

Darebin Community Advisory Committee Review

Committee Title:

Active and Healthy Ageing Board

Membership:	X	No of Representatives
Councillors	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
Community Representatives	<input type="checkbox"/>	<input type="text" value="10"/>
Industry Representatives	<input type="checkbox"/>	<input type="text" value="0"/>
Council Staff	<input type="checkbox"/>	<input type="text" value="5"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

2012 Cr Greco x 4;
2013 Cr Greco x 5; Cr Villela x 5 ; Cr Li x 4
2014 Cr Greco x 3; Cr Villela x 2

Establishment and End Dates:

September – not a full year

Method of Establishment:

Council recommendation following adoption of the Active and Healthy Ageing Strategy 2011 - 2021

Frequency of Meetings:*Bi Monthly***Stated Purpose & Objectives:**

To inform and assist Council in understanding the issues, policies and drivers that influence services delivered to residents ageing in Darebin. To monitor and report on the Darebin Active and Healthy Ageing Strategy 2011-2021.

Committees Operation:

*AHAB meets their quorum at each meeting. There is regular Councillor attendance at these meetings. There is a perception that members of the AHAB appreciate Councillor involvement. Members of the AHAB are actively engaged through provision of advice given on a range of council strategies, in addition to the committee also having adopted their own workplan. The work undertaken in this committee does not replicate work in other committees.
TOR attached*

Recommendation:

*Committee meet quarterly
Councillor representation with a proxy*

Panel Recommendation:

The committee remains an Advisory Committee with Councillor representation
One Councillor to attend with a proxy
The committee to meet quarterly.
The Terms of Reference are reviewed prior to November 2014.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Child Friendly City Advisory Committee

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox" value="X"/>	<input type="text" value="2"/>
Community Representatives	<input type="checkbox" value="X"/>	<input type="text" value="10"/>
Industry Representatives	<input type="text"/>	<input type="text"/>
Council Staff	<input type="checkbox" value="X"/>	<input type="text" value="14"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

*August 2014 Cr Williams 1 meeting
August 2014 Cr McCarthy apology*

Establishment and End Dates:

August 2014, no end date specified

Method of Establishment:

Council Resolution, December 2013

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

The purpose of the committee is to provide advice to Council in planning and developing Darebin's Child Friendly City framework.

The terms of reference have been presented at the first committee meeting on 26 August 2014.

Note: Attached copy of Committee's Terms of Reference

Committees Operation:

This newly formed committee has held one meeting to date.

The committee is achieving a quorum. Two of the 10 Community Representatives are not able to attend due to work/family commitments. Other options have been explored with these representatives and they will continue to have input and contribute.

Councillor attendance at meetings – for the first meeting Cr Williams attended and Cr McCarthy was an apology.

The committee is working towards achieving it's purpose.

Recommendation:

The Darebin Child Friendly City Advisory Committee continue in its current format as it is a newly established committee.

Panel Recommendation:

The committee maintain status quo.
Only one Councillor and a proxy required
The Terms of Reference are reviewed prior to November 2015.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

APPENDIX B

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Collections Advisory Committee

Membership:	X	No of Representatives
Councillors	<input type="checkbox" value="X"/>	<input type="checkbox" value="3"/>
Community Representatives	<input type="checkbox" value="X"/>	<input type="checkbox" value="3"/>
Industry Representatives	<input type="checkbox"/>	<input type="checkbox"/>
Council Staff	<input type="checkbox" value="X"/>	<input type="checkbox" value="2"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Nov 2012-Oct 2013 Cr Greco 0 meetings
 Nov 2012-Oct 2013 Cr Villella x 2 meetings
 Nov 2012-Oct 2013 Cr Laurence x 2 meetings

Nov 2013-Oct 2014 Cr Greco X 2 meetings

Nov 2013 – Oct 2014 Cr Villella x 2 meetings

Nov 2013 – Oct 2014 Cr Laurence x 0 meetings

Establishment and End Dates:

2003 – no end date

Method of Establishment:

A sub-committee of the Bundoora Homestead Special Committee of Management

Frequency of Meetings:

Quarterly

Stated Purpose & Objectives:

The role of the City of Darebin Collections Advisory Committee is to provide advice to Council regarding the development of the City of Darebin Art and History Collections, as well as oversee the implementation of the Collections Policy.

Operational committee to approve acquisitions of artwork for the Council Collection. Artworks are recommended for purchase by the Curator and approved by the Committee. Total budget for acquisitions in a year is approximately \$30,000.

Committees Operation:

*The Committee is achieving quorums.
Councillors attend most meetings but not all.
The committee achieves its stated purpose but is an operational mechanism for the ongoing activities of Bundoora Homestead.*

Recommendation:

The Committee does not require Councillor involvement to achieve its aims. The work of this Committee requires specialist knowledge of art acquisitions and collection management, and this would be best achieved with a reference group of arts industry representatives and Council staff.

Panel Recommendation:

*Change format of the committee to a Reference Group
No Councillor to be appointed to the committee at the statutory meeting scheduled for 10 November 2014.
The Terms of Reference to be reviewed.*

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Aboriginal Advisory Committee

	X	No of Representatives
Membership: Councillors	<input style="width: 40px; height: 20px;" type="text" value="4"/>	<input style="width: 40px; height: 20px;" type="text"/>
Community Representatives	<input style="width: 40px; height: 20px;" type="text" value="10"/>	<input style="width: 40px; height: 20px;" type="text"/>
Industry Representatives	<input style="width: 40px; height: 20px;" type="text" value="0"/>	<input style="width: 40px; height: 20px;" type="text"/>
Council Staff	<input style="width: 40px; height: 20px;" type="text" value="2"/>	<input style="width: 40px; height: 20px;" type="text"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

See attached

Establishment and End Dates:

May 2011 - no end date

Method of Establishment:

Council recommendation (at the dissolution of DATSIC)- and following the completion of the development of the Darebin Aboriginal Action plan

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

Support the development of a Council strategy

Support and advice on the implementation of an adopted strategy, policy or action plan

Develop and maintain strong relationships between Council and the local Aboriginal community – so as to be a bridge between Council and the Aboriginal people of Darebin

- Inform Council program and policy development initiatives*
- Advocate for an increase in the visibility of Aboriginal language, symbols and signs in Darebin to ensure a visible presence of Aboriginal culture in the municipality*
- Increase the awareness of the contemporary and the traditional Aboriginal culture in Darebin*
- Promote the benefits of increasing Aboriginal personnel at all levels of Council*
- Advocate for improved access to Council services by Aboriginal people and the cultural relevance and appropriateness of all*

Council services, policies and programs

- Initiate, promote and monitor projects that assist Aboriginal people in Darebin*

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Committees Operation:

All meeting except one have had at least one Councillor attending.

The committee is consistently not achieving quorums. This is partially due to the unfilled Officer's position for long periods of time between 2011 and 2014. A fair amount of work is involved in setting agenda and organising meetings and it would be more efficient to have less regular meetings going from bimonthly to quarterly.

Due to the inconsistent attendance by the committee members some areas of discussion such as the role of the committee needs strengthening. It is anticipated that this can be achieved with a new TOR.

Despite these issues work has been progressed through the committee and it is not being duplicated. A number of strategies and presentations were progressed throughout the last financial year. Access to the this community and its network through a formal advisory committee is

Recommendation:

This committee should continue to operate as an Advisory Group but with a new Terms of Reference and quarterly meetings.

As the term is up for all members there should be recruitment of new members as soon as possible after the adoption of the new TOR.

Panel Recommendation:

The committee schedule meetings quarterly.

This committee establish new Terns of Reference.

The Mayor of the day be appointed to the Committee at the statutory meeting scheduled for 10 November 2014. One other councillor is appointed as a proxy member in the event the Mayor is unable to attend.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Meeting Attendance

2012 DAAC Meeting

Name	29-Feb-12	27-Jun-12	29-Aug-12
Cr. Steven Tsitas (Mayor)	Y	N	Y
Cr. Gaetano Greco	Y	N	N
Cr. Vince Fontana	N	N	N
Cr. Trent McCarthy	N	N	N

2013 DAAC Meeting

Name	27-Feb-13	26-Jun-13	28-Aug-13	30-Oct-13
Cr. Tim Laurence (Mayor)	N	Y	N	Y
Cr. Steven Tsitas	N/A	N	N	N
Cr. Gaetano Greco	N	N	N	N
Cr. Vince Fontana	N	N	N	N
Cr. Trent McCarthy	N	N	N	Y
Cr. Oliver Walsh	Y	N	N	Y

2014 DAAC Meeting

Name	26-Feb-14	25-Jun-14	27-Aug-14
Cr. Gaetano Greco (Mayor)	Y	Y	Y
Cr. Steven Tsitas	N	N	N
Cr. Vince Fontana	Y	Y	Y
Cr. Trent McCarthy	N	N	Y
Cr. Oliver Walsh	N	N	N

Darebin Community Advisory Committee Review

Committee Title:

Darebin Anti-Racism Steering Committee

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox" value="x"/>	<input type="text" value="2"/>
Community Representatives	<input type="checkbox"/>	<input type="text"/>
Industry Representatives	<input type="checkbox" value="x"/>	<input type="text" value="9"/>
Council Staff	<input type="checkbox" value="x"/>	<input type="text" value="1+"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Cr Villella: 13/6/2013 Y, 21/11/2013 no record, 20/3/2014 N, 3/7/2014 N, 18/9/2014 N

Cr Greco: 13/6/2013 Y, 21/11/2013 no record, 20/3/2014 Y, 3/7/2014 Y, 18/9/2014 N

Establishment and End Dates:

Established in August 2012 as part of the development and endorsement of Darebin Anti-Racism Strategy. Continuing until Strategy period ends 31/12/2015.

Method of Establishment:

As part of endorsement of Darebin Anti-Racism Strategy 2012-15

Frequency of Meetings:

Initially twice annually; members agreed to increase the frequency of meetings to quarterly.

Stated Purpose & Objectives:

Oversee the implementation of the Darebin Anti-Racism Strategy.

Committees Operation:

The membership of the Anti-Racism Steering Committee is largely based on the steering group which oversaw the implementation of the Darebin Racism Enquiry 2011/12. The industry representatives bring a high level and sophisticated understanding of racism and anti-racism, for Council to draw on to guide the implementation of the Darebin Anti-Racism Strategy. Discussions are generally dynamic, passionate and well-informed. Members have provided both practical and theoretical assistance to the implementation of the Anti-Racism Strategy through their expertise, feedback and reflections. This was particularly valuable in relation to the Say No To Racism project.

Recommendation:

The committee has expressed a desire to alter its Terms of Reference to allow for collaborative projects of shared interest to be undertaken. There has been some frustration expressed by industry representatives that their role is limited to overseeing the Anti-Racism Strategy when their preference is to their contribute time, energy, resources etc to work on projects to directly support the Anti-Racism Strategy.

As noted earlier, the committee has expressed a desire to alter its TOR to support collaborative projects. There is an appreciation that this would be a reasonably significant alteration to its original purpose.

The committee should change its meeting time to business hours to facilitate Industry participation

Panel Recommendation

Change format of the committee to a Reference Group

No Councillor to be appointed to the committee at the statutory meeting scheduled for 10 November 2014.

The Terms of Reference to be reviewed.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Arts Ambassadors

	X	No of Representatives
Membership: Councillors	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
Community Representatives	<input type="checkbox"/>	<input type="text"/>
Industry Representatives	<input checked="" type="checkbox"/>	<input type="text" value="12"/>
Council Staff	<input checked="" type="checkbox"/>	<input type="text" value="2"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Nov 2012-Oct 2013 Cr Walsh x 2 meetings
 Nov 2012-Oct 2013 Cr Villella x 1 meeting
 Nov 2012 – Oct 2013 Cr McCarthy x 1 meeting
 Nov 2013-Oct 2014 Cr Walsh X 1 meetings
 Nov 2013 – Oct 2014 Cr Villella x 1 meetings
 Nov 2013 – Oct 2014 Cr McCarthy x 0 meetings

Establishment and End Dates:

2013 – no end date

Method of Establishment:

Council Resolution

Frequency of Meetings:

Minimum 3 times a year

Stated Purpose & Objectives:

The purpose of the Darebin Arts Ambassadors Reference Group is to advise Council on any matters relating to the arts and community in Darebin; support Council in the development of the Arts Strategy 2014-2020 and provide feedback, support and guidance for the life of the strategy; guide Council on best practice arts and community cultural development; and to provide an avenue of community consultation regarding policy, strategies and matters pertaining to the Arts in Darebin.

Committees Operation:

The Committee is a discussion group and does not vote on any decisions.

Councillors attendance is not constant. No meeting has had all three Councillors present.

The Ambassadors operate as a networking group for the creative industries and a sounding board for Council staff to test out new ideas as part of a broad mix of community

Recommendation:

The Committee does not require Councillor involvement to achieve its aims. Discussion is around broad trends within the arts and creative industries.

Panel Recommendation:

Change format of the committee to a Reference Group

No Councillor to be appointed to the committee at the statutory meeting scheduled for 10 November 2014.

The Terms of Reference to be reviewed.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Bicycle Advisory Committee

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox" value="X"/>	<input type="text" value="3"/>
Community Representatives	<input type="checkbox" value="X"/>	<input type="text" value="10"/>
Industry Representatives	<input type="checkbox"/>	<input type="text"/>
Council Staff	<input type="checkbox" value="X"/>	<input type="text" value="2"/>

Note: Community representatives include representation from Victoria Police, Darebin Bicycle User Group and a student from La Trobe University.

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

2011/12

20 June – Cr McCarthy, Cr Lawrence;

2012/13

21 August – Cr McCarthy; 18 December – Cr Li, Cr Villella;
19 February – Cr Li; 20 March – Cr Li; 16 April – Cr Li, Cr McCarthy; 18 June – Cr McCarthy

Number of meetings attended:

Cr McCarthy 3/6
Cr Villella 1/6
Cr Li 4/6

2013/14

20 August – Cr Li, Cr McCarthy; 17 September – Cr Li; 20 December – Cr Li, Cr McCarthy, Cr Villella; 18 February – Cr Li, Cr Villella; 15 April - Cr Li, Cr McCarthy; 17 June – Cr Li, Cr McCarthy

Number of meetings attended:

Cr McCarthy 4/6
Cr Villella 2/6
Cr Li 6/6

Establishment and End Dates:

The Cycling Strategy Working Group was the precursor to DBAC and met 4 times in 2011 and early 2012. DBAC inception meeting held on 20 June 2012. Ongoing Committee – no end date set.

Method of Establishment:

Council motion No. 187 moved at the 16 April 2012 Council Meeting.

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

Purpose - To provide strategic advice to Council and inform Council on cycling issues affecting the community, and improve Council decision making in relation to policy, program, and service delivery.

Objectives are to:

- Advise Council on development and delivery of the Darebin Cycling Strategy (DCS) and inform other relevant Council program and policy;
- Inform Council of issues relating to improving the municipality for cycling, and the promotion of cycling;
- Support Council to develop projects that encourage a culture of cycling in Darebin, so that people travelling within or through Darebin make more of their trips by bicycle;
- Advise Council 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 stakeholders to prioritise investment in cycling;
- Support Council to promote safe behaviour by all modes on roads and paths;
- Assist Council to effectively promote cycling.

Committees Operation:

The committee has a high level of attendance from community members. It provides valuable feedback on a wide range of bicycle projects and initiatives from strategic issues like development of new cycle routes to local issues such as the design of bicycle capital works projects. The committee provides the greatest value in reviewing and providing feedback on project proposals, capital works plans, Council strategies as well as putting forward successful pre-budget submissions. Having the support of the committee has added weight to Council applications and proposals where support or approval is needed from external organisations such as VicRoads, Melbourne Water or neighbouring Councils.

Committee members and Councillors have expressed that they value the opportunity to share and discuss information, community perspectives and new approaches and bring a range of community views to the table. Committee members regularly feedback their appreciation at having a forum to discuss and advise on Council's approach to cycling.

Recommendation:

Committee meetings held quarterly rather than bi-monthly.

Co-opted memberships such as police, student and cycling group representatives be reviewed when other memberships are reviewed to ensure that attendance and participation is maintained by all members.

Recommendation:

The group to remain a Council Advisory group with Councillor representation

One Councillor and a proxy to be nominated

Terms of reference to be reviewed to ensure that the Strategic role of the groups is re-inforced

The meetings to be reduced to quarterly

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Disability Advisory Committee

	X	No of Representatives
Membership:		
Councillors	x	4
Community Representatives	x	10
Industry Representatives	x	4
Council Staff	x	9

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

2012 – Feb – October to be provided

2013 Feb – October

Cr Tim Laurence x 5 meetings

Cr Williams x 5

Cr Walsh x 5

Cr Li x 1

2014 Feb – October

Mayor x 3

Cr Williams x 2

Cr Walsh x 1

Establishment and End Dates:

June 1997 - current

Method of Establishment:

DDAC have been meeting for a considerable period and there is no information regarding methods for establishing this group.

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

DDAC is a **Community Advisory Committee** of Darebin City Council. Its purpose is to provide advice to Council on issues relating to access and inclusion for people with disabilities and carers living, working, studying or visiting Darebin. To promote and advocate for, improved access and equity within Council and the wider community, irrespective of age, type of disability, gender, culture or linguistic background.

Committees Operation:

DDAC meetings always have quorum.

There are currently 4 Councillors allocated to this committee which includes the Mayor. There is on average two to three councillors who regularly attend DDAC meetings. There is a general sense that given the nature of the issues that are raised, DDAC members appreciate the presence of a Councillor, particularly where Councillors can demonstrate empathy, an understanding of the issues and the potential to influence matters that are raised at this forum.

The Committee regularly advises on new strategies Council develops, but could have a stronger impact through advocacy and lobbying and development of Council policy by being far more visible and accessible to Council officers other than disability staff.

The issues raised in DDAC often reflect the limitations, challenges and barriers that can limit the social opportunities for connection within the community for people with a disability. DDAC role raises Council's awareness of these issues and as such the work is ongoing and does not duplicate the work of other committees although at times there would be some overlap. **[Terms of Reference attached]**

Recommendation:

DDAC to meet to meet quarterly

DDAC to continue in its current format with a view to talking to members to explore alternate ways for Council to remain connected to issues for people with a disability.

For one Councillor to be allocated to this committee with a proxy where the allocated Councillor is not available.

Panel Recommendation:

Meetings be reduced to quarterly

Committee to remain an Advisory Committee with Councillor representation

One Councillor and a proxy appointed

The Terms of Reference to be reviewed.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Coordinator Community Participation and Development Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Early Years Reference Group

		X	No of Representatives
Membership:	Councillors	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
	Community Representatives	<input type="checkbox"/>	<input type="text" value=""/>
	Industry Representatives	<input checked="" type="checkbox"/>	<input type="text" value="10"/>
	Council Staff	<input checked="" type="checkbox"/>	<input type="text" value="4"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Nov 2010-Oct 2011 Cr Asmar 1 meeting, Cr Tsitas 2 meetings
 Nov 2011-Oct 2012 Cr Tsitas 2 meetings
 Nov 2012-Oct 2013 Cr Williams 2 meetings
 Nov 2013-Oct 2014 Cr Greco 1 meeting, Cr Williams 1 meeting

Establishment and End Dates:

Established June 2010 with no end date

Method of Establishment:

Council recommendation

Frequency of Meetings:

Bi-annually

Stated Purpose & Objectives:

1. To provide ongoing advice, monitor and evaluate the relevance of the Darebin Early Years Strategy (including Darebin Early Years Infrastructure Plan, Darebin Early Years Plan and Darebin Best Start Action Plan)
2. To ensure alignment with relevant Council policy including: the Darebin Social Inclusion Agenda; Diversity Policy; Human Rights Check List and the Darebin *Community Health and Wellbeing Plan 2009- 2013*
3. To provide strategic thinking for effective planning
4. To advise Council on the delivery of actions that arise from the plans.

The Terms of Reference were revised March 2013.

Committees Operation:

Generally the Reference Group has achieved quorums with at least one Councillor in attendance. The original intent was to develop a strategy and then oversee actions from the plans.

Attached copy of Reference Group's "Terms of Reference".

Recommendation:

The Reference Group could be dissolved as it has achieved its stated objectives. The Reference Group could evolve into a group/network for professionals in the municipality to monitor ongoing operational issues.

Panel Recommendation:

Effective from the date of Council's resolution, the Reference Group to be dissolved.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Education Committee

	X	No of Representatives
Membership: Councillors	<input type="checkbox"/>	<input type="text" value="3"/>
Community Representatives	<input type="checkbox"/>	<input type="text" value="2"/>
Industry Representatives	<input type="checkbox"/>	<input type="text" value="14"/>
Council Staff	<input type="checkbox"/>	<input type="text" value="5"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Please note the Darebin Education Committee has only existed since beginning 2014
Mar 2014 - Sep 2014
Councillor Gaetano Greco x 4 meetings
Councillor Angela Vilella x 1 meeting
Councillor Vince Fontana x 2 meetings

Establishment and End Dates:

March 2014. No end date

Method of Establishment:

Recommendation through the Darebin Education Inquiry and an adopted strategy & date

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

Oversee and add value to the implementation of the Darebin Education Inquiry Report Recommendations
Assist in strengthening relations between Darebin Council and Darebin-based schools

Committees Operation:

Over the past year the Committee has been growing in participation by schools. It is achieving quorums and is strengthening in attendance and interest by schools.

There has been at least one Councillor at each of the 2014 meetings.

It has been a developmental process as schools were unclear about the role of local government in education in this comprehensive way. It is a new role. They were also unsure about the value of the inquiry but have found it useful as a guide for ongoing work.

The Committee is working towards implementing its objectives – it is ongoing.

Recommendation:

Continue the current format until the end of 2104.

We are currently in discussion with the Darebin Principal's network about how to collaborate, with a possible annual joint forum/meeting integrated into DEC calendar (not add-on).

Re-consider format after these discussions.

The TOR will need to be reviewed as do not include DEECD or other education/ community group representation.

Panel Recommendation:

Meetings to be held on a quarterly basis.

Only one Councillor be appointed to the committee at the statutory meeting scheduled for 10 November 2014.

If the strategy is finalised by October 2015, no Councillor is required to be appointed through the 2015 statutory meeting process. This is on the basis that the committee will just implement the requirements outlined in the strategy.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Environment Reference Group

Membership:	14	No of Representatives
Councillors	<input type="text" value="2"/>	<input type="text"/>
Community Representatives	<input type="text" value="12"/>	<input type="text"/>
Industry Representatives	<input type="text" value="0"/>	<input type="text"/>
Council Staff	<input type="text" value="2"/>	<input type="text"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

*Nov 2011-Oct 2012 Cr McCarthy - 5 meetings
 Nov 2011-Oct 2012 Cr Greco - 2 meetings
 Nov 2012-Oct 2013 Cr McCarthy - 6 meetings
 Nov 2012-Oct 2013 Cr Villela - 3 meetings
 Nov 2013-Sept 2014 Cr McCarthy - 2 meetings
 Nov 2013-Sept 2014 Cr Villela - 1 meetings*

Establishment and End Dates:

DERG was established in 2001. There is no end date

Method of Establishment:

As a recommendation of Council's Environmental Management Strategy in 2001.

Frequency of Meetings:

Every 6 weeks.

Stated Purpose & Objectives:

Darebin's Environmental Reference Group (DERG) is a community advisory group that has been operating since 2001. DERG provides valuable input to Council on policies, strategies and projects of environmental significance and plays an important role in building community engagement and participation in environmental issues.

Committee's Terms of Reference attached.

Committees Operation:

Attendance at meetings is very good. Over winter is drops off a little as to be expected.

Councillor attendance has been relatively good over the years. This latest year has been the lowest attendance rates.

DERG is very effective at meeting it's stated objectives – providing advice and feedback on policy, strategy matters across a broad range of environmental matters.

DERG's work is on-going and there is great value in the input and interaction from the community at this level.

There is no duplication of work in relation to DERG's role.

Recommendation:

DERG continue in current format (change to bi-monthly meetings) as it has continued relevance, it is achieving its objectives and is functioning well.

The Terms of Reference are reviewed annually and the most recent review was just completed at the August 2014 meeting.

The Terms of Reference may need to be reviewed in reference to the current review of all Advisory Committees to ensure consistency with current guidelines.

Panel Recommendation

The committee remain and Community Advisory Committee

One Councillor and one proxy to represent committee

The committee reduce meeting frequency to occur bimonthly

The Terms of Reference are reviewed prior to December 2015

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director Steve Hamilton: Date:

Manager Libby Hynes : Date:

Coordinator Gavin Mountjoy: Date:



Darebin Environmental Reference Group

Terms of Reference and Selection Information.

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 facilitate community action and to assist in 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 assistance 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 every six weeks 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 (DERG's reusable nappy project is a good example). There is no budget allocation for projects of this kind but where possible support will be made available in accordance with Council priorities.

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.

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 two Council representatives.
- A 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. DERG members may speak on behalf of the group where the content and spokesperson is agreed by a quorum at a DERG meeting.

Quorum

- For decisions where a vote is required, at least 6 community representatives must be present. If this is not the case the decision will be postponed until the next meeting. If this is not possible a vote via email/mail may be pursued.

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.

Reporting and Review

Where a quorum of members proposes changes to the role and responsibilities of DERG, Council will be required to approve the proposed change to DERG's Terms of Reference.

For process changes (eg meeting frequency, length of term and committee renewal etc) the Terms of Reference can be modified by a quorum of members. In the case of any doubt around the nature or significance of the proposed change, the proposal will be referred to Council for approval.

The August meeting of each year will be set aside for review of the Terms of Reference and DERG processes in general.

At the December meeting of each 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.

Timing 2014 - 15

October 28 2014- advertise for new DERG members (via local papers, Sustainability News and on webpage)

December 1 2014- member applications close

December 2014 – Selection Panel resolves membership and members are advised

Early February 2015 – Orientation session

Late February 2015 - first DERG meeting

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.

DRAFT

Darebin Community Advisory Committee Review

APPENDIX L

Committee Title:

Darebin Housing Advisory Committee

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox" value="x"/>	<input type="text" value="3"/>
Community Representatives	<input type="checkbox" value="x"/>	<input type="text" value="1"/>
Industry Representatives	<input type="checkbox" value="x"/>	<input type="text" value="6"/>
Council Staff	<input type="checkbox" value="x"/>	<input type="text" value="3"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

In the last 3 years the Housing Advisory Committee has met 4 times. The committee was in abeyance for 2011 / 2012 and part of 2012 / 2013. Crs. Greco and Laurence have attended each of the convened meetings and Cr. Williams has attended 2 meetings.

Establishment and End Dates:

First established in June 2005. There is no proposed end date.

Method of Establishment:

To oversee Council's first Affordable housing policy

Frequency of Meetings:

Quarterly.

Stated Purpose & Objectives:

- To advise Council about:
- Policy, research and priorities relating to municipal housing matters;
 - Housing advocacy priorities;
 - Implementation of the Darebin Affordable Housing Strategy and other ongoing policy work;
 - Community involvement and networks to promote participation around housing issues;
 - Views and interests of the Darebin community and housing agencies for the attention of Council and officers;
 - Council's future role in affordable and appropriate housing; and
 - Event planning for topical housing issues.

APPENDIX L

Committees Operation:

The Committee had been in abeyance for 2011/2012 and part of 2012 / 2013 due to an organisational restructure, where the responsibility for housing was transferred to Community Planning.

Since the re-establishment of the committee, the traditional advisory structures and formats have not been an effective means of meeting the objectives of the Advisory Committee or Council's Affordable Housing Policy. This in part has been as a result of major changes to State and Federal government housing policy and the increasing need to create more specialist advice rather than general housing advice.

Poorly attended by community and industry representatives

The Advisory Committee has evolved into a number of various homelessness working groups, social housing roundtables and rooming house forums over the last 12 months to respond to the emerging needs in Darebin

Advice from the sector, community and industry representatives indicated a preference for this structure and an annual housing forum as a check back and local barometer.

Recommendation:

The issues around housing progress incrementally and do not require the standard frequency of the advisory structures.

Disband Generalist Housing Advisory Committee.

Convene annual Darebin Housing expo (check in / barometer)
Councillor hosted

Convene annual homelessness expo. With community agencies, rooming house operators, government reps, tenant advocates.

Nominate a Cr as a Housing champion for the odd bit of advocacy.

Panel Recommendation:

Effective from the date of Council's resolution, the Advisory Committee to be dissolved.

Investigate options of 'expos' as the main advocacy tool for affordable housing issues

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

APPENDIX L

Coordinator (As determined): Date:

APPENDIX M

Darebin Community Advisory Committee Review

Committee Title:

Darebin Interfaith Council (DIFC)

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox"/>	<input type="checkbox"/>
Community Representatives	<input type="checkbox"/>	<input type="checkbox"/>
Industry Representatives	<input type="checkbox"/>	<input type="checkbox"/>
Council Staff	<input type="checkbox"/>	<input type="checkbox"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Oct 2013-Oct 2014 x 4 meetings

Meeting dates prior to Oct 2013 are unknown to me

Cr Greco attended 2 meetings in the last 12 months Cr Villella none in the last 12 months

Establishment and End Dates:

June 29, 2005 – committee reviewed and revamped in 2012

Method of Establishment:

Council recommendation of an adopted strategy

Frequency of Meetings:

Quarterly

Stated Purpose & Objectives:

The Darebin Interfaith Council is a collaborative partnership between faith leaders 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.

APPENDIX M

Committees Operation:

Currently, 14 local interfaith representatives serve on the DIFC Committee, of which 6 are new since the beginning of 2014.,

The Committee has experienced difficulty achieving quorum (of four) over the past couple of months due members participating on a voluntary basis and Invitation overload of the small number of active members,

However, Committee has made significant advances towards it's its objectives including achieving Muslim representation from all the major and minority Islamic groups in a Council function . Value of Committee will grow with increasing tensions in community around faith communitites. We need respected local religious leaders who trust each other - or at least know each other - in order for them to help bridge barriers that divide and to settle tensions within their own communities. The work of the

Recommendation:

At a minimum the Committee should continue in its current format. We need Councillors and senior staff to support and resource this crucial body. Having Councillors in attendance during meetings and events, especially the Mayor, adds legitimacy to the DIFC and will draw-in high ranking religious leaders who can influence their own communities.

Panel Recommendation:

Committee to remain an advisory Committee with Council representation of one Councillor and a proxy.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

APPENDIX M

Coordinator (As determined): Date:

DRAFT

APPENDIX N

Darebin Community Advisory Committee Review

Committee Title:

Darebin Transport Advocacy Committee

		X	No of Representatives
Membership:	Councillors	<input type="checkbox" value="X"/>	<input type="checkbox" value="2"/>
	Community Representatives	<input type="checkbox" value="X"/>	<input type="checkbox" value="12"/>
	Industry Representatives	<input type="checkbox"/>	<input type="checkbox"/>
	Council Staff	<input type="checkbox" value="X"/>	<input type="checkbox" value="2"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

15 January	Cr Li, Cr McCarthy	18 June	Cr Li, Cr Villella
19 February	Cr Li, Cr Villella	16 July	Cr Li
1 April	Cr Li, Cr Villella	20 August	Cr Li
16 April	Cr Li	17 September	Cr Li
21 May	Cr Li		

Establishment and End Dates:

December 2013 to November 2014

Method of Establishment:

Council motion No. 85 moved at the 1 July 2013 Council Meeting

Frequency of Meetings:

Monthly

APPENDIX N

Stated Purpose & Objectives:

DTAC is a formal advisory body to Darebin City Council. Its purpose is to provide advice to Council on an advocacy campaign for increased funding from the State Government towards transport improvements in Darebin in the lead up to the State Election.

This will involve development of advice on campaign strategies and preparation of campaign materials to be reviewed by Council.

The purpose of the advocacy campaign is to advise and assist Darebin's community members to seek from the State Government vastly improved sustainable transport infrastructure within and through the City of Darebin. This will call for public transport and walking and cycling infrastructure to be prioritised over new road links.

Committees Operation:

The committee, including community members and Councillor Li has strong and enthusiastic attendance at meetings. Councillor Villella rarely attends. Cr McCarthy stood down from the committee due to a conflict of interest with the State election campaign. The Mayor is the spokesperson for the campaign, as the Council spokesperson.

To date, the committee's campaign is achieving results including regular publicity about the campaign through local papers, over 500 signatures to the petition, and responses to Council and one meeting with local MPs.

Committee members assist council to run the campaign as community members, handing out postcards, attending events and sharing social media. Campaign decisions are made in house and as appropriate either Council Officers or the committee will action them i.e. council organises a petition postcard, committee members distribute it.

This committee is not replicating the work of any other.

Recommendation:

Committee is dissolved at the end of year as it has achieved its stated objectives.

Given the high level of engagement by community members in the committee, and their interest in continuing to be involved in advising Council on transport matters, a reference group could replace the committee. This would provide Council with a highly skilled and passionate community resource to call on for advice when developing strategic transport documents, further transport advocacy direction or other relevant transport matters. This reference group should not be a formal advisory committee, and should only meet on an as-needs basis.

APPENDIX N

Panel Recommendation:

Committee to be dissolved at the expiration of its term in November 2014

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Darebin Youth Advisory Group

	X	No of Representatives
Membership:		
Councillors	<input type="checkbox" value="X"/>	<input type="checkbox" value="1"/>
Community Representatives	<input type="checkbox" value="X"/>	<input type="checkbox" value="14"/>
Industry Representatives	<input type="checkbox"/>	<input type="checkbox"/>
Council Staff	<input type="checkbox" value="X"/>	<input type="checkbox" value="2"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Nov 2011-Oct 2012 – Advisory did not exist
 Nov 2011-Oct 2012 - Cr Walsh attended 3 meetings
 Nov 2012-Oct 2013 - Cr Walsh attended 2 meetings

Establishment and End Dates:

March 2013 to March 2014. Minimum 2 year membership on advisory group, new members to be recruited following

Method of Establishment:

Council recommendation of an adopted Youth Engagement Strategy 12-17 in August 2012

Frequency of Meetings:

Quarterly

Stated Purpose & Objectives:

- ✓ To inform and assist Council in understanding the issues, policies and drivers that influence services delivered to residents aged 12 to 25 years in Darebin
- ✓ To monitor and report on the Darebin Youth Engagement Strategy 2012-2017
- ✓ To undertake agreed activities to enable a youth participation framework to be enacted on the committee

Note: Attached is a copy of the Groups Terms of Reference

APPENDIX O

Committees Operation:

Youth Advisory group was established in March 2013. Consistent attendance and engagement in the group by young people has been a challenge.

The advisory group has struggled to find its place due to the difficult balance between a strategic focus and the desires of members to have more operational projects/ initiatives.

A need has been identified to reframe the focus and purpose of the advisory group to meet the balanced needs of young people and the organisation.

Recommendation:

Advisory Group to continue following review under the name Darebin Youth Reference Group to monitor and provide a response to ongoing operational issues

Review terms of reference to reflect changes and ensure consistency with current organisational guidelines

Consider the Youth Advisory Group to not be an endorsed committee of council, resulting in no councillor involvement or participation

Panel Recommendation:

The format of the committee to be amended and become a Reference Group.

Project based meetings to respond to operational issues and doesn't require a Councillor to be appointed to the Reference Group.

Meetings to be scheduled on a quarterly basis. One off meetings can be scheduled if deemed necessary by officers.

New Terms of reference to be endorsed by Dec 2014

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

Darebin Community Advisory Committee Review

Committee Title:

Kite Festival Reference Group

	X	No of Representatives
Membership: Councillors	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
Community Representatives	<input checked="" type="checkbox"/>	<input type="text" value="14"/>
Industry Representatives	<input type="checkbox"/>	<input type="text"/>
Council Staff	<input checked="" type="checkbox"/>	<input type="text" value="2"/>

Councillor Attendance per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Please provide data from 11/12,12/13,13/14

Nov 2013-Oct 2014 Cr Li x 2 meetings

Nov 2013 – Oct 2014 Cr Villella x 3 meetings

Nov 2013 – Oct 2014 Cr Greco x 4 meetings

Establishment and End Dates:

September 2013 – April 2015

Method of Establishment:

Council Resolution

Frequency of Meetings:

4 times a year

Stated Purpose & Objectives:

The purpose of the Group is to;

- Contribute to discussions on best practice arts, festivals and community cultural development in relation to the festival.
- Assist with forging relevant & sustainable community and local business connections.
- Provide an avenue of community consultation pertaining to the festival
- Assist in practical ways with the delivery of the festival.

Committees Operation:

The Committee provides advice and does not vote on decisions.
Many of the operational decisions about running a large event must be made by Council Officers and not by the Committee.

Recommendation:

The Committee is one of many ways that Officers gather community input into the planning of the Kite Festival. A review of the Committee's effectiveness after the 2015 Festival will recommend whether the Committee is required or not.

Panel Recommendation:

Committee to be reviewed after 2014/15
Currently councillors are not appointed at statutory meeting
Should the committee continue to operate post 2014/15 it should be as a community reference group without councillor representation

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

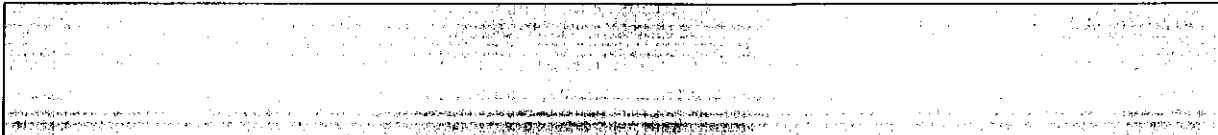
Team Leader Equity & Diversity: Date:

Director (As determined): Date:

Manager (As determined): Date:

Coordinator (As determined): Date:

APPENDIX Q



Committee Title: Darebin Enterprise Centre Limited (DECL) – Board of Management

		X	No of Representatives
Membership:	Councillors	<input checked="" type="checkbox"/>	2
	Community Representatives	<input type="checkbox"/>	
	Industry Representatives	<input checked="" type="checkbox"/>	7
	Council Staff	<input checked="" type="checkbox"/>	1

Councillor Attendance:

per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.

Nov 11/Oct12 - Cr Asmar X1
Nov 12/Oct 13 - Cr Fontana X4
Cr Walsh X4
Nov13/Sep14 - Cr Fontana X4
Cr Walsh X3

Please provide data from 11/12,12/13,13/14

The DECL Board of Management was established in 1997.

Establishment and End Dates:

Darebin Enterprise Centre Ltd is a not-for-profit Public Company Limited by Guarantee. Its operations are directed by its Charter (Articles of Association (Revised 2010) and Memorandum of Association (1997).

Method of Establishment:

Frequency of Meetings:

Bi-monthly

Stated Purpose & Objectives:

The Board of Directors of Darebin Enterprise Centre has a number of roles and responsibilities:

- To set the vision and strategy for the organisation
- To monitor the business and direction of the organisation
- To evaluate the performance of the Board and the performance of the company
- To communicate the company's strategic directions to key stakeholders
- To consider the long term sustainability and direction of the company
- To appoint and evaluate the Executive Officer.

APPENDIX Q

Committees Operation:

[Empty box for Committee Operation]

Recommendation:

The Board of Management continue its operations as directed by its Charter (Articles of Association (Revised 2010) and Memorandum of Association (1997).

Endorsed:

Director Community Development: Date:

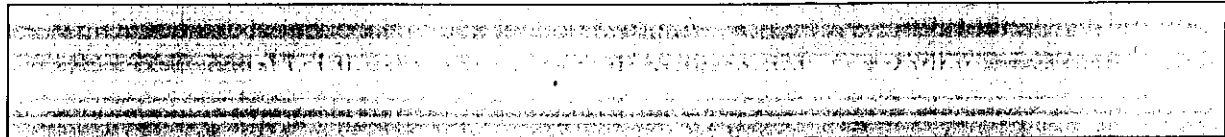
Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director Business and Asset Services Date:

Manager Economic Development and Civic Compliance : *Felix Powell* Date: *9/10/14*

Coordinator Business Development: *Murphy* Date: *9/10/14*



Committee Title: Preston Business Advisory Committee

		X	No of Representatives
Membership:	Councillors	X	3
	Community Representatives	X	-
	Industry Representatives	X	7
	Council Staff	X	1

Councillor Attendance:

per statutory year e.g. from the first meeting after the November statutory meeting until the last meeting before the statutory meeting the following year.
Please provide data from 11/12,12/13,13/14

2012 - Cr Morgan, Cr Katsis X0
Nov 12/Oct 13 - Cr Fontana X 2, Cr Li X3, Cr Williams x 5
Nov13/Sep14 - Cr Fontana X6, Cr Li X 0, Cr Williams x7

Establishment and End Dates: : Trialled 2006 – 2008.
Adopted by Council 2 June 2008.

Method of Establishment: Council tested a model of management with Council undertaking the direct management of the Preston Special Rate levy in consultation with an Advisory Committee.

Frequency of Meetings: Monthly

Stated Purpose & Objectives: The Preston Business Advisory Committee is responsible for:

- Providing advice to Council in relation to or on the management, marketing and promotion of Preston Central Shopping Centre.
- Effective management of the Special Rate levy (2014/15 \$110,000)

APPENDIX R

Committees Operation:

- Approve budget and make suggestions about events
- Provide input into the marketing and management of Preston Central.
- Foster partnerships with businesses to improve outcomes for Preston Central

Recommendation:

Continue the Preston Business Advisory Committee.

Revert back to the original Terms of Reference for the PBAC which required:

- One Councillor (and one proxy)
- President / Chair of Committee remain a business representative.

Endorsed:

Director Community Development: Date:

Manager Corporate Governance & Performance: Date:

Team Leader Equity & Diversity: Date:

Director Business and Asset Services Date:

Manager Economic Development and Civic Compliance: *[Signature]* Date: *9/10/14*

Coordinator Business Development: *[Signature]* Date: *9/10/14*