determined once the Committee Terms of Reference and membership composition are established.
<b>Reporting:</b>	The Advisory Committee will report to Council via officer reports as required on significant issues requiring Council consideration.
<b>Terms of Reference:</b>	Terms of Reference to be prepared and submitted for Council endorsement in February 2011.
<b>Responsible Officer:</b>	Manager Aged and Disability Services.

**City of Darebin Art and History Collections Advisory Committee**

<b>Purpose:</b>	To provide advice from the community on the development of the City of Darebin Art and History Collections. This will be achieved through the implementation of the <i>Collections Policy</i> which includes participation in the acquisition and deaccessioning of items in the collection and ensuring that adequate ongoing resources and professional management are provided for the well being of the collections. In particular the Committee will : <ul style="list-style-type: none"> <li>Implement the <i>Collections Policy</i></li> <li>Provide advice to Council on the development of a balanced art and history collection that represents the creativity and diverse lives and experiences of the people of the City of Darebin</li> <li>Provide advice to Council on the acquisition and deaccessioning of items for/ in the collection</li> <li>Encourage, from the community, donations of items to the collection that are within the collection policy guidelines.</li> </ul> Provide advice to Council on the loan of objects from the collection.
<b>Membership:</b>	1 Councillor, representatives of Darebin Ethnic Communities Council, Preston Historical Society, Darebin Aboriginal and Torres Strait Islander Advisory Committee, Director Bundoora Homestead and one local artist. Relevant Council Officers will be seconded as required.
<b>Meetings:</b>	Twice per year.
<b>Reporting:</b>	The Committee will submit any proposed amendments to the Collections Policy to Council for consideration and approval.
<b>Terms of Reference:</b>	Terms of Reference adopted by Council on 7 June 2004.
<b>Responsible Officer:</b>	Director Bundoora Homestead.

**City of Darebin Heritage Study Steering Committee**

<b>Purpose:</b>	A Project Committee to oversee and provide feedback on the consultants work on the Darebin Heritage Study, take advice from the Darebin Heritage Study Reference Committee and endorse the outputs for the Darebin Heritage Study.
<b>Membership:</b>	The membership of the Committee consists of a Councillor, five Council Officers, Council's Heritage advisor, Heritage Consultants working on the study and a representative from Heritage Victoria.
<b>Meetings:</b>	Meetings are held at key milestones of the project.
<b>Reporting:</b>	The Steering Committee reports to Council through Council reports and briefings updating the progress of the Darebin Heritage Study.
<b>Terms of Reference:</b>	Terms of Reference were endorsed by Council on 18 December 2006.
<b>Responsible Officer:</b>	Strategic Planner.

**Darebin Aboriginal and Torres Strait Islander Advisory Committee**

<b>Purpose:</b>	On 29 November 2010 Council resolved that "Council officers consult with current Darebin Aboriginal and Torres Strait Islander Community Council members to develop a Terms of Reference for an Advisory Committee to be established to provide ongoing advice to Council regarding issues and opportunities for Aboriginal and Torres Strait Islander members of the community".
<b>Membership:</b>	
<b>Meetings:</b>	<i>The terms of reference will be developed in consultation with Council and members of the former Darebin Aboriginal and Torres Strait Islander Community Council and will provide for membership, meeting frequency and reporting.</i>
<b>Reporting:</b>	
<b>Terms of Reference:</b>	
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

**Darebin Arts Forum**

<b>Purpose:</b>	The purpose of the Darebin Arts Forum is to: <ul style="list-style-type: none"><li>• Advise Council on any matters relating to the arts and community cultural development in Darebin.</li><li>• Review the current Arts Plan and Festival and Events Program and provide feedback to Council on the arts and community cultural development practice and Council's arts and cultural festivals, programs and projects.</li><li>• Where appropriate form working groups to support arts and cultural activities in the municipality.</li><li>• Because of the diversity of arts practice in the municipality and the enthusiasm and interest many residents show in the arts and the desire to be able to canvass a broad range of ideas and opinions there is no set limit on size of the Forum and no fixed term for members.</li></ul>
<b>Membership:</b>	Two Councillors, Council officers and community members. 35 community members are registered to attend the Forum.
<b>Meetings:</b>	4 meetings per year.
<b>Reporting:</b>	Committee reports periodically to Council on Arts and Cultural matters.
<b>Terms of Reference:</b>	Terms of Reference were submitted to Council on 17 August 2009.
<b>Responsible Officer:</b>	Manager Arts and Culture.

**Darebin Australia Day Committee**

<b>Purpose:</b>	An Advisory Committee to judge entries received for the Darebin Australia Day Awards in the categories of Citizen, Young Citizen and Community Group of the Year and to assist with the planning and promotion of the Australia Day celebrations.
<b>Membership:</b>	Mayor (Chairperson) and one other Councillor, a representative of Darebin Ethnic Communities Council and two community representatives selected through an expressions of interest process.
<b>Meetings:</b>	As required to judge the nominations for the Darebin Australia Day Awards and to attend the event on 26 January each year.
<b>Reporting:</b>	The Committee judge the nominations received and select the winners in its own right.
<b>Terms of Reference:</b>	The Darebin Australia Day Awards and Event Policy was adopted by Council on 18 August 2008 and updated on 3 May 2009.
<b>Responsible Officer:</b>	Civic Events Officer.

**Darebin Disability Advisory Committee**

<b>Purpose:</b>	A Committee established by Council to advise on issues relating to access and inclusion for people with disabilities living, working, studying or visiting Darebin and to promote improved access and inclusion with Council and the wider community.
<b>Membership:</b>	18 members comprising 1 Councillor, 10 individual community representatives, 3 representatives of support groups/ agencies and 4 Council Officers. Membership will, as far as possible, be balanced in regard to age, type of disability, gender and ethnicity.
<b>Meetings:</b>	At least 6 meetings each year.
<b>Reporting:</b>	Outcomes of the Advisory Committee are reported to Council in Officer reports as required.
<b>Terms of Reference:</b>	Revised February 2009.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

**Darebin Early Years Reference Group**

<b>Purpose:</b>	To inform the development of the Darebin Early Years Framework and to guide actions arising from the framework.
<b>Membership:</b>	3 Councillors and representation from representative groups by invitation from the Manager Early Years and Children's Services.
<b>Meetings:</b>	Bi-monthly
<b>Reporting:</b>	The Reference Group reports to Council via officer reports as required on significant issues requiring Council consideration.
<b>Terms of Reference:</b>	Revised October 2010.
<b>Responsible Officer:</b>	Manager Early Years and Children's Services.

**Darebin Environmental Reference Group**

<b>Purpose:</b>	Darebin Environmental Reference Group (DERG) was established to facilitate and strengthen links and partnerships between the community and Council's commitment to sustainability. Its role is to facilitate community action and strengthen community links, to advise on matters pertaining to environmental sustainability in Darebin, provide feedback to Council on these issues and contribute to the content of community environmental forums.
<b>Membership:</b>	2 Councillors and 10 community members. The community members come from across Darebin and are members and representatives of a variety of environmental organisations. Community members are appointed through a public process.
<b>Meetings:</b>	Six weekly.
<b>Reporting:</b>	The Reference Group informs Council's Environmental Strategies. Matters requiring consideration by Council are reported in Officer reports.
<b>Terms of Reference:</b>	Terms of Reference updated by Council on 4 February 2008.
<b>Responsible Officer:</b>	Environmental Strategy Coordinator.

**Darebin Housing Advisory Committee**

<b>Purpose:</b>	An Advisory Committee to provide a forum for relevant groups and interests to analyse housing market trends, government policy initiatives and opportunities for affordable or social housing development in Darebin. To advise on ways Council can best contribute to improved housing outcomes and opportunities for the Darebin community.
<b>Membership:</b>	Darebin Councillor (as Chairperson), relevant Council Officers, local and regional housing and support services, public tenant groups, Office of Housing, special needs peak bodies, welfare organisations and churches, residential care services, housing industry groups and other groups or individuals with an interest in housing issues. The Committee may invite people representing organisations or groups with an interest in particular issues pertaining to housing to attend or contribute from time to time.
<b>Meetings:</b>	At least four times each year.
<b>Reporting:</b>	Outcomes and recommendations arising from meetings of the Committee are reported to Council as required.
<b>Terms of Reference:</b>	Endorsed by Council 20 December 2004.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

**Darebin Interfaith Council**

<b>Purpose:</b>	The Darebin Interfaith Council is a collaborative partnership between faith leaders and the broader community aimed at providing leadership, information, guidance and inspiration to the local community on matters related to faith and benefits of interfaith collaboration, comprehension and dialogue.
<b>Membership:</b>	Representatives of various faith communities within Darebin, a Councillor representative, and relevant Council Officers.
<b>Meetings:</b>	Quarterly.
<b>Reporting:</b>	Outcomes and recommendations arising from meetings of the Committee are reported to Council as required.
<b>Terms of Reference:</b>	Terms of Reference endorsed by Council 15 May 2006.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

**Darebin International Women's Day Committee**

<b>Purpose:</b>	<p>A Project Committee to select an International Women's Day (IWD) event model annually in line with the stated principles and aims of City of Darebin IWD events, to promote the IWD event in the community and to assist with the organisation of the event.</p> <p>This committee has a strategic relationship with the Darebin Women's Advisory Group and will work with this group on other ways to mark International Women's Day in 2011. The committee also works with Thornbury Women's Neighbourhood House and Women's Health in the North on their activities and plans to celebrate International Women's Day.</p>
<b>Membership:</b>	<p>Up to two (female) Councillors and five community members appointed through a public process on the basis of:</p> <ul style="list-style-type: none"> <li>• Leadership role in the community</li> <li>• Relevance to the IWD principles</li> <li>• Reflecting the diversity of the Darebin community</li> <li>• Availability to attend meetings.</li> </ul> <p>The Committee is supported by Council's Communications Team, in particular the Civic Events Officer.</p>
<b>Meetings:</b>	Approximately 4 meetings and attendance at the event.
<b>Reporting:</b>	The Committee reports to Council on its proposal for each IWD event.
<b>Terms of Reference:</b>	Revised June 2010.
<b>Responsible Officer:</b>	Civic Events Officer.

**Darebin Local Safety Committee**

<b>Purpose:</b>	A Committee appointed to coordinate a 'whole of community' partnership response to priority community safety issues.
<b>Membership:</b>	The Committee comprises representatives of Darebin City Council (Mayor and officers), VicRoads, RMIT, Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, Office of Housing, public transport operators and State Government Departments. Co-chaired by the Mayor and Darebin District Inspector of Victoria Police.
<b>Meetings:</b>	Bi-monthly.
<b>Reporting:</b>	Significant matters requiring consideration by Council are submitted in Officer reports.
<b>Terms of Reference:</b>	Terms of Reference reviewed by the Committee in February 2010.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

**Darebin Women's Advisory Committee**

<b>Purpose:</b>	To increase the voice of women as part of Council's strategic commitment to 'support the right of women to fully and equally engage and participate in the life of the community' Darebin Council Plan (2009-2003).
<b>Membership:</b>	<p>Open to women who live, work and study in Darebin.</p> <p>Council appointed Convenor.</p> <p>Councillor/s and Council Officers.</p>
<b>Meetings:</b>	Monthly - alternating day/evening.

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<b>Reporting:</b>	Outcomes of the Advisory Committee are reported to Council in Officer reports as required.
<b>Terms of Reference:</b>	Developed 2010. Provided to Council November 2010.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

### **DAREBINhealth (Municipal Public Health and Wellbeing Plan) Steering Committee**

<b>Purpose:</b>	The Municipal Public Health and Wellbeing Plan is a statutory requirement. Each local government is required to prepare a health plan every 4 years. The plan includes analysis of local health issues and the development and implementation of objectives and strategies to address the issues identified. The Steering Committee was established by Council to set the strategic direction of the Plan, and to select and monitor annual projects and activities.
<b>Membership:</b>	The Steering Committee comprises a Councillor (Chairperson), Council Officers and representatives of local agencies.
<b>Meetings:</b>	Four times per year.
<b>Reporting:</b>	The Municipal Public Health and Wellbeing Plan and annual projects are submitted to Council for endorsement.
<b>Terms of Reference:</b>	The Community Health and Wellbeing Plan 2009-2013 was endorsed by Council on 16 November 2009. Terms of Reference updated in March 2010.
<b>Responsible Officer:</b>	Manager Community Planning, Partnerships and Performance.

### **Friends of Bundoora Park Advisory Committee**

<b>Purpose:</b>	An Advisory Committee to provide input to the Bundoora Park Management Team on sponsorship; special projects, acquiring funds and providing on-ground support; supporting and assisting with annual work plans; progressing and prioritising recommendations contained in the 1998 Master Plan; capital works priorities; funding and grant applications; public relations, events and external promotional activities.
<b>Membership:</b>	The Advisory Committee comprises Ward Councillors, the Bundoora Park Management Team (3) and the Coordinators of 4 Project Teams nominated by the Friends of Bundoora Park.
<b>Meetings:</b>	The Committee meets quarterly. General membership meetings twice per year.
<b>Reporting:</b>	Significant matters requiring consideration by Council are submitted in Officer reports.
<b>Terms of Reference:</b>	Terms of Reference endorsed by Council on 1 June 1998.
<b>Responsible Officer:</b>	Manager Bundoora Park.

### **Municipal Emergency Management Planning Committee**

<b>Purpose:</b>	The Emergency Management Act 1986 requires each Council to establish a Municipal Emergency Management Planning Committee (MEMPC) to prepare a Municipal Emergency Management Plan. The MEMPC's role is not to manage an emergency but to participate in a planning process which ensures that all relevant matters associated with Emergency Management are investigated, adequately provided for and the results recorded in the plan.
<b>Membership:</b>	The Committee comprises representatives of Council, (1 Councillor as Chairperson and the Municipal Emergency Resource Officer (MERO), emergency services, welfare agencies, State Government Departments and major industrial facilities in Darebin.
<b>Meetings:</b>	Quarterly.

<b>Reporting:</b>	The MEM reports to Council on issues as required.
<b>Terms of Reference:</b>	Municipal Emergency Management Plan endorsed by Council 2 August 2010.
<b>Responsible Officer:</b>	Municipal Emergency Manager (MEM).

### **Northland Structure Plan Steering Committee**

<b>Purpose:</b>	<p>The purpose of the Northland Structure Plan project is to prepare a Structure Plan which defines the preferred directions for future growth for the Northland Principal Activity Centre as required under Melbourne 2030, the State Government's planning strategy for Melbourne.</p> <p>The Northland Structure Plan Steering Committee brings together the experiences and ideas of a range of stakeholders to provide a balanced and representative understanding of the future needs of the Northland Activity Centre and to ensure best practice in the development of the Structure Plan.</p>
<b>Membership:</b>	<p>The membership of the Steering Committee comprises:</p> <ul style="list-style-type: none"><li>• Cazaly Ward Councillors</li><li>• Council Officers</li><li>• State Department of Planning and Community Development representative</li><li>• Various external stakeholders from commercial and community organisations.</li></ul>
<b>Meetings:</b>	At key milestones of the project for its duration.
<b>Reporting:</b>	The Committee will report to and update Council at key milestones in the project. Agreed positions of the Committee will be conveyed to Council in the form of recommendations for action.
<b>Terms of Reference:</b>	Broad issues to be addressed by the project and study process to be followed was endorsed by Council on 2 February 2009. Terms of Reference for the Steering Committee was adopted by the Steering Committee on 22 April 2009.
<b>Responsible Officer:</b>	Senior Strategic Planner.

### **Preston Business Advisory Committee**

<b>Purpose:</b>	To administer and manage the Special Rate Scheme fund and associated business and marketing plans for Preston Central Shopping Centre.
<b>Membership:</b>	<p>The membership of the Committee comprises 13 members as follows:</p> <ul style="list-style-type: none"><li>• 1 Councillor</li><li>• 5 business representatives, liable for the Special Rate, made up of a representative mix of business types and locations within the centre.</li><li>• 1 representative from the Preston Market</li><li>• 2 community representatives (associate members)</li><li>• 2 associate business representatives (associate members)</li><li>• 2 Council Officers being the Manager Economic Development and the Activity Centre Coordinator.</li></ul>
<b>Meetings:</b>	Monthly (excluding January and December).
<b>Reporting:</b>	Significant matters requiring consideration by Council to be submitted in Officer reports.
<b>Terms of Reference:</b>	Terms of Reference for the Committee were accepted by Council in July 2008.
<b>Responsible Officer:</b>	Manager Economic Development and Employment.

**Reservoir Structure Plan Steering Committee**

<b>Purpose:</b>	To prepare a Structure Plan which defines the preferred directions for future growth for the Reservoir Major Activity Centre as required under Melbourne 2030, the State Government's planning strategy for Melbourne.
<b>Membership:</b>	The membership of the Steering Committee comprises: <ul style="list-style-type: none"><li>• La Trobe Ward Councillors</li><li>• Council officers</li><li>• Various external stakeholders from commercial and community organisations.</li></ul>
<b>Meetings:</b>	At key milestones of the project for its duration.
<b>Reporting:</b>	Status reports/updates to be reported to Council.
<b>Terms of Reference:</b>	Broad issues to be addressed and study process to be followed was endorsed by Council on 2 February 2009.
<b>Responsible Officer:</b>	Strategic Planner.