



### **DAREBIN ABORIGINAL ADVISORY COMMITTEE (DAAC) TERMS OF REFERENCE**

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**Darebin City Council acknowledges the Wurundjeri people as the traditional owners of the land and respects and recognises Aboriginal communities' values, living culture and practices, including their continuing spiritual connection to the land and their right to self-determination**

#### **1. Background**

Darebin City Council has a long standing commitment and relationship with the Darebin Aboriginal community.

The Darebin Aboriginal Advisory Committee (DAAC) was established following agreement between Council and the former Darebin Aboriginal and Torres Strait Islander Community Council (DATSICC) to implement a new advisory structure that would further strengthen membership and community participation, capacity and level of engagement and influence on Council matters. The DAAC was established in 2011.

#### **2. Purpose and Objectives of the Darebin Aboriginal Advisory Group**

DAAC is an advisory committee to Darebin City Council with a purpose to provide strategic advice and guidance while advocating on issues and barriers affecting Aboriginal community in the Darebin region. The DAAC will receive reports and provide input into Council's policy and decision making processes. The DAAC monitors the implementation of, reviews and evaluates the Darebin Aboriginal Action Plan (DAAP) which expires at end of 2015. The DAAC assists in the development of future Aboriginal plans.

##### **2.1 Policy Context**

DAAC supports Council's goal to build a safe, inclusive and equitable community where all feel socially well connected, respected and valued as articulated in the Council Plan 2013-2017 (page 39) . Moreover under Strategy 2.8: *Human Rights and Access and Inclusion*, council commits to develop and

implement policies , strategies and framework that support access and inclusion and human rights for all. Under Strategy 2.9: *Equity , Diversity and Inclusion* Council commits to promote equity and contribute to building an empowered community that values our diversity, is inclusive, continues to celebrate the vibrancy and vitality that all forms of diversity bring to our neighbourhoods and where everyone is supported to engage and participate fully in all aspects of community life.

The aims and objectives of DAAC are further underpinned by Council’s rights-based *Equity and Inclusion Policy (2012-2015)*. The objective of this policy is for Council to:

*Work with and for the Darebin community in a way that recognises and acts to change the multiple and complex ways in which discrimination and poverty create barriers that limit people’s rights and abilities to achieve their full potential and a life of dignity and well-being.*

Council’s Statement of Commitment (1998) articulates Council’s long standing partnership and undertaking to the Aboriginal Community. The DAAC’s purpose is underpinned by this commitment (Darebin Aboriginal Action Plan 2012-2017 (page 7).

Finally, DAAC directly supports and contributes to the aims of the Darebin Aboriginal Action Plan (2012-2015) to; *“increase Aboriginal community participation through advocacy of issues affecting Aboriginal community and to inform and improve Council decision making in relation to policy and service delivery”*.

## **2.2 Guiding Principles**

The guiding principles of DAAC are grounded in a social inclusion and human rights based framework, affirming:

- Respect and recognition of Aboriginal communities' values, living culture and practices, including their cultural and spiritual connection to land and the rights to self-determination.
- Aboriginal people who live, work or study in Darebin have the right to equal access to services, projects and programs initiated by Darebin City Council and to participate in all aspects of community life,
- The right of all Aboriginal people in Darebin's to live without fear of discrimination or any form of social disadvantage,
- The need for continued Aboriginal community participation and awareness raising in processes of advocacy and community-based action to address barriers to equality, health, education and social justice in closing the gap in Darebin.

### **2.3 Objectives:**

The Objectives of Darebin's Aboriginal Advisory Committee are:

- Develop and maintain strong relationships between Council and the local Aboriginal community so as to be a connection between Council and the Aboriginal people of Darebin
- Monitor Council's progress and provide feedback on the implementation of the Darebin Aboriginal Action Plan (DAAP)
- Provide input into the review and evaluation of the DAAP
- Raise awareness and advocate for improved access to Council services by Aboriginal people and cultural relevance and appropriateness of all Council services, policies and programs.
- Facilitate Council's access to Aboriginal and Torres Strait Islander residents, businesses, stakeholders and community leaders.
- Assist council to identify and remove barriers to equal participation for Aboriginal people and community
- Advocate for Aboriginal community in Darebin, promoting recognition of Aboriginal contributions to our community and enhance understanding about barriers to social inclusion, self-determination and equality facing Aboriginal people and community in the Darebin region
- Contribute in the monitoring and evaluation of council policies, projects and services that impact or that may potentially impact Aboriginal people, notably by receiving progress reports on the implementation of the DAAP.

Darebin Aboriginal community Advisory committee 16 September 2014

### **3. Membership of DAAC**

Membership of DAAC is made up of:

- Councillor representative(s) to chair the Committee
- Community members consisting of Aboriginal and Torres Strait Islander residents and service providers
- Representative of Wurundjeri Tribe Lands and Compensation Heritage Council Incorporated (Traditional Owners)
- One Council officer, and others as required
- Apart from Councillor(s) and officers, the committee's membership should not exceed twelve.

#### **3.2 Membership Diversity**

The committee should reflect the full diversity of Darebin Aboriginal community in terms of;

- Age
- Gender balance
- Aboriginal status (Youth, Elders)
- Education and employment status
- Role within community

The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

#### **3.3 Sitting Fee for Aboriginal Membership**

To allow diversity in participation and taking into account the multiple responsibilities and Aboriginal people have to their cultural obligations both in their work roles and wider community responsibilities and to acknowledge and value Aboriginal member's cultural knowledge, advice and guidance, the council will provide Aboriginal members with a sitting fee of \$60.00

#### **3.4 Role of Members**

DAAC members will fulfil their role by:

- Attend meetings and make a commitment to actively contribute to the activities of the Committee.
- Advocate on behalf of the Aboriginal community and to build a collaborative relationship with Council.
- Providing input, views and advice on the implementation of the Darebin Aboriginal Action Plan (DAAP) Strategy (2012-2015)

Darebin Aboriginal community Advisory committee 16 September 2014

- Provide advice to Council on the development of new policies and strategies using a cultural lens to highlight potential barriers to access for Aboriginal community.
- Assist in shaping and promoting but not limited to, a range of projects, notably Councils' celebrations of NAIDOC, Reconciliation and other significant Aboriginal events.
- Facilitate Council's engagement with the Aboriginal community and assisting Council to connect with Aboriginal organisations, people and its networks taking into account the different perspective, diversity and cultural complexities of Aboriginal community.

#### **4. Terms and Method of Nomination of Members**

##### **4.1 Method of Nomination**

Nomination for the appointment of members of DAAC will be called through an expression of interest process and reviewed by an internal Council selection panel. The process will be advertised widely through appropriate promotion in local newspapers, promotion on Council's website and by communication to Aboriginal community organisations and Aboriginal community public email listings where deemed appropriate. The selection panel provides a recommendation to Council on the successful candidates.

##### **4.2 Terms of Appointments**

Appointments to the committee will be for a period of two years. Three months prior to the end the term the Aboriginal Contact officer will review appointments and a subsequent expression of interest invited (as per the process is 4.1 above). Members will have the option to reapply for a further two years (once only).

- All appointments will be determined by Council
- If a member does not attend at least two (2) meetings (half of the minimum number of meetings to be held) meetings per year without prior notification being given, their position may be considered vacant
- Councillor representation is decided at a Council's Special Meeting in November each year.

- Community members are two year appointments, with all members eligible to reapply for membership at the end of the two year term.
- Members can serve for a maximum of two consecutive terms
- If a vacancy occurs it will be filled at the discretion of Council and made effective through a letter signed by Council's Chief Executive. Members nominated to fill a vacancy are appointed for the remainder of the term of current members only.

#### **4.3 Replacement of Members**

- If a councillor resigns at any time, a replacement will be appointed by council at the next practicable Council meeting
- If a community member resigns within six month of appointment the selection panel will reconvene and select a replacement from the unsuccessful candidate at the most recent expression of interest process. The candidate will be recommended to Council for appointment.
- If a community member resigns within six months of the end of their term, they will not be replaced.
- If a community member resigns at any other time, DAAC shall determine an appropriate mechanism for selecting a replacement, with any appointments to be made to Council.
- Members may be replaced at any time by resolution of Council

### **5. Meetings and Procedures**

#### **5.1 Meetings**

- The Darebin Aboriginal Advisory Committee will meet at Council's offices a minimum of four (4) times a year, with the possibility to organise additional meetings as required.
- Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a wide range of Aboriginal people across the municipality.
- Assistance with attendance is offered in the way of sitting fees (see 3.2. above) to allow engagement in participants.
- Meeting will be held in the Council conference room (unless otherwise notified) and will be from 4.00 pm to 6.00 pm (unless otherwise notified)

- Should a change in meeting room or time be required membership will be notified by the Darebin Council staff
- Members unable to attend a scheduled meeting are required to notify the meeting organiser prior to the meeting taking place

Light food and coffee/tea/ juice are supplied by Council.

## **5.2 Chairperson**

A nominated Councillor will act as Chair of the Committee. Where two Councillors are appointed to the committee, they will share the role of Chair. In the absence of Councillors at a meeting, the Committee members will determine to appoint a Chair for the purposes of conducting the meeting. The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available,
- Facilitating productive discussions, with care not to enter into operational matters and ensuring members understand these are outside of the scope of the committee,
- Assisting members to abide by the Code of conduct (see 5.4. below), including by taking action in case of breaches,
- Reviewing and approving minutes before distribution as needed,
- Where appropriate, updating Council on the progress and discussions of DAAC, e.g. through Councillors' reports at Council meetings.

## **5.3 Officer support**

Darebin City Council's Aboriginal Contact Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

- Committee agendas will be forwarded to DAAC members by email no later than one week (five working days) before a scheduled meeting.
- Minutes will be provided to Committee members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

- Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

#### **5.4 Recommendations to Council**

The role of the Darebin Aboriginal Advisory Committee is to provide advice to Council. As such it does not have any decision-making powers. The role and input provided by DAAC members is valued however, Council receives submissions from a wide range of stakeholders and all submissions are considered in Council's decision-making processes.

Where the committee needs to make recommendations to Council, a consensus of all members present will be sought.

In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillor(s)/Chair and officer(s) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee **does not have an operational role and may not direct Council staff** in the performance of their duties.

#### **5.5 Conduct of Committee members**

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy

ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of the Committee are ***not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)***, unless the member is a Councillor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided publicly in relation to the issue.

## **6. Induction**

Prior to starting their term, committee members are required to attend an induction session provided by Council and which informs the Committee about Council's role, services, policies and organisational structure.

All new members, including Councillor representative will be provided with an information/resource package by the supporting officer consisting of:

- Meeting schedule
- Terms of Reference
- Relevant Council Strategies
- Council Structure – including organisational chart and councillors
- Community Profile

- Membership list
- Officer contact details

## **7. Monitoring and Evaluation**

Operations of DAAC will be evaluated annually via a number of methods (including reflective self-evaluation of the Committee) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee are to be reviewed annually no later than October (prior to the statutory meeting) and any changes are to be endorsed by Council.

## DAREBIN WOMEN'S ADVISORY COMMITTEE

### Terms of reference

#### 1. Introduction and background

Darebin Women's Advisory Committee (DWAC) aims to contribute to Darebin City Council's aspiration of seeing gender equality become a lived reality. This implies addressing the barriers to women's participation in Darebin and the causes behind them, including poverty and violence, dis-enablers of equity. The committee supports Council's strong and sustained commitment to gender equity.

DWAC was initially established in 2009 as a way to:

- contribute to the development of a healthy and inclusive local democracy by acting as a conduit between women in Darebin and Council in a way that engaged and empowered women and
- enhance Council's capacity to explore and take account of women's issues across all of its services & activities.

With the development and implementation of the *Equity and Inclusion Policy 2012-2015* and *Women's Equity Strategy 2012-2015* and related action plans, DWAC's role and format need to evolve to better support and influence this consolidation of Council's work in gender equity. This will allow for streamlined input from DWAC into Council's work on gender equity and support to women's leadership, ultimately leading to better outcomes for all women in the Darebin community.

#### 2. Purpose and objectives of the Darebin Women's Advisory Committee

The purpose of DWAC is to advise Council on issues and barriers to equality affecting women in their diversity in the City of Darebin, notably by providing a gender lens on issues, policies, services or programs.

DWAC will also promote and advocate for gender equity and women's full and equal participation within the wider context of the Darebin community, and raise awareness about gender as a key social determinant that Council and community should take into account.

In that respect, DWAC's role revolves around the four key themes of advice, advocacy, action and accountability.

##### 2.1. Policy context

DWAC supports Darebin City Council's promise to the community, as articulated in the *Council Plan 2013-2017* (strategy 2.16), to:

*“promote gender equity, prevent violence against women and support the right of women to engage and participate fully and equally in all aspects of community life”.*

DWAC also supports Council’s commitment to operate in accordance with the *Victorian Charter of Human Rights and Responsibilities Act 2006* and the *Victorian Equal Opportunities Act 2010*.

The aims and objectives of DWAC are underpinned by Council’s rights-based *Equity and Inclusion Policy 2012-2015*. The objective of this policy is for Council to:

*Work with and for the Darebin community in a way that recognises and acts to change the multiple and complex ways in which discrimination and poverty create barriers that limit people’s rights and abilities to achieve their full potential and a life of dignity and well-being.*

Finally, DWAC directly supports and contributes to the aim of the *Women’s Equity Strategy 2012-2015* (and cascading *Gender Equity* and *Preventing Violence against Women* action plans) to “increase women’s participation, wellbeing and leadership in Darebin”.

## **2.2. Guiding Principles**

The guiding principles of DWAC are grounded in a social inclusion and human rights based framework, affirming:

- That all women who live, work or study in Darebin have the right to equal access to services, projects and programs initiated by Darebin City Council and to participate in all aspects of community life,
- The right of all women in Darebin to live without fear of violence, discrimination or any form of social disadvantage,
- The need for continued awareness raising, advocacy and community-based action to address barriers to equality facing women in their diversity in Darebin.

## **2.3. Objectives**

The objectives of Darebin’s Women’s Advisory Committee are:

- To provide **advice and guidance** on issues and barriers to equality affecting women in their diversity in the City of Darebin by:
  - o supporting Council to develop and apply a ‘gender lens’ across all of its activities (including policy development, planning, advocacy & service delivery), notably through advice on Council’s policies, plans, program and service reviews, discussion papers, events & celebrations as required,
  - o assisting Council to identify & remove barriers to women’s full and equal participation in the social, cultural, economic & political life of the city and advising on ways to strengthen the democratic participation of all women in Darebin,
  - o providing advice on the implementation of the *Women’s Equity Strategy 2012 – 2015* where required.

- To **advocate for gender equity**, promote recognition of women's contributions to our community and enhance understanding about gender and barriers to equality facing women, including by supporting Council's strategic advocacy at the local, state & Federal levels.
- To provide **support in engaging Darebin women** and notably to provide Council and other local community-based service providers with an effective channel of communication to reach women by:
  - exploring and representing the concerns & aspirations of women in Darebin,
  - endeavouring to create two-way connections between Council & women in the community.
- To **contribute to the monitoring and evaluation** of Council policies, projects and services that impact or that may potentially impact women, notably by receiving progress reports on the implementation of the *Women's Equity Strategy* and cascading action plans.

### 3. Membership

DWAC comprises women who live, work or study in Darebin.

Membership will comprise of:

- At least one nominated female Darebin Councillor,
- One externally appointed Chair to convene meetings
- One Council officer, and others as required, whose role supposes understanding the specific challenges and barriers to equality facing women and who can implement actions to address issues raised by the Committee,
- Up to ten community members representing the diversity of Darebin women,
- At least two representatives from community-based organisations supporting women.

Apart from Councillor(s) and officers, the committee's membership should not exceed twelve.

#### 3.1. Membership diversity

The committee should reflect the full diversity of Darebin women in terms of age, ability, Indigenous status, cultural and linguistic background, sexuality, education and income levels, employment status, carer role, etc. This will be a key consideration in the selection and recruitment of members. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

#### 3.2. Reimbursement of members' expenditures

To allow diverse participation, and taking into account the multiple responsibilities women often have to juggle including carer's responsibilities, Council will support women's participation through provision of assistance for childcare as required.

Assistance with transport or other specific needs (interpreting, assistant support...) may also be provided.

Application for assistance should be made at the expression of interest stage (see 4.1 below), but can also be made at any time if changing circumstances mandate it.

### **3.3. Role of members**

DWAC members will fulfil their role by:

- Providing input, views and advice on the implementation of the *Darebin Women's Equity Strategy 2012-2015*,
- Providing advice to Council on the development of new policies and strategies using a gender lens and highlighting potential barriers to equality for women,
- Assisting in shaping and promoting a range of projects, notably Council's celebrations of International Women's Day,
- Facilitating Council's engagement with the community and assisting Council to connect with Darebin women and to take into account and balance the different perspectives and requirements of Darebin's diverse women.

## **4. Terms and method of nomination**

### **4.1. Method of nomination**

Nomination for the appointment of members of DWAC will be called through an expression of interest process. The process will be advertised widely through appropriate promotion (including a public notice in local newspapers, promotion on Council's website...) and by communication to women's organisations and other community groups.

- All appointments will be determined by Council.
- If a member does not attend at least two (2 i.e. half of the minimum number of meetings to be held) meetings per year without prior notification being given, their position may be considered vacant.
- Irrespective of the reason for it, if a vacancy occurs it will be filled at the discretion of Council and made effective through a letter signed by Council's Chief Executive. Members nominated to fill a vacancy are appointed for the remainder of the term of current members only.

### **4.2. Terms of appointment**

Appointments to the Committee will be for a period of two years. Three months prior to the end of this term, the supporting officer will review appointments and a subsequent expression of interest invited (as per the process outlined in 4.1. above). Members will have the option to reapply for a further two years (once only).

## **5. Meetings and procedures**

The Darebin Women's Advisory Committee will meet at Council's offices a minimum of four (4) times a year, with the possibility to organise additional meetings as required.

Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a wide range of women across the municipality. Assistance with attendance might be offered (see 3.2. above) to allow diversity in participants.

### **5.1. Chairperson**

An externally nominated convenor chairs the Committee. In the absence of the convenor at a meeting, one of the Councillors will chair the meeting. In the absence of Councillors at the meeting, the Committee members will determine to appoint a Chair for the purposes of conducting the meeting.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available,
- Facilitating fruitful discussions, with care not to enter into operational matters and ensuring members understand these are outside of the scope of the committee,
- Assisting members to abide by the Code of conduct (see 5.4. below), including by taking action in case of breaches,
- Reviewing and approving minutes before distribution as needed,
- Where appropriate, updating Council on the progress and discussions of DWAC, e.g. through Councillors' reports at Council meetings.

### **5.2. Officer support**

Darebin City Council's Diversity Policy Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

Committee agendas will be forwarded to DWAC members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Committee members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

### **5.3. Recommendations to Council**

The role of the Darebin Women's Advisory Committee is to provide **advice** to Council. As such it does not have any decision-making powers.

Where the committee wishes to make recommendations to Council, a consensus of all members present will be sought.

In the absence of such consensus, and provided there is a **quorum of at least half of the members** (apart from Councillor(s)/Chair and officer(s)) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee **does not have an operational role and may not direct Council staff** in the performance of their duties.

#### **5.4. Conduct of Committee members**

Members will:

- act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of the Committee are **not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)**, unless the member is a Councillor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided in relation to the issue.

## **6. Monitoring and evaluation**

Operations of DWAC will be evaluated annually via a number of methods (including reflective self-evaluation of the Committee) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee are to be reviewed annually no later than October (prior to the Statutory meeting) and any changes are to be endorsed by Council.



**Sexuality, Sex and Gender Diversity  
Advisory Committee**

**TERMS OF REFERENCE**

## Sexuality, Sex and Gender Diversity Advisory Committee

### TERMS OF REFERENCE

#### 1. Introduction and background

Darebin's Sexuality, Sex and Gender Diversity (SSGD) Advisory Committee aims towards realising and developing equality for all in Darebin regardless of sexuality, sex or gender identity (in Council's view, this is inclusive of intersex status). The Committee supports Darebin City Council's commitment to achieving social inclusion, recognising sexual orientation and sex and gender diversity as significant aspects of community diversity, and to enhancing the capacity of Council to address barriers to equality that lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) residents face.

The establishment of Darebin's SSGD Advisory Committee is in response to the identified need to:

- Build Council's organisational competence in working with LGBTIQ communities through a better understanding of issues and facts
- Support Council's community engagement with local LGBTIQ groups and communities
- Build Council staff confidence in designing accessible and equitable services, policies and programs that engage LGBTIQ communities
- Engage Council in a discussion about its role in addressing and reducing homophobia, biphobia and transphobia and other forms of sex or gender identity based discrimination in the community

At a Council meeting held on 15 August 2011, Council made the resolution to:

[...]  
(3) *Establish a Sexual Orientation Advisory Committee and advertise for community members to apply and that Council receive a further report with the proposed members and terms of reference.*

[...]

The Darebin Same-Sex Attracted and Gender Diverse advisory committee was established in response to this resolution on 5 March 2012.

At members' request, and to use more inclusive language that reflects the fact that everyone in our community has a sexuality and sex and gender identity, the committee changed its name to become the Sexuality, Sex and Gender Diversity Advisory Committee (Council resolution 15 April 2013).

#### 2. Purpose and objectives of SSGD Committee

The purpose of Darebin's SSGD Advisory Committee is to advise Council on issues and barriers to equality affecting people in the City of Darebin who identify as, lesbian, gay bisexual, transgender, intersex or queer (LGBTIQ). Members of Darebin's SSGD Advisory Committee will also promote and advocate for equality and social inclusion of the SSGD community within the wider context of the Darebin community, and raise awareness about sexuality and sex and gender diversity as facets of social diversity.

##### 2.1 Policy context

## APPENDIX C

Darebin's SSGD Advisory Committee supports Darebin City Council's goal articulated in the Council Plan 2013-2017 of a "Healthy and Connected community" where people live free from discrimination. It contributes to upholding Council's broad understanding of diversity highlighted in the Council Plan's Diversity Statement:

*"The City of Darebin is today home to people of diverse races, ethnicities, faiths and beliefs, abilities, gender, talents and aspirations, sexualities and sex and gender identities, age and occupations, income and lifestyles. The community of Darebin cherishes this diversity and values it as an important civic asset. Council plays a role in promoting, encouraging, fostering and harnessing this asset and giving it the opportunity to flourish and be celebrated, acknowledged and respected."*

Darebin's SSGD Advisory Committee also supports Council's commitment to complying with its obligations under the *Victorian Charter of Human Rights Act 2006*, the *Victorian Equal Opportunities Act 2010* and federal anti-discrimination law, notably the *Sex Discrimination Amendment (Sexual Orientation, Gender Identity Intersex Status) Act 2013*.

Finally, the committee supports the implementation of Darebin's *Equity and Inclusion Policy 2012-2015* and *Community Health and Wellbeing Plan 2013-2017*, both of which reflect Council's commitment to principles of equity, diversity, social justice and freedom from discrimination, as well as the implementation of the *Darebin Sexuality, Sex and Gender Diversity Action Plan 2012-15*

### 2.2 Guiding principles

The guiding principles of Darebin's SSGD Advisory Committee are grounded in a social inclusion and human rights based framework, affirming:

- That all residents who live, work or study in Darebin have the right to equal access to services, projects and programs initiated by Darebin City Council and to participate in all aspects of civic life, regardless of sexuality, sex or gender identity
- The rights of all members of LGBTIQ communities in Darebin to observe their own sexuality and cultural practices without fear of discrimination or any form of social disadvantage
- The need for continued awareness raising, advocacy and community based action to address barriers to equality facing members of LGBTIQ communities

### 2.3 Objectives

The objectives of Darebin's SSGD Advisory Committee are:

- To provide Council and other local community-based service providers with an effective channel of communication to reach LGBTIQ communities
- To promote recognition and enhance understanding about sexuality and sex and gender diversity as aspects of social diversity and about barriers to equality facing LGBTIQ communities
- To represent the specific requirements and interests of LGBTIQ residents to Council and advise Council on these
- To contribute to the development, implementation, monitoring and evaluation of Council policies, projects and services that impact or that may potentially impact LGBTIQ communities
- To contribute to the implementation and evaluation (and further planning and development as required) of the Darebin Sexuality, Sex and Gender Diversity Action Plan 2012-15.

## 3. Membership

Membership of SSGD Advisory Committee will seek to be reflective as much as possible in terms of representation of the various groups that form the LGBTIQ community.

Membership will comprise of:

- A nominated Darebin Councillor
- One Council officer, and others as required, whose role supposes understanding the specific challenges and barriers to equality facing LGBTIQ communities and who can implement actions to address issues raised by the Committee
- A minimum of two representatives from community-based organisations that support LGBTIQ communities on a range of issues
- Up to ten community members representing the diversity of the Darebin LGBTIQ community

Apart from Councillor(s) and officers, the committee's membership should not exceed twelve.

### 3.1. Membership diversity

The committee should reflect the full diversity of the Darebin LGBTIQ community, first in terms of sexualities and sex and gender identities and second in terms of age, ability, Indigenous status, cultural and linguistic background, education and income levels, employment status, carer role, etc. This will be a key consideration in the selection and recruitment of members. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

### 3.2. Reimbursement of members' expenditures

To allow diverse participation, Council will support participation through provision of assistance for childcare, transport or other specific needs (interpreting, assistant support...) as required.

Application for assistance should be made at the expression of interest stage (see 4.1 below), but can also be made at any time if changing circumstances mandate it.

### 3.3. Role of members

Members of the SSGD Advisory Committee will fulfil their role by:

- Providing input, views and advice on the implementation of the *Darebin Sexuality, Sex and Gender Diversity Action Plan 2012-2015* and contributing to the planning, implementation and evaluation of a range of projects where relevant
- Advising Council on barriers to equality facing LGBTIQ communities with a view to supporting Council in enhancing all aspects of its business including the development of new policies and strategies, projects, services, communications and workforce development
- Assisting in shaping and promoting a range of projects (e.g. Council's participation at Midsumma Carnival and Pride March and celebrations of International Day against homophobia, biphobia and transphobia),
- Facilitating Council's engagement with the community and assisting Council to connect with Darebin LGBTIQ residents and to take into account, balance and reflect the different perspectives and requirements of all groups that form the LGBTIQ community

## 4. Terms and method of nomination

### 4.1 Method of nomination

Nomination for the appointment of members of the SSGD Advisory Committee will be called through an expression of interest process. The process will be advertised widely through appropriate promotion (including a public notice in local newspapers, promotion on Council's website...) and by communication to LGBTIQ organisations and community groups and other community groups.

- All appointments will be determined by Council.
- If a member does not attend at least two (2 i.e. half of the minimum number of meetings to be held) meetings per year without prior notification being given, their position may be considered vacant.
- Irrespective of the reason for it, if a vacancy occurs, it will be filled at the discretion of Council and made effective through a letter signed by Council's Chief Executive. Members nominated to fill a vacancy are appointed for the remainder of the term of current members only.

### 4.2 Terms of appointment

Appointments to the Committee will be for a period of three years. Three months prior to the end of this term, the supporting officer will review appointment and a subsequent expression of interest will be invited. Members will have the option to reapply for a further three years (once only). All nominations will be subject to Council approval.

## 5. Meetings and procedures

The SSGD Advisory Committee will meet at Council's offices a minimum of four (4) times a year, with the possibility to organise additional meetings as required.

Dates and times of the meetings will be determined by Council, taking into consideration members' constraints. Assistance with attendance might be offered (see 3.2. above) to allow diversity in participants.

### 5.1. Chairperson

A nominated Councillor will act as Chair of the Committee. In the absence of Councillors at a meeting, the Committee members will determine to appoint a Chair for the purposes of conducting the meeting.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available,
- Facilitating fruitful discussions, with care not to enter into operational matters and ensuring members understand these are outside of the scope of the committee,
- Assisting members to abide by the Code of conduct (see 5.4. below), including by taking action in case of breaches,
- Reviewing and approving minutes before distribution as needed,
- Where appropriate, updating Council on the progress and discussions of SSGDAC, e.g. through Councillors' reports at Council meetings.

### 5.2. Officer support

## APPENDIX C

Darebin City Council's Diversity Policy Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

Committee agendas will be forwarded to SSGDAC members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Committee members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

### 5.3. Recommendations to Council

The role of the Darebin Sexuality, Sex and Gender Diversity Advisory Committee is to provide **advice** to Council. As such it does not have any decision-making powers.

Where the committee wishes to make recommendations to Council, a consensus of all members present will be sought.

In the absence of such consensus, and provided there is a **quorum of at least half of the members** (apart from Councillor(s)/Chair and officer(s)) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee **does not have an operational role and may not direct Council staff** in the performance of their duties.

### 5.4. Conduct of Committee members

Members will:

- act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate
- exercise reasonable care and diligence
- not make improper use of their position or make improper use of information acquired because of their position

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

## APPENDIX C

Members of Darebin SSGD Advisory Committee are **not authorised to speak to the media or make public statements on behalf of the Committee (and much less Council)**, unless the member is a Councillor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public information or response is provided in relation to the issue.

### **6. Monitoring and evaluation**

Operations of the SSGD Advisory Committee will be evaluated annually via a number of methods (including reflective self-evaluation of the Committee) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee are also required to be reviewed annually no later than October (prior to the Statutory meeting) and any changes are to be endorsed by Council.

## **Darebin Bicycle Advisory Committee TERMS OF REFERENCE**

### **1. Background**

Darebin City Council has a long standing commitment to promoting and supporting cycling within the municipality, as demonstrated by investment in cycling in Darebin over the last fifteen years and the life of two Cycling Strategies.

The Darebin Bicycle Advisory Committee (DBAC) was established following a request from Council to set up a committee to provide ongoing community input to the State Government and Council into the provision of cycling infrastructure facilities and education programs, and as means of tracking delivery of the *Darebin Cycling Strategy (DCS)*.

### **2. Purpose and objectives**

DBAC is a formal advisory body to Darebin City Council. Its purpose is to provide strategic advice to Council on cycling issues affecting the community, and inform Council on decision making in relation to policy, program, and service delivery.

The committee objectives are to:

- Provide advice on delivery of the DCS and other relevant Council programs or policy.
- Inform Council of issues relating to improving conditions for cycling, and promoting cycling in the municipality.
- Provide advice to inform the development of projects that encourage a culture of cycling in Darebin, so that people travelling within or through Darebin make more of their trips by bicycle.
- Provide advice on the development of a high quality network of cycle friendly routes accessing popular destinations both within Darebin and the larger Metropolitan network that are suitable for use by those of all abilities, ages and backgrounds.
- Support Council in advocating to key partners and relevant bodies to prioritise investment in cycling.
- Provide advice on improving the safety of cycling.

DBAC progresses these objectives through assisting Council to deliver relevant actions in the DCS Action Plan.

### **3. Membership**

Membership of DBAC will include ten community representatives, one Councillor and two Council Officers. In addition, other Council Officers and special guests will be invited to attend meetings as required.

The Councillor will be appointed at a Council Special Meeting in November / December each year. A second Councillor will be appointed as a proxy to attend meetings if the appointed Councillor cannot attend.

Membership is open to people who live, work or study in Darebin. The committee should reflect as far as possible the diversity of the Darebin community. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

Members will be recruited through an expression of interest process with applicants asked to respond to relevant selection criteria.

### **3.1 Roles and responsibilities of members**

Members of DBAC will fulfil their role by:

- Providing input, views and advice on the implementation of the DCS.
- Advising Council on barriers faced by bike riders in the municipality on behalf of the wider community.
- Providing comment on a range of Council plans and associated strategies.
- Assisting in shaping a range of bicycle projects (e.g. Ride 2 Work Day, Cycle Training, School Programs etc.) by contributing to planning, promotion and evaluation where appropriate.

## **4. Terms and method of nomination**

### **4.1 Method of nomination**

Nomination for the appointment of members of DBAC will be called through an expression of interest process. The process will be advertised widely through appropriate promotional channels.

### **4.2 Terms of appointment**

Appointments to the Committee will be for a period of two years, with five positions being advertised each year. Three months prior to the end of this term, the supporting officer will review appointments and a subsequent expression of interest will be invited. Members will have the option to reapply for a further two years (once only). If at the end of a 12 month term any DBAC member has attended less than half of the meetings in that period they will be retired.

Applications will be considered by a selection panel which will be comprised of three DBAC representatives including a Council officer and the appointed Councillor. The following criteria will be considered by the selection panel:

- Ability to represent the interests of bike riders in Darebin e.g. past experience, demonstrated commitment to community action/involvement.
- A willingness to share ideas and expertise and support bike riding in its various forms (such as commuting, shopping, recreation, riding to school etc.)
- Understanding of the local community and its urban environment, and issues related to improving bicycle facilities in Darebin.
- Links with relevant groups or organisations e.g. community groups, bicycle shops, bicycle user group, cycling clubs, schools, tertiary institutions.

A broad representation of the Darebin community will be sought based on diversity of gender, age, experience, residence and background.

## **5. Meetings and procedures**

Meetings are normally held at the Preston Council Offices. The Committee meets quarterly for duration of two hours. Additional meetings may be held as required.

### **5.1 Chairperson**

Meetings will be chaired by the appointed Councillor, or in their absence the appointed proxy or a Council Officer. The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available.

- Facilitating fruitful discussions, with care not to enter into operational matters and ensuring members understand these are outside the scope of the committee.
- Assisting members to abide by the Code of Conduct (see 6.4 below), including taking action in case of breaches.
- Where appropriate, updating Council on the progress and discussions of DBAC, e.g. through reports at Council meetings.
- Perform a representative and leadership role on behalf of the Committee at events and Council activities as agreed with the Mayor. Where the Chairperson is unavailable, this role may be delegated by the Chairperson to another member of the Committee.

## **5.2 Officer support**

Council officers will prepare committee agendas which will be forwarded to DBAC members by email five working days before a scheduled meeting.

Council officers will record minutes of each meeting which will be provided to Committee members within three weeks after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

## **5.3 Recommendations to Council**

The role of the DBAC is to provide advice to Council. As such it does not have any decision-making powers.

Where the committee wishes to make recommendations to Council, a consensus of all members present will be sought. In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillors/Chair and officers) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers cannot take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee does not have an operational role and may not direct Council staff in the performance of their duties.

## **5.4 Conduct of Committee members**

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of DBAC are not authorised to speak to the media or make public statements on behalf of the Committee or Council, unless the member is a Councillor or has express permission from the Mayor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public response is provided in relation to the issue.

## **6. Guiding principles**

The guiding principles of DBAC are:

- Respect for other committee members.
- Commitment to keep to time.
- Make an effort to stay on topic and keep to the agenda.
- Listen to the ideas and views of others during meetings without interrupting.
- Members represent the Darebin community not other organisations they may be involved in.
- Members come prepared to meetings, which may involve reading relevant documents, understanding the issues as much as possible and bring views of community when requested to do so.
- Continuity of what is discussed is important.

## **7. Reporting and Review**

Operations of the DBAC will be evaluated annually via a number of methods (including reflective self-evaluation of the Committee) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee are also required to be reviewed annually (prior to the statutory meeting) and any changes will require the endorsement of Council.

### **Further information**

Sustainable Transport Officer  
Phone: (03) 8470 8683  
Email: [anna.haygreen@darebin.vic.gov.au](mailto:anna.haygreen@darebin.vic.gov.au)  
Website: [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

## **Darebin Environmental Reference Group Terms of Reference**

### **Background**

The City of Darebin's Environmental Management Strategy recommended that as a sustainability promoting organisation Council needs to work with the Darebin community and the widest possible range of interest groups. It also recommended that the Darebin community be involved in a vision building exercise to map out a shared vision of Darebin's environment. To coincide with World Environment Day on 5 June 2001, Darebin Environmental Futures Day was held involving the participation of schools and community to develop a shared environmental vision for Darebin. Establishment of an Environmental Reference Group was regarded as the most suitable framework to engage with the community regarding environmental and sustainability issues on a regular basis.

The first DERG meeting was held on October 31 2001.

### **DERG Terms of Reference**

The purpose of DERG is:

- To advise Council regarding facilitating community action and strengthening links and partnerships between the Darebin community and Council's contribution to environmental sustainability.
- To provide an avenue of community consultation regarding policy, strategies and matters pertaining to environmental sustainability in Darebin and to operate as a "sounding board" for key strategies and policies.
- Provide community feedback and advice to Council regarding local environmental issues.
- To contribute to the content of environmental forums and events.

### **DERG Members' Roles and Responsibilities**

Community members are appointed for a two year period (see length of Term and Committee Renewal below).

The committee currently meets bimonthly on a Wednesday night between 7.00 – 9.00pm. DERG members are required to attend at least half of these meetings. Meeting times can be changed by a majority vote of the committee. Meetings are currently held at the Preston municipal offices with occasional meetings at Northcote Town Hall.

DERG members will be invited to environmental events and activities hosted by the City of Darebin and may be invited to represent the committee at Council dinners or meetings.

DERG members will also be asked to provide input to environmental strategies and plans and to submissions on other Council strategy documents.

DERG members are encouraged to undertake and/or participate in voluntary environmental projects that are relevant to Council's environmental priorities. There is no budget allocation for projects of this kind but where appropriate support will be made available in accordance with Council priorities.

## APPENDIX E

DERG's role and input is valued by Council but as described above DERG is not a decision-making body. Council receives submissions from a wide range of stakeholders and all submissions are considered through the same processes. The relevant Council officers are requested to provide feedback on if and how DERG's submissions have been incorporated in strategies and plans.

### **Conduct of Committee members**

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Committee is concerned with or that the committee will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of DERG are not authorised to speak to the media or make public statements on behalf of the Committee or Council, unless the member is a Councillor or has express permission from the Mayor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Committee for consideration before any public response is provided in relation to the issue.

### **Selection Criteria for Community Members**

- Demonstrated knowledge of and commitment to environmental and sustainability issues, particularly issues relevant to local government and the Darebin community.
- Demonstrated commitment to community action/involvement.
- Understanding and interest in local government issues.
- A broad representation of the Darebin community will be sought – based on location (home address) and diversity.

### **Representation**

- There are 12 community representatives and a Councillor (with a proxy).

## APPENDIX E

- The Councillor representative acts as Chair. When a Councillor is not present at a meeting a Council officer will act as Chair.
- The Councillor Chair is the official spokesperson for DERG.

### **Length of Term and Committee Renewal**

This process applies to the 12 community members of DERG (Councillors will be reviewed yearly or as required and will be appointed by Council)

- Community member positions will be 2 year appointments, with generally half the positions (6) being advertised each year to ensure continuity.
- If at the end of a 12 month term any DERG member has attended less than half of the meetings in that period, that member will be retired.
- Former members may reapply for membership.
- Membership applications shall be reviewed and selected by a selection panel. The selection panel for community members will comprise: one officer representative, one community member of DERG, one Councillor representative of DERG.

### **Method of Resignation**

Members will automatically resign after their 2 year membership period. As per above, retiring members are eligible for re-appointment.

### **If a member retires during the course of their 2 year term during February - June.**

Invitations will be sent to those people shortlisted by the membership panel in the most recent call for memberships. Positions appointed through this process will retire at the next membership round occurring after 18 months of their appointment. (NB: Members appointed in June or later will have a membership over 2 years). At any other time of resignation the additional vacant membership position will be filled through the yearly membership process.

### **If a membership is not filled through advertising**

DERG will target potential members. If applications through this process out number positions the selection panel will determine membership.

### **Officer support**

Council officers will prepare committee agendas which will be forwarded to DERG members by email five days before a scheduled meeting.

Council officers will record minutes of each meeting which will be provided to Committee members within three weeks after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

### **Recommendations to Council**

The role of the DERG is to provide advice to Council. As such it does not have any decision-making powers.

## APPENDIX E

Where the committee wishes to make recommendations to Council, including changes to the Terms of Reference, a consensus of all members present will be sought. In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillors/Chair and officers) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the committee's. Officers cannot take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Committee's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Committee does not have an operational role and may not direct Council staff in the performance of their duties.

### **Reporting and Review**

For process changes (eg meeting times) the Terms of Reference can be modified by a quorum of members.

Operations of the DERG will be evaluated annually to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee will be reviewed annually (prior to the statutory meeting) and any changes will require the endorsement of Council.

At the last meeting of each calendar year a summary document and discussion of DERG's achievements through the year will be presented to the group by an officer. This document will also be provided to new members.