

MINUTES OF THE

Special Council Meeting

Held on

Monday 12 November 2012



RELEASED TO THE PUBLIC ON THURSDAY, 15 NOVEMBER 2012

Italian

Questo è il verbale della riunione del Consiglio Comunale di Darebin tenutasi nella data riportata sulla prima pagina di questo documento. Se desiderate informazioni sul verbale in lingua italiana, siete pregati di chiamare la Linea Telefonica Multilingue del Comune al 8470 8888.

Greek

Αυτά είναι τα πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου Darebin, που έγινε την ημερομηνία που φαίνεται στο εξώφυλλο αυτού του εγγράφου. Αν θα θέλατε πληροφορίες στα Ελληνικά σχετικά με αυτά τα πρακτικά, παρακαλούμε καλέστε την Πολυγλωσσική Τηλεφωνική Γραμμή του Δήμου στον αριθμό 8470 8888.

Chinese

這是一份戴瑞濱市議會的會議記錄，其開會日期顯示於此文件之封面。如果您欲索取有關此會議記錄的中文資料，敬請致電8470 8888 聯絡市議會的多語種電話專線。

Arabic

هذا هو المحضر الرسمي لوقائع اجتماع مجلس بلدية داربيبن الذي عقد في التاريخ الوارد في الصفحة الأولى من هذه الوثيقة. إذا أردت الحصول على معلومات في اللغة العربية حول هذا المحضر فيرجى الاتصال برقم هاتف البلدية المتعدد اللغات 8470 8888.

Macedonian

Ova e zapisnikot za sostanokot na Opštinnata na Gradot Darebin, održan na datumot pokazan na prednata kornica od ovoj dokument. Ako Vие sakate neкои информации, на Македонски јазик, за записников, Ве молиме повикајте ја Општинската Повеќејазична Телефонска Линија на 8470 8888.

Vietnamese

Đây là biên bản buổi họp của Hội đồng Thành phố Darebin; ngày họp có ghi ở trang bìà tài liệu này. Muốn có thông tin về biên bản buổi họp này bằng Việt ngữ, xin gọi cho Đường dây Điện thoại Đa Ngôn ngữ của Hội đồng Thành phố qua số 8470 8888.

Bosnian

Ovo je zapisnik sa sastanka Gradske općine Darebin čiji je datum održavanja naznačen na prvoj strani ovog dokumenta. Ako želite više informacija o ovom zapisniku na bosanskom jeziku, molimo nazovite općinsku višejezičnu telefonsku službu na 8470 8888.

Croatian

Ovo je zapisnik sa sastanka održanog u Darebin City Council dana koji je naveden na prednjem ovitku ovog dokumenta. Ako želite informacije o ovom zapisniku na hrvatskom jeziku, molimo da nazovete Council Multilingual Telephone Line (Višejezičnu telefonsku liniju) na 8470 8888.

Portuguese

Estas são as anotações sobre a reunião da Câmara Municipal de Darebin, realizada na data que consta na capa deste documento. Se você deseja informação em Português sobre estas anotações, por favor ligue para a Linha Telefônica Multilíngue da Câmara no 8470 8888.

Serbian

Ovo je zapisnik sa sastanka Darebin City Council-a (Gradske veće Darebin) koji je održan dana navedenog na naslovnoj strani ovog dokumenta. Ako želite informacije na srpskom o ovom zapisniku, molimo vas da nazovete Council Multilingual Telephone Line (Вишејезичку телефонску линију Већа), на 8470 8888.

Somali

Kuwani waa qodabadii lagaga Hadley shirkii Degaanka Degmada Darebin oo la qabtay taariikhda ku xusan boga ugu sareeya ee qoraalkan. Haddii aad doonysid inaad heshid qodobadan oo ku qoran Af-Somali, fadlan ka wac Khadka Taleefanka Afafka ee Golaha oo ah 8470 8888.



DAREBIN CITY COUNCIL
STATEMENT OF COMMITMENT
(Adopted 5 October 1998)

The Darebin City Council acknowledges that we are on Kulin land for which traditional owners and their forebears have been custodians for many centuries and one on which indigenous people have performed age old ceremonies of celebration, initiation and renewal. The Council acknowledges their living culture and unique role in the life of this region.

The Darebin City Council recognises the past dispossession and the need to redress current disadvantages of Aborigines and Torres Strait Islanders. We acknowledge that present disadvantage stems from past injustice.

The Darebin City Council is committed to building a future based on equity, respect, understanding and the elimination of the disadvantages Aboriginal and Torres Strait Islander people suffer.

The Darebin City Council respects the diversity and distinctiveness of Aboriginal and Torres Strait Islander cultures. They provide Australia with a powerful and unique heritage. We recognise and accept our responsibility to promote and protect Aboriginal and Torres Strait Islander cultures, heritage, sacred and significant sites.

The Darebin area is now occupied by people from diverse ethnic, race and cultural backgrounds who share the Reconciliation Council's vision of "a united Australia which respects this land of ours; values the Aboriginal and Torres Strait Islander heritage; and provides justice and equity for all."

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**MINUTES OF THE SPECIAL MEETING OF THE DAREBIN CITY COUNCIL
HELD AT
THE DAREBIN ARTS & ENTERTAINMENT CENTRE CORNER BELL STREET
AND ST GEORGES ROAD, PRESTON ON MONDAY 12 NOVEMBER 2012**

The meeting opened at 7.33pm

WELCOME

The Acting Chief Executive, Daniel Freer, in opening the meeting, acknowledged the Wurundjeri people, the traditional owners of the land and invited Mr. Ian Hunter to commence the meeting with a traditional Koori welcome.

Mr Freer then made a presentation to the outgoing Mayor, Cr Steven Tsitas.

PRESENT:

Councillors

Cr Vince Fontana	Cazaly Ward
Cr Gaetano Greco	La Trobe Ward
Cr Tim Laurence	La Trobe Ward
Cr Bo Li	Cazaly Ward
Cr Trent McCarthy	Rucker Ward
Cr Steven Tsitas	Rucker Ward
Cr Angela Villella	La Trobe Ward
Cr Oliver Walsh	Rucker Ward
Cr Julie Williams	Cazaly Ward

Council Officers

Daniel Freer	Acting Chief Executive
Michael Ballock	Director City Works and Development
Kerrie Jordan	Acting Director Corporate and Business Services
David Shepard	Acting Director City Design and Environment
Katrina Knox	Group Manager Community Services
Fred Warner	Group Manager People and Performance
Jacinta Stevens	Acting Manager Corporate Governance
Ron Downes	Council Business Coordinator
Katia Croce	Council Business Officer



ITEM 1 Appointment of temporary Chairperson

PURPOSE The Council needs to elect a Temporary Chairperson for the meeting until the election of the Mayor.

COUNCIL RESOLUTION

MOVED: Cr A. Vilella

SECONDED: Cr B. Li

That Cr. Vince Fontana be appointed as Temporary Chairperson of the meeting until the election of the Mayor has taken place.

CARRIED

Cr Fontana assumed the Chair.

ITEM 2 Apologies

PURPOSE To accept apologies from any Councillors not in attendance at the meeting.

Nil.

ITEM 3 Disclosures of conflict of interest

PURPOSE Councillors are required to disclose any conflicts of interest they have with matters listed on the Agenda, as defined at section 77A of the Local Government Act 1989. This item allows Councillors to make such a disclosure.

Nil.



ITEM 4: Recording of Oath of Office in the Minutes of the Council**MINUTE NO. 2**

PURPOSE To record the Oath of Office taken in the Minutes of the Council as required by the Local Government Act 1989.

COUNCIL RESOLUTION

MOVED: Cr. B. Li
SECONDED: Cr. T. Laurence

THAT the individual Oath taken or Affirmation made be attached to the Minutes of this meeting.

CARRIED**ITEM 5 Term of Office of Mayor****MINUTE NO. 3****PURPOSE**

Section 71 of the Local Government Act 1989 provides that, at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be Mayor of the Council.

Before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years. If no decision is made, the term of Mayor remains as one year.

Any Councillor is eligible for election (or re-election) to the office of Mayor.

COUNCIL RESOLUTION

MOVED: Cr A. Vilella
SECONDED: Cr B. Li

That Council resolve to elect a Mayor for a term of one year.

CARRIED

ITEM 6 Mayoral and Councillor allowances and support**MINUTE NO. 4**

Author	Acting Manager Corporate Governance
Reviewer	Acting Director Corporate and Business Services
Disclosures	None

PURPOSE

To provide an update to Council on the payment of the Mayoral and Councillor allowances and the provision of other support to Councillors for the 2012/2013 Council year.

RECOMMENDATION

That Council receive and note this report on Mayoral and Councillor allowances and support for the 2012/2013 Council year.

BACKGROUND

Section 74 of the Local Government Act 1989 (the Act) provides for each Council to review and determine Mayoral and Councillor allowances within six months after each general election or by the next 30 June whichever is later, and the allowances determined become payable for the Council term, subject to any variations or adjustments made by Order in Council.

In accordance with that requirement and following a review and public consultation process, in June 2009 the Council fixed the current allowances.

Section 75B of the Local Government Act 1989 requires each Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council Committees. The City of Darebin Councillor Support and Expenses Policy 2009 was adopted by Council on 16 November 2009 and most recently reviewed on 15 August 2011. The policy includes provision for Councillor professional development. Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance the skills and knowledge required to perform the role of Councillor.

DISCUSSION**Allowance Orders**

Section 74B of the Local Government Act 1989 provides that:

- (1) The Governor in Council may by Order in Council-
 - (a) Specify the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
 - (b) Specify limits on the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;



- (c) Vary the amount, limit or range of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
 - (d) Specify the manner in which Councillor allowances and Mayoral allowances are payable.
- (2) An Order in Council may make the same provision for all Councils or may make different provision for particular Councils or for different categories of Councils as specified in the Order in Council.

By Order published in the Victoria Government Gazette on 26 October 2012, Mayoral and Councillor annual allowances limits and ranges effective from 27 October 2012 were specified. The Order also stipulated that from 27 October 2012, the payment of annual allowances is not to exceed more than one month in advance.

Allowances payable to Darebin Councillors

The allowances payable to Darebin Councillors until the next review or adjustment are therefore:

- Councillors - \$26,843 plus 9% (superannuation equivalent)
- Mayor - \$85,741 plus 9% (superannuation equivalent).

Mayoral Vehicle

In accordance with the Councillor Support and Expenses Policy 2009, a fully maintained executive vehicle will be provided to the Mayor for Council and reasonable private use during the term of office. The executive vehicle will be a Holden Caprice or similar type vehicle.

Councillor Professional Development

Attendance at Councillor training, promoted by the Municipal Association of Victoria (MAV) or similar industry body, Media training and other conferences or training that provide professional development opportunities for Councillors is strongly encouraged.

Budget provision is made available for such development opportunities in accordance with the Councillor Support and Expenses Policy 2009. In 2012/2013, Councillors will be provided with support in identifying training and conferences that will enhance existing skills and further develop individual capability.

COUNCIL RESOLUTION

MOVED: Cr J. Williams
SECONDED: Cr T. McCarthy

That Council receive and note this report on Mayoral and Councillor allowances and support for the 2012/2013 Council year.

CARRIED



ITEM 7 Election of the Mayor and Deputy Mayor**MINUTE NO. 5**

Author	Acting Manager Corporate Governance
Reviewer	Acting Director Corporate and Business Services
Disclosures	None

PURPOSE

To elect a Mayor and Deputy Mayor

INTRODUCTION

Section 71 of the Local Government Act 1989 (“the Act”) prescribes that Council must elect a Councillor to be the Mayor of the Council.

Any Councillor is eligible for election (or re-election) to the office of Mayor.

The Mayor takes precedence at all municipal proceedings within the municipal district and must take the Chair at all meetings of the Council at which he or she is present.

The Local Government Act 1989 requires that voting for the election of Mayor must not be in secret. Voting for the election will therefore be by a show of hands.

RECOMMENDATION

That:

- (1) Council conduct an election for the position of Mayor for the 2012/2013 Council year (or for 2012/2013 and 2013/2014 as determined in Item 5).**
- (2) Council establish the position of Deputy Mayor for 2012/2013.**
- (3) The Deputy Mayor be appointed under section 73(3) of the Local Government Act 1989 as the acting Mayor in the event that the Mayor is absent, incapable of acting or refusing to act.**
- (4) The Deputy Mayor shall act as spokesperson for the Mayor in the event that the Mayor is unavailable.**
- (5) The Deputy Mayor be elected following the election of the Mayor and according to the provisions at Section 9 of the City of Darebin Governance Local Law 2007.**
- (6) For all purposes other than that outlined in (3) and (4) above, the Deputy Mayor shall have the role and responsibilities of a Councillor.**

**ELECTION PROCESS - MAYOR**

Nominations will be invited for the office of Mayor of the Council.

If there is only one nomination the candidate nominated will be deemed to be elected.

If there is more than one candidate nominated, the Chief Executive will conduct a ballot in accordance with the Act and City of Darebin Governance Local Law 2007.

The Chief Executive will declare the result of the election.

ELECTION PROCESS – DEPUTY MAYOR

Nominations will be invited for the office of Deputy Mayor of the Council.

If there is only one nomination the candidate nominated will be deemed to be elected.

If there is more than one candidate nominated, the Chief Executive will conduct a ballot in accordance with the Act and City of Darebin Governance Local Law 2007.

The Chief Executive will declare the result of the election.

RESPONSE BY MAYOR AND COUNCILLORS

The newly elected Mayor will address the Councillors and public gallery on Council plans and significant issues to be addressed during the 2012/2013 Council year.

Councillors will be invited to respond to the Mayor's address.

COUNCIL RESOLUTION

MOVED: Cr T. McCarthy
SECONDED: Cr B. Li

That:

- (1) Council conduct an election for the position of Mayor for the 2012/2013 Council year (or for 2012/2013 and 2013/2014 as determined in Item 5).**
- (2) Council establish the position of Deputy Mayor for 2012/2013.**
- (3) The Deputy Mayor be appointed under section 73(3) of the Local Government Act 1989 as the acting Mayor in the event that the Mayor is absent, incapable of acting or refusing to act.**
- (4) The Deputy Mayor shall act as spokesperson for the Mayor in the event that the Mayor is unavailable.**
- (5) The Deputy Mayor be elected following the election of the Mayor and according to the provisions at Section 9 of the City of Darebin Governance Local Law 2007.**
- (6) For all purposes other than that outlined in (3) and (4) above, the Deputy Mayor shall have the role and responsibilities of a Councillor.**

CARRIED



ELECTION OF MAYOR

The Acting Chief Executive, Daniel Freer, outlined the process for the Election of the Mayor and invited nominations for the Office of Mayor.

Cr Fontana nominated Cr Laurence for election to the Office of Mayor.

As there were no further nominations, Cr Laurence was declared elected to the Office of Mayor of the City of Darebin for the 2012/2013 Council year.

Cr Laurence assumed the Chair.

The Mayor, Cr Laurence, addressed the Councillors and public gallery on Council Plans and significant issues.

Each of the Councillors congratulated Cr Laurence on his election as Mayor for 2012/2013.

ELECTION OF DEPUTY MAYOR

The Acting Chief Executive, Daniel Freer, outlined the process for the Election of the Deputy Mayor and invited nominations for the Office of Deputy Mayor.

Cr McCarthy nominated Cr Greco for election to the Office of Deputy Mayor.

As there were no further nominations, Cr Greco was declared elected to the Office of Deputy Mayor of the City of Darebin for the 2012/2013 Council year.



ITEM 8 Standing Committees for the 2012/2013 Council year**MINUTE NO. 6**

Author	Acting Manager Corporate Governance
Reviewer	Acting Director Corporate and Business Services
Disclosures	None

PURPOSE

To establish and appoint members to a number of Standing Committees for the 2012/2013 Council year.

RECOMMENDATION

That:

(1) Council, pursuant to section 86 of the Local Government Act 1989 (“the Act”) establish the following Special Committees for the 2012/2013 Council year:

- **Planning Committee**
- **Hearing of Submissions Committee**
- **Bundoora Homestead Board of Management**

with the purpose, membership, scope of activity and delegated authority as detailed in the respective Committee Charters included in this report.

(2) Council, pursuant to section 139 of the Act establish the Audit Committee as an Advisory Committee for the 2012/2013 Council year with the purpose, authority, composition and responsibilities as detailed in the Audit Committee Charter included in this report.

(3) Council establish the following Advisory Committee for the 2012/2013 Council year:

- **Chief Executive Officer Performance Review Committee**

with the purpose, membership and scope of activity as detailed in the Chief Executive Officer Performance Review Committee Charter included in this report.

(4) Council not establish the Strategic Projects Steering Committee (established on 15 August 2011 to oversee various ‘signature’ projects) for the 2012/2013 Council year.

Note: Council at its meeting on 17 September 2012 abolished the Community Grants Committee (established on 5 December 2011 as an Advisory Committee for the 2011/2012 Council year) on the basis that all decisions in relation to Community Grants be made by the full Council.



(5) The following members be appointed to the Committees:

Committee	Nominees required
Planning Committee <i>(Special Committee)</i>	All Councillors (including one as Chairperson)
Hearing of Submissions Committee <i>(Special Committee)</i>	All Councillors (Mayor of the Day as Chairperson)
Bundoora Homestead Board of Management <i>(Special Committee)</i>	Three Councillors 5 external members (expressions of interest to be invited)
Audit Committee <i>(Advisory Committee)</i>	Two Councillors David Ashmore Bruce Carroll Albert Zago
Chief Executive Officer Performance Review Committee <i>(Advisory Committee)</i>	Mayor of the Day (Chairperson) Four more Councillors

BACKGROUND

Standing Committees are formal committees that either make decisions on behalf of Council, manage a service or facility on behalf of Council or advise and recommend to Council on a specific area of Council's functions or responsibilities.

Depending on their role and the need for delegated power, Standing Committees can be either Special Committees or Advisory Committees.

DISCUSSION

Following informal discussions with Councillors, it is proposed to establish the following Standing Committees for the 2012/2013 Council year.

Planning Committee

A Special Committee appointed to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the Planning and Environment Act 1987.

Membership:	All Councillors
Quorum:	Five members
Meeting Frequency:	Twice monthly
Reporting:	The Committee has decision making powers delegated by Council. The Committee reports periodically to Council on decisions made (planning permit applications considered) under delegated authority.



A Charter for the Planning Committee is included below.

Hearing of Submissions Committee

A Special Committee appointed to hear and report to Council on submissions received in accordance with section 223 of the Act.

Membership:	All Councillors
Quorum:	Five members
Meeting Frequency:	As required
Reporting:	The Committee has authority to hear any person who has requested to be heard in support of a written submission which the person has made under section 223 of the Act. The Committee reports as required to a subsequent meeting of the Council and a separate report on each specific matter heard by the Committee is submitted for formal consideration by the Council.

A Charter for the Hearing of Submissions Committee is included below.

Bundoora Homestead Board of Management

A Special Committee appointed to manage the operation of Bundoora Homestead Art Centre.

Membership:	Three Councillors, one Council Officer and five external members.
Quorum:	Five members
Meeting Frequency:	Quarterly
Reporting:	The Committee has decision making powers delegated by Council. The Committee will provide an Annual Report to Council on its activities for the year. Specific proposals for consideration will be separately reported to Council.

A Charter for the Bundoora Homestead Board of Management is included below.



Audit Committee

An Advisory Committee appointed for the purpose of assisting Council in fulfilling its responsibilities relating to internal control mechanisms and external reporting requirements.

Membership:	Two Councillors and three external members
Quorum:	Three Members
Meeting Frequency:	At least four times each year
Reporting:	The Committee reports as required to a subsequent meeting of the Council.

A Charter for the Audit Committee is included below.

Chief Executive Officer Performance Review Committee

An Advisory Committee appointed to assist Council with the review of performance of the Chief Executive Officer pursuant to section 97A of the Act.

The contract of employment relating to the Chief Executive Officer provides for the Committee to comprise the Mayor and at least two other Councillors.

Membership of the Committee during 2011/2012 comprised the Mayor and four Councillors.

Membership:	Mayor and four Councillors
Quorum:	Three Members
Meeting Frequency:	As required
Reporting:	The Committee reports as required to a subsequent meeting of the Council

A Charter for the Chief Executive Officer Performance Review Committee is included below.





Planning Committee Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the Local Government Act 1989, to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the Planning and Environment Act 1987.

2 Membership

- (1) All Councillors. The Chairperson is to be appointed by the Council each year.

3 Quorum

- (1) Five Councillors.

4 Meeting Frequency

- (1) Twice monthly, with meetings scheduled by Council.

5 Scope of Activity:

- (1) To consider and determine the following matters:
 - (a) Planning applications which receive five or more objections¹.
 - (b) Planning applications which fail to meet the objectives of adopted Council policy.
 - (c) Planning applications which, in the opinion of the Director City Works and Development in consultation with the Chairperson of the Planning Committee, raise major policy implications and ought to be referred to the Committee for determination.
 - (d) Any other applications for major developments or changes of use which, in the opinion of the Director City Works and Development in consultation with the Chairperson of the Planning Committee, ought to be referred to the Committee for determination.
 - (e) Minor amendments to Development Plans which in the opinion of the Director City Works and Development, in consultation with the Chairperson of the Planning Committee, can be determined by the Committee.

6 Reporting

- (1) The Committee reports periodically to Council on decisions made (planning permits considered) under delegated authority.
- (2) A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

7 Delegated Authority

- (1) Full delegated authority under section 188 of the Planning and Environment Act 1987 to determine applications with five or more objections¹.
- (2) The Committee has discretion to refer matters to Council if considered appropriate.

¹ For the purpose of this Charter, multiple objections from the same property address are counted as a single objection as is a petition or letter with multiple signatories.

- (3) Where the Planning Committee has not been in a position to reach a decision on a matter, the Director City Works and Development, in consultation with the Chairperson of the Planning Committee, has discretion to refer the matter to a subsequent meeting of Council.





Hearing of Submissions Committee Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the Local Government Act 1989, to hear and report to Council on submissions received by Council in accordance with section 223 of the Local Government Act 1989.

2 Membership

- (1) All Councillors. The Mayor of the Day is the Committee Chairperson.

3 Quorum

- (1) Five Councillors.

4 Meeting Frequency

- (1) As required.

5 Scope of Activity:

- (1) Submissions under section 223 of the Local Government Act 1989 can be made in relation to the following matters:
 - (a) Review of Councillor and Mayoral allowance (section 74)
 - (b) Making of local laws (section 119)
 - (c) Council Plan (section 125)
 - (d) Council Budget (section 129)
 - (e) System of valuing land (section 157)
 - (f) Special rate or charge (section 163A)
 - (g) Sale of land (section 189)
 - (h) Lease of land (section 190)
 - (i) Change of use of land (section 192)
 - (j) Regional Library agreements (section 197)
 - (k) Proposed works to concentrate or divert drainage (section 199)
 - (l) Requiring drainage works on private land (section 200)
 - (m) Fix and alter the level of roads (section 207A, schedule 10)
 - (n) Deviate a road through private land or Crown land (section 207A, schedule 10)
 - (o) Discontinue and sell roads (section 207A, schedule 10)
 - (p) Fix road alignment (section 207A, schedule 10)
 - (q) Narrow or widen a road (section 207A, schedule 10)



- (r) Place permanent barriers on roads (section 207A, schedule 11)
- (s) Place temporary barriers for traffic diversion experiments (section 207A, schedule 11)
- (t) Declaration of shopping malls (section 207A, schedule 11)
- (u) Restricting use of road by vehicles of certain size or weight (section 207A, schedule 11)
- (v) Declaration of public highway (section 207A, section 204)
- (w) Declaration of a road to be open to public traffic (section 207A, section 204)

6 Reporting

- (1) The Committee reports as required to a subsequent meeting of the Council. A separate report on each specific matter heard by the Committee will also be submitted for formal determination by the Council.
- (2) A report on the meetings and activities of the Hearing of Submissions Committee is to be prepared for inclusion in Council's Annual Report.

7 Delegated Authority

- (1) The Committee has authority to hear any person who has requested to be heard in support of a written submission which the person has made under section 223 of the Local Government Act 1989.





Bundoora Homestead Board of Management Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the Local Government Act 1989, to manage the operation of Bundoora Homestead Art Centre.

2 Membership

- (1) Three Councillors, one Council Officer and five external members.
- (2) The external members appointed by Council are to be natural persons with relevant skills, experience or expertise.
- (3) The external members are to be appointed for a two-year term with an option for a further two-year term at the Council's discretion, the further term to expire at the conclusion of the Council term of office.
- (4) The La Trobe Ward Councillors rotate the position of Chairperson at each meeting.
- (5) All Standing Committees of the Council are reviewed at a special meeting of the Council in December each year.

3 Quorum

- (1) Five Committee members.

4 Meeting Frequency

- (1) Quarterly

5 Scope of Activity:

- (1) The objectives of the Committee are to:
 - (a) Ensure effective management of Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
 - (b) Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.
 - (c) Enable accessibility and foster an appreciation of the arts by all sections of the community.
 - (d) Celebrate through the Board's programs, the diverse cultures of the municipality of the City of Darebin.
 - (e) Enhance the position of the City of Darebin as a place proud to foster and assist with the appreciation and development of arts and cultural activities
 - (f) Facilitate and support community involvement in the program and operations of the Homestead.



- (g) Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.
- (2) The responsibilities of the Committee are to:
 - (a) Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre service plan.
 - (b) Adopt policies and strategies for Bundoora Homestead Art Centre.
 - (c) Overview financial operations of the Centre.
 - (d) Explore and obtain external funding contributions to Bundoora Homestead Art Centre through grants, sponsorships, gifts and donations.

6 Reporting

- (1) The Committee will provide an annual report to Council on its activities for the year. Specific proposals for consideration will be separately reported to Council.
- (2) A report on the meetings and activities of Bundoora Homestead Board of Management is to be prepared for inclusion in Council's Annual Report.

7 Delegated Authority

- (1) Council's powers, duties and functions under the Local Government Act 1989 to manage the Bundoora Homestead Art Centre are delegated to the Committee.
- (2) The Committee is empowered to develop strategies and policies to meet its objects in accordance with the Council adopted business plan and budget.
- (3) The Committee shall not:
 - (a) Delegate any of the powers, duties of functions delegated to it.
 - (b) Borrow money.
 - (c) Enter into any contract for an amount not approved in a Budget endorsed by the Council.





Audit Committee Charter

1 Purpose

- (1) An Advisory Committee appointed, pursuant to section 139 of the Local Government Act 1989 to assist Council in fulfilling its responsibilities relating to risk management and financial management, control and reporting.

2 Authority

- (1) The audit committee has the responsibility for advising the Darebin City Council on:
 - (a) Seeking resolution on any disagreements between management and the external auditors on financial reporting
 - (b) Reviewing all auditing, planning and outcomes
 - (c) Seeking any information it requires from Darebin City Council members, and Darebin City Council staff via the Chief Executive Officer and external parties
 - (d) Formally meeting with Darebin City Council staff, internal and external auditors as necessary.

3 Composition

- (1) The audit committee consists of five members, made up of two Councillors and three external members.
- (2) A quorum of three members (including one or more Councillors) will be necessary to transact business of the committee.
- (3) The Darebin City Council will appoint audit committee members. The external members appointed by Council are to be natural persons with an appropriate balance of local government regulatory knowledge, finance, audit or management experience.
- (4) The external members are to be appointed for a two year term with an option for a further two year term by mutual consent.
- (5) The Darebin City Council may adjust the initial period of appointment to allow for mid-term appointments and to avoid situations where all external member terms expire within close proximity of each other. This initial period of appointment must be more than one year, and no more than three years.
- (6) Where vacancies exist, the Darebin City Council shall determine a mechanism for filling those vacancies.

4 Chairperson

- (1) The audit committee will appoint a Chair and Deputy Chair for a twelve month term each Council year.
- (2) The chair and deputy chair will be external members.
- (3) The election of the Chair shall take place in accordance with the process for the election of the Mayor under the Darebin City Council Governance Local Law.



- (4) The election of the Deputy Chair shall follow the election of the Chair and shall take place in accordance with the process for the election of the Deputy Chair.
- (5) The Chair, and in their absence, the Deputy Chair, will preside over meetings of the audit committee.

5 Meetings

- (1) The audit committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- (2) All audit committee members are expected to attend each meeting, in person or through teleconference or video conference.
- (3) The Chief Executive Officer or their delegate will facilitate the meetings of the audit committee and invite whomever is necessary for the orderly and effective conduct of committee business to attend meetings to provide pertinent information, as necessary.
- (4) Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- (5) Minutes will be prepared.

6 Responsibilities

- (1) The audit committee has the following financial reporting responsibilities:
 - (a) Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
 - (b) Review with management and the external auditors the results of the audit, including any difficulties encountered.
 - (c) Review the annual financial report, and consider whether it is complete, consistent with information known to audit committee members, and reflects appropriate accounting principles and make a formal recommendation to Council.
 - (d) Review with management and the external auditors all matters required to be communicated to the audit committee under the Australian Auditing Standards.
- (2) The audit committee has the following internal control responsibilities:
 - (a) Understand the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
 - (b) Monitor related party transactions by determining whether the systems of control are adequate.
- (3) The audit committee has the following risk management responsibilities:
 - (a) Monitor the systems and process via the Darebin City Council's risk profile to ensure that material operational risks to the Darebin City Council are dealt with appropriately.
 - (b) Monitor the process of review of the Darebin City Council's risk profile.
 - (c) Consider the adequacy of actions taken to ensure that the material business risks have been dealt with in a timely manner to mitigate exposures to the Darebin City Council.



- (4) The audit committee has the following business continuity responsibilities:
- (a) Monitor processes and practices of the Darebin City Council to ensure for effective business continuity.
- (5) The audit committee has the following internal audit responsibilities:
- (a) Review with management and the internal auditor the charter, activities, staffing, and organisational structure of the internal audit function.
 - (b) Review and recommend the annual audit plan for approval by the Darebin City Council and all major changes to the plan.
 - (c) Monitor processes and practices to ensure that the appropriateness and independence of internal audit function is maintained.
 - (d) As part of the audit committee's annual assessment of performance, determine level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
 - (e) Monitor that the internal auditor's annual plan is linked with and covers the material business risks.
 - (f) Provide an opportunity for the audit committee to meet with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed privately.
- (6) The audit committee has the following external audit responsibilities:
- (a) Note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
 - (b) Provide an opportunity for the audit committee to meet with the external auditors, to discuss any matters that the audit committee or the external auditors believe should be discussed privately.
- (7) The audit committee has the following compliance responsibilities:
- (a) Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
 - (b) Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings.
 - (c) Oversee the investigation of any suspected cases of fraud within the organisation.
 - (d) Obtain regular updates from management about compliance matters.
- (8) The audit committee has the following reporting responsibilities
- (a) Report regularly to the Darebin City Council about audit committee activities, issues, and related recommendations to a subsequent meeting of Council.
 - (b) Monitor that open communication between the internal auditor, the external auditors, and the Darebin City Council occurs.
 - (c) Prepare a report for inclusion in the Annual Report of the Darebin City Council describing the audit committee's composition, responsibilities and how they were



discharged, and any other information required by regulation, including approval of non-audit services.

- (d) Consider the findings and recommendations of relevant performance audits undertaken by the Victorian Auditor-General and to ensure the Darebin City Council implements relevant recommendations.
- (9) The audit committee has the following other responsibilities
- (a) Perform other activities related to this charter as requested by the Darebin City Council.
 - (b) Review and assess the adequacy of the audit committee charter annually, requesting Darebin City Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.
 - (c) Confirm annually that all responsibilities outlined in this charter have been carried out.
 - (d) Evaluate the audit committee's performance annually using a self-assessment tool.

7 Fees

- (1) Council will pay a fee to all external committee members under section 139(7) of the Local Government Act 1989, with the amount determined by Council, taking into account an assessment of the market and a recommendation of the Chief Executive Officer.
- (2) Fees will consist of a Member Fee (paid to all external committee members) and a Chairperson Fee (paid to the Chairperson, in addition to the Member Fee).
- (3) The Member Fee:
 - (a) Will be paid to all external committee members immediately following the scheduled committee meeting for each quarter.
 - (b) Will not be paid to committee members absent from the meeting without leave from the committee.
- (4) The Chairperson Fee:
 - (a) Will be paid to the Chairperson of the Audit Committee immediately following the scheduled committee meeting for each quarter.
 - (b) Will be paid in addition to the Member Fee.
 - (c) Will be paid irrespective of attendance at the meeting.
 - (d) Will not be paid to an external committee member holding the role of acting or temporary chairperson.
- (5) Council does not have to pay a Member Fee or Chairperson Fee to a committee member who does not want to receive a fee.

8 Support

- (1) To facilitate the operation of the audit committee, the Chief Executive Officer or their delegate has responsibility to provide:
 - (a) Information and any necessary training for members in relation to their responsibilities under the Local Government Act 1989.
 - (b) Officer advice in respect of matters before the audit committee.
 - (c) Secretariat and logistical support to the audit committee.





Chief Executive Officer Performance Review Committee Charter

1 Purpose

- (1) An Advisory Committee appointed to assist Council with the review of performance of the Chief Executive Officer pursuant to section 97A of the Local Government Act 1989.

2 Membership

- (1) Mayor and four Councillors.
- (2) The Chairperson is to be appointed by the Council each Council year.

3 Quorum

- (1) Three Councillors.

4 Meeting Frequency

- (1) As required but at least once each year.

5 Scope of Activity:

- (1) To conduct and recommend to Council on:
 - (a) A review of performance of the Chief Executive Officer in accordance with the Officer's contract of employment.
 - (b) A review of the Chief Executive Officer's position description and performance criteria.
 - (c) A review of the remuneration package of the Chief Executive Officer in accordance with the Officer's contract of employment.
- (2) To advise and recommend to Council on any proposal to extend the appointment and employment of the Chief Executive Officer beyond the expiry date of the Officer's contract of employment.
- (3) To assist the Council from time to time with the process for the appointment of a Chief Executive Officer pursuant to section 94 of the Local Government Act 1989.

6 Reporting

- (1) The Committee reports as required to a subsequent meeting of the Council.
- (2) A report on the meetings and activities of the Chief Executive Officer Performance Review Committee is to be prepared for inclusion in Council's Annual Report.

7 Delegated Authority

- (1) Nil.



COUNCIL RESOLUTION

MOVED: Cr T. McCarthy
SECONDED: Cr V. Fontana

That:

(1) Council, pursuant to section 86 of the Local Government Act 1989 (“the Act”) establish the following Special Committees for the 2012/2013 Council year:

- Planning Committee
- Hearing of Submissions Committee
- Bundoora Homestead Board of Management

with the purpose, membership, scope of activity and delegated authority as detailed in the respective Committee Charters included in this report.

(2) Council, pursuant to section 139 of the Act establish the Audit Committee as an Advisory Committee for the 2012/2013 Council year with the purpose, authority, composition and responsibilities as detailed in the Audit Committee Charter included in this report.

(3) Council not establish the following Advisory Committee for the 2012/2013 Council year:

- Chief Executive Officer Performance Review Committee

with the purpose, membership and scope of activity as detailed in the Chief Executive Officer Performance Review Committee Charter included in this report and that the full Council review the performance of the Chief Executive Officer annually pursuant to section 97A of the Local Government Act 1989.

(4) Council not establish the Strategic Projects Steering Committee (established on 15 August 2011 to oversee various ‘signature’ projects) for the 2012/2013 Council year.

Note: Council at its meeting on 17 September 2012 abolished the Community Grants Committee (established on 5 December 2011 as an Advisory Committee for the 2011/2012 Council year) on the basis that all decisions in relation to Community Grants be made by the full Council.

(5) The following members be appointed to the Committees:

Committee	Appointments for 2012/2013 Council Year
Planning Committee <i>(Special Committee)</i>	All Councillors (Mayor of the Day as Chairperson)
Hearing of Submissions Committee <i>(Special Committee)</i>	All Councillors (Mayor of the Day as Chairperson)



Bundoora Homestead Board of Management <i>(Special Committee)</i>	Cr Tim Laurence Cr Gaetano Greco Cr Angela Vilella <i>5 external members (expressions of interest to be invited)</i>
Audit Committee <i>(Advisory Committee)</i>	Mayor of the Day Cr Gaetano Greco David Ashmore Bruce Carroll Albert Zago

CARRIED



ITEM 9 **Community Advisory Committees for the 2012/2013 Council year**

MINUTE NO. 7

Author **Acting Manager Corporate Governance**
Reviewer **Acting Director Corporate and Business Services**
Disclosures **None**

PURPOSE

To establish and appoint members to a number of Community Advisory Committees for the 2012/2013 Council year.

RECOMMENDATION

That the following Community Advisory Committees be established for the 2012/2013 Council year and the appropriate number of Councillors be appointed as members of each Committee:

Community Advisory Committee	Nominees required	Appointments for 2012/2013 Council Year
Active and Healthy Ageing Community Advisory Board	One Councillor (Chairperson)	
City of Darebin Collections Advisory Committee	One Councillor	
Civic Recognition (Monuments and Memorials) Committee	Mayor of the Day (Chairperson) One Councillor (Cazaly Ward) One Councillor (Rucker Ward) One Councillor (La Trobe Ward)	
Darebin Aboriginal Advisory Committee	One Councillor (Chairperson) One other Councillor	
Darebin Anti-Racism Strategy Steering Committee	Two Councillors	
Darebin Arts Forum	One or more Councillors	
Darebin Australia Day Committee	Mayor of the Day (Chairperson) One other Councillor	
Darebin Bicycle Advisory Committee	One Councillor (Chairperson) One other Councillor	



Community Advisory Committee	Nominees required	Appointments for 2012/2013 Council Year
Darebin Disability Advisory Committee	One Councillor	
Darebin Early Years Reference Group	One Councillor	
Darebin Environmental Reference Group	One or more Councillors	
Darebin Health (Municipal Public Health and Wellbeing Plan) Steering Committee	One Councillor (Chairperson) One other Councillor	
Darebin Housing Advisory Committee	One Councillor (Chairperson)	
Darebin Interfaith Council	One Councillor (Chairperson)	
Darebin Local Safety Committee	Mayor of the Day (Co-Chair)	
Darebin Public Education Advocacy Committee	Three Councillors	
Darebin Women's Advisory Committee	One female Councillor	
Friends of Bundoora Park Advisory Committee	One or more Councillors	
Municipal Emergency Management Planning Committee	Mayor of the Day (Chairperson)	
Northland Structure Plan Steering Committee	All Cazaly Ward Councillors	
Preston Business Advisory Committee	Two Councillors	
Reservoir Structure Plan Community Reference Group	All La Trobe Ward Councillors	
Sexuality, Sex and Gender Diversity Advisory Committee	One Councillor (Chairperson)	

BACKGROUND



Council has established a range of Community Advisory Committees to facilitate community participation and input into policy and service development, or to assist with facility, project and event management.

Community Advisory Committees typically comprise one or more Councillors, Council Officers and a number of community representatives. The community representatives can be local residents or stakeholders appointed in their own right or representatives of service authorities, support agencies or community organisations.

The progress, advice and recommendations of Community Advisory Committees is reported to Council through formal Officer reports (supplemented from time to time by verbal reports by Councillors).

DISCUSSION

Following informal discussions with Councillors it is proposed to appoint the following Community Advisory Committees for the 2012/2013 Council year.

Active and Healthy Ageing Community Advisory Board

The Active and Healthy Ageing Community Advisory Board is a community representative body whose role is to assist Council in considering and understanding the issues, policies and drivers that are influencing aged care and their relevance to and impact on Darebin, as well as monitor and report on the Active and Healthy Ageing Strategy 2011-2021.

Required Councillors (2012/2013)	One Councillor (Chairperson)
Other Committee Members	Ten Darebin residents Two external aged care professionals Four Council Staff
Meeting Frequency	Bi-monthly
Reporting	The Committee reports to Council via officer reports as required on significant issues requiring Council consideration.
Terms of Reference	Adopted by Council on 3 October 2011
Responsible Officer	Acting Manager Aged and Disability Services

City of Darebin Collections Advisory Committee

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.

Required Councillors (2012/2013)	One Councillor
Other Committee Members	Representatives of Preston Historical Society, Curator of Bundoora Homestead and one local artist. Council Officers will be seconded as required.



Meeting Frequency	Quarterly
Reporting	The Committee will submit any proposed amendments to the Collections Policy to Council for consideration and approval.
Terms of Reference	Adopted by Council on 7 June 2004
Responsible Officer	Manager Arts, Culture and Venues

Civic Recognition (Monuments and Memorials) Committee

An Advisory Committee appointed to consider officer recommendations in relation to the implementation of the Civic Recognition (Monuments and Memorials) Policy 2011.

Required Councillors (2012/2013)	Mayor and three Councillors (one from each ward)
Other Committee Members	Chief Executive
Meeting Frequency	As required
Reporting	The Committee reports to Council via officer reports as required on significant issues requiring Council consideration.
Terms of Reference	The Terms of Reference will be developed by the Committee
Responsible Officer	Manager Leisure and Public Realm

Darebin Aboriginal Advisory Committee

The Darebin Aboriginal Advisory Committee is an Advisory Committee to provide strategic advice to Council and advocate on issues affecting Aboriginal communities to inform and improve Council decision making in relation to policy, program and service delivery.

Required Councillors (2012/2013)	Two Councillors, including one as Chairperson
Other Committee Members	A number of community representatives appointed by Council resolution
Meeting Frequency	Bi-monthly
Reporting	The Committee reports to Council via officer reports as required on significant issues requiring Council consideration.
Terms of Reference	Adopted by Council on 2 May 2011
Responsible Officer	Manager Community Planning, Partnerships and Performance



Darebin Anti-Racism Strategy Steering Committee

Following on the Darebin Racism Inquiry Steering Committee, the Darebin Anti-Racism Strategy Steering Committee is a Steering Committee to support and monitor the implementation of the Darebin Anti-Racism Strategy.

Required Councillors (2012/2013)	Two Councillors
Other Committee Members	Representatives from Darebin Ethnic Communities Council, Darebin Interfaith Council, Darebin Women's Advisory Committee and Darebin Aboriginal Advisory Committee, as well as Spectrum Migrant Resource Centre, Victorian Health Promotion Foundation and Victorian Equal Opportunity and Human Rights Commission, Centre for Ethnicity and Health.
Meeting Frequency	At least twice annually
Reporting	The Committee will support the monitoring of relevant sections of the action plans (Aboriginal, Multicultural, Human Rights) implementing the Strategy.
Terms of Reference	The Darebin Anti-Racism Strategy, containing provisions for the transformation of the Darebin Racism Inquiry Steering Committee into Darebin Anti-Racism Strategy Steering Committee was endorsed by Council on 16 July 2012.
Responsible Officer	Manager Community Planning, Partnerships and Performance

Darebin Arts Forum

The purpose of the Darebin Arts Forum is to advise Council on any matters relating to the arts and community cultural development in Darebin and provide feedback to Council on community-led arts and community cultural development practice.

Required Councillors (2012/2013)	The Terms of Reference do not limit the number of Councillors who can be appointed.
Other Committee Members	Council officers and interested community members.
Meeting Frequency	2 meetings per year
Reporting	The Committee reports to Council periodically via officer reports on arts and cultural matters.
Terms of Reference	Adopted by Council on 17 August 2009.
Responsible Officer	Manager Arts, Culture and Venues



Darebin Australia Day Committee

The Darebin Australia Day Committee is a Community Advisory Committee to judge entries received for the Darebin Australia Day Awards in the categories of Citizen, Young Citizen and Community Group of the Year and to assist with promoting the awards and to attend and present the awards at a special event.

Required Councillors (2012/2013)	Mayor (Chairperson) One other Councillor
Other Committee Members	A representative of Darebin Ethnic Communities Council and two community representatives selected through an expressions of interest process
Meeting Frequency	As required to judge the nominations for the Darebin Australia Day Awards and to attend an Awards event in January each year
Reporting	The Committee judge the nominations received and select the winners in its own right
Terms of Reference	The Darebin Australia Day Awards and Event Policy was adopted by Council on 18 August 2008 and updated on 3 May 2009.
Responsible Officer	Manager Communications and Advocacy

Darebin Bicycle Advisory Committee

The Darebin Bicycle Advisory Committee was established to provide ongoing community input to Council into the provision of cycling infrastructure facilities and education programs, and as means of tracking delivery of the Darebin Cycling Strategy.

Required Councillors (2012/2013)	One Councillor (Chairperson) One other Councillor
Other Committee Members	10 Darebin community members with an interest in cycling, with possibility of increasing membership at discretion of group 2 Council Staff, others as relevant
Meeting Frequency	Bi-monthly
Reporting	Outcomes and recommendations arising from meetings of the Committee are reported to Council via officer reports as required.
Terms of Reference	Adopted by Council on 4 June 2012
Responsible Officer	Manager Major Projects, Engineering and Transport



Darebin Disability Advisory Committee

The Darebin Disability Advisory Committee is a Committee established by Council to advise on issues relating to access and inclusion for people with disabilities living, working, studying or visiting Darebin and to promote improved access and inclusion with Council and the wider community.

Required Councillors (2012/2013)	One Councillor
Other Committee Members	7 individual community representatives 4 representatives of support groups/ agencies 7 Council Officers
Meeting Frequency	At least 6 meetings each year.
Reporting	Outcomes of the Advisory Committee are reported to Council in Officer reports as required.
Terms of Reference	Revised June 2012
Responsible Officer	Acting Manager Aged and Disability Services

Darebin Early Years Reference Group

The purpose of the Darebin Early Years Reference Group is to provide advice and guidance to Council on the delivery of actions that arise from the Darebin Early Years Strategy.

Required Councillors (2012/2013)	One Councillor
Other Committee Members	Representation from representative groups by invitation from the Manager Family and Children.
Meeting Frequency	Bi-monthly
Reporting	The Reference Group reports to Council via officer reports as required on significant issues requiring Council consideration.
Terms of Reference	Revised in October 2010
Responsible Officer	Manager Family and Children



Darebin Environmental Reference Group

The Darebin Environmental Reference Group facilitates community action and strengthens community links, advises on matters pertaining to environmental sustainability in Darebin, provides feedback to Council on these issues and contributes to the content of community environmental forums.

Required Councillors (2012/2013)	One or more Councillors
Other Committee Members	12 community members from across Darebin who are members and representatives of a variety of environmental organisations.
Meeting Frequency	Six weekly
Reporting	The Reference Group informs Council's environmental strategies. Matters requiring consideration by Council are reported in Officer reports.
Terms of Reference	Updated by Council on 2 May 2011
Responsible Officer	Manager Environment and Natural Resources

Darebin Health (Municipal Public Health and Wellbeing Plan) Steering Committee

The Darebin Health (Municipal Public Health and Wellbeing Plan) Steering Committee sets the strategic direction of the Municipal Public Health and Wellbeing Plan, and selects and monitors annual projects and activities.

Required Councillors (2012/2013)	Two Councillors, one as Chairperson
Other Committee Members	Council Officers and representatives of local health services, including Darebin Community Health, NEAMI, Women's Health in the North and Medicare Local.
Meeting Frequency	Bi-monthly
Reporting	The Municipal Public Health and Wellbeing Plan and annual projects are submitted to Council for endorsement.
Terms of Reference	Updated by Council in February 2012
Responsible Officer	Manager Community Planning, Partnerships and Performance



Darebin Housing Advisory Committee

The Darebin Housing Advisory Committee is a Community Advisory Committee to provide a forum for relevant groups and interests to analyse housing market trends, government policy initiatives and opportunities for affordable or social housing development in Darebin and to advise on ways Council can best contribute to improved housing outcomes and opportunities for the Darebin community.

Required Councillors (2012/2013)	One Councillor (Chairperson)
Other Committee Members	Relevant Council Officers, local and regional housing and support services, public tenant groups, Office of Housing, special needs peak bodies, welfare organisations, churches, residential care services, housing industry groups and other groups or individuals with an interest in housing issues.
Meeting Frequency	At least four times each year.
Reporting	Outcomes and recommendations arising from meetings of the Committee are reported to Council via officer reports as required.
Terms of Reference	Endorsed by Council on 20 December 2004.
Responsible Officer	Manager Community Planning, Partnerships and Performance

Darebin Interfaith Council

The Darebin Interfaith Council is a collaborative partnership between faith leaders and the broader community aimed at providing leadership, information, guidance and inspiration to the local community on matters related to faith and benefits of interfaith collaboration, comprehension and dialogue.

Required Councillors (2012/2013)	One Councillor (Chairperson)
Other Committee Members	Representatives of various faith communities within Darebin and relevant Council Officers.
Meeting Frequency	Quarterly
Reporting	Outcomes and recommendations arising from meetings of the Committee are reported to Council via officer reports as required.
Terms of Reference	Endorsed by Council 15 May 2006.
Responsible Officer	Manager Community Planning, Partnerships and Performance



Darebin Local Safety Committee

The Darebin Local Safety Committee guides the implementation of the Darebin Community Safety Strategy and coordinates a 'whole of community' partnership response to priority community safety issues.

Required Councillors (2012/2013)	<i>According to the Terms of Reference, Darebin's Mayor of the Day is automatically appointed as Co-Chair of the Committee</i>
Other Committee Members	Darebin District Inspector of Victoria Police (Co-Chair) Council officers, VicRoads, La Trobe University, Victoria Police, Metropolitan Fire Brigade, Metropolitan Ambulance Service, Office of Housing, public transport operators and State Government Departments.
Meeting Frequency	Bi-monthly
Reporting	Darebin Community Safety Strategy 2012-2016 and annual action plan. Significant matters requiring consideration by Council are submitted in Officer reports.
Terms of Reference	Reviewed by the Committee in February 2012.
Responsible Officer	Manager Community Planning, Partnerships and Performance

Darebin Public Education Advocacy Committee

The Darebin Public Education Advocacy Committee looks at structural disadvantage and public education funding in Darebin with the objective of lifting public education investment in the municipality.

Required Councillors (2012/2013)	Three Councillors
Other Committee Members	Up to 5 Council officers, up to 10 external members
Meeting Frequency	Monthly
Reporting	The Committee will provide a report to Council on an annual basis.
Terms of Reference	The committee was established by Council on 15 August 2011 and has developed a Terms of Reference.
Responsible Officer	Manager Community Planning, Partnerships and Performance



Darebin Women's Advisory Committee

The purpose of the Darebin Women's Advisory Committee is to increase the voice of women as part of Council's strategic commitment to 'support the right of women to fully and equally engage and participate in the life of the community' Darebin Council Plan (2009-2013).

Required Councillors (2012/2013)	One female Councillor
Other Committee Members	Women who live, work and study in Darebin.
Meeting Frequency	Bi-monthly - evening
Reporting	Outcomes of the Advisory Committee are reported to Council in Officer reports as required
Terms of Reference	Endorsed by Council in November 2010
Responsible Officer	Manager Community Planning, Partnerships and Performance

Friends of Bundoora Park Advisory Committee

The Friends of Bundoora Park Advisory Committee is an Advisory Committee to provide input to the Bundoora Park Management Team on sponsorship; special projects, acquiring funds and providing on-ground support; supporting and assisting with annual work plans; progressing and prioritising recommendations contained in the Bundoora Park Precinct Master Plan (Draft); capital works priorities; funding and grant applications; public relations, events and external promotional activities.

Required Councillors (2012/2013)	The Terms of Reference does not prescribe a particular representative structure from Council. These will be reviewed following adoption of the Bundoora Park Precinct Plan.
Other Committee Members	The Bundoora Park Management Team (3) and community representatives (4)
Meeting Frequency	The Committee meets quarterly.
Reporting	Significant matters requiring consideration by Council are submitted in Officer reports.
Terms of Reference	Endorsed by Council on 1 June 1998 – to be reviewed in 2013.
Responsible Officer	Manager Leisure and Public Realm



Municipal Emergency Management Planning Committee

The Emergency Management Act 1986 requires each Council to establish a Municipal Emergency Management Planning Committee to prepare a Municipal Emergency Management Plan. The Committee's role is not to manage an emergency but to participate in a planning process which ensures that all relevant matters associated with Emergency Management are investigated, adequately provided for and the results recorded in the plan.

Required Councillors (2012/2013)	Mayor of the Day (Chairperson)
Other Committee Members	Municipal Emergency Resource Officer, emergency services, welfare agencies, State Government Departments and major industrial facilities in Darebin.
Meeting Frequency	Quarterly
Reporting	The Municipal Emergency Manager reports to Council on issues as required.
Terms of Reference	The Municipal Emergency Management Plan was endorsed by Council 2 August 2010.
Responsible Officer	Municipal Emergency Manager

Northland Structure Plan Steering Committee

The Northland Structure Plan Steering Committee oversees the preparation of a Structure Plan which defines the preferred directions for future growth for the Northland Principal Activity Centre as required under State Government planning directions for Melbourne. The Northland Structure Plan Steering Committee brings together the experiences and ideas of a range of stakeholders to provide a balanced and representative understanding of the future needs of the Northland Activity Centre and to ensure best practice in the development of the Structure Plan.

Required Councillors (2012/2013)	According to the Terms of Reference, the three Councillors from Cazaly Ward are automatically appointed to the Committee
Other Committee Members	Council Officers, State Department of Planning and Community Development representative and external stakeholders from commercial and community organisations.
Meeting Frequency	At key milestones of the project for its duration.
Reporting	The Committee will report to and update Council at key milestones in the project. Agreed positions of the Committee will be conveyed to Council in the form of recommendations for action.



Terms of Reference	Adopted by the Committee on 22 April 2009
Responsible Officer	Manager City Development

Preston Business Advisory Committee

The purpose of the Preston Business Advisory Committee is to administer and manage the Special Rate Scheme fund and associated business and marketing plans for Preston Central Shopping Centre.

Required Councillors (2012/2013)	Two Councillors
Other Committee Members	5 business representatives, liable for the Special Rate, made up of a representative mix of business types and locations within the centre. 2 Council Officers being the Manager Economic Development and Civic Compliance and Business Development Coordinator.
Meeting Frequency	Monthly (excluding January and December).
Reporting	Significant matters requiring consideration by Council to be submitted in Officer reports.
Terms of Reference	Endorsed by Council in July 2008.
Responsible Officer	Manager Economic Development and Civic Compliance

Reservoir Structure Plan Community Reference Group

The purpose of the Reservoir Structure Plan Community Reference Group is to prepare a Structure Plan which defines the preferred directions for future growth for the Reservoir Major Activity Centre as required under the State Government's planning strategy for Melbourne.

Required Councillors (2012/2013)	According to the Terms of Reference, the three Councillors from La Trobe Ward are automatically appointed to the Committee
Other Committee Members	Council officers and external stakeholders from commercial and community organisations.
Meeting Frequency	At key milestones of the project for its duration.
Reporting	Status reports/updates to be reported to Council.
Terms of Reference	Broad issues to be addressed and study process to be followed was endorsed by Council on 2 February 2009.



Responsible Officer	Manager City Development
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Sexuality, Sex and Gender Diversity Advisory Committee

The Sexuality, Sex and Gender Diversity Advisory Committee is an Advisory Committee to advise Council on issues and barriers to equality affecting people in the City of Darebin who identify as gay, lesbian, bisexual, transgender or intersex.

Required Councillors (2012/2013)	One Councillor (Chairperson)
Other Committee Members	1 Council officer, at least two representatives from community based organisations addressing SSAGD communities and 8 community members representing the community's SSAGD community.
Meeting Frequency	Quarterly
Reporting	The Committee will provide an annual progress report to Council detailing its activities and achievements.
Terms of Reference	Endorsed by Council on 21 November 2011.
Responsible Officer	Manager Community Planning, Partnerships and Performance

COUNCIL RESOLUTION

MOVED: Cr T. McCarthy

SECONDED: Cr G. Greco

That:

1. The following Community Advisory Committees be established for the 2012/2013 Council year and the appropriate number of Councillors be appointed as members of each Committee:

Community Advisory Committee	Nominees required	Appointments for 2012/2013 Council Year
Active and Healthy Ageing Community Advisory Board	One Councillor (Chairperson)	Cr Gaetano Greco (Co-Chair) Cr Bo Li (Co-Chair) Cr Angela Vilella (Co-Chair)
City of Darebin Collections Advisory Committee	One Councillor	Cr Angela Vilella (Co-Chair) Cr Gaetano Greco (Co-Chair) Cr Tim Laurence (Co-Chair)



Community Advisory Committee	Nominees required	Appointments for 2012/2013 Council Year
Darebin Aboriginal Advisory Committee	One Councillor (Chairperson) One other Councillor	Mayor of the Day (Chairperson) Cr Trent McCarthy Cr Oliver Walsh Cr Steven Tsitas
Darebin Anti-Racism Strategy Steering Committee	Two Councillors	Cr Angela Vilella (Co-Chair) Cr Gaetano Greco (Co-Chair)
Darebin Arts Forum	One or more Councillors	Cr Oliver Walsh (Co-Chair) Cr Trent McCarthy (Co-Chair) Cr Angela Vilella (Co-Chair)
Darebin Australia Day Committee	Mayor of the Day (Chairperson) One other Councillor	Mayor of the Day (Chairperson) Cr Vince Fontana Cr Julie Williams
Darebin Bicycle Advisory Committee	One Councillor (Chairperson) One other Councillor	Cr Bo Li (Co-Chair) Cr Trent McCarthy (Co-Chair) Cr Angela Vilella (Co-Chair)
Darebin Disability Advisory Committee	One Councillor	Mayor of the Day (Chairperson) Cr Bo Li Cr Julie Williams Cr Oliver Walsh
Darebin Early Years Reference Group	One Councillor	Cr Julie Williams (Co-Chair) Cr Steven Tsitas (Co-Chair)
Darebin Environmental Reference Group	One or more Councillors	Cr Angela Vilella (Co-Chair) Cr Trent McCarthy (Co-Chair)
Darebin Health (Municipal Public Health and Wellbeing Plan) Steering Committee	One Councillor (Chairperson) One other Councillor	Cr Gaetano Greco (Co-Chair) Cr Bo Li (Co-Chair) Cr Oliver Walsh (Co-Chair)
Darebin Housing Advisory Committee	One Councillor (Chairperson)	Cr Tim Laurence Cr Steven Tsitas Cr Julie Williams
Darebin Interfaith Council	One Councillor (Chairperson)	Cr Gaetano Greco (Co-Chair) Cr Trent McCarthy (Co-Chair) Cr Angela Vilella (Co-Chair)



Community Advisory Committee	Nominees required	Appointments for 2012/2013 Council Year
Darebin Local Safety Committee	Mayor of the Day (Co-Chair)	Mayor of the Day (Chairperson) Cr Trent McCarthy
Darebin Public Education Advocacy Committee	Three Councillors	Cr Angela Vilella Cr Gaetano Greco Cr Trent McCarthy
Darebin Women's Advisory Committee	One female Councillor	Cr Julie Williams Cr Angela Vilella
Friends of Bundoora Park Advisory Committee	One or more Councillors	Cr Tim Laurence (Co-Chair) Cr Gaetano Greco (Co-Chair) Cr Angela Vilella (Co-Chair)
Municipal Emergency Management Planning Committee	Mayor of the Day (Chairperson)	Mayor of the Day (Chairperson)
Northland Structure Plan Steering Committee	All Cazaly Ward Councillors	Cr Vince Fontana (Co-Chair) Cr Bo Li (Co-Chair) Cr Julie Williams (Co-Chair)
Preston Business Advisory Committee	Two Councillors	Cr Vince Fontana (Co-Chair) Cr Bo Li (Co-Chair) Cr Julie Williams (Co-Chair)
Reservoir Structure Plan Community Reference Group	All La Trobe Ward Councillors	Cr Tim Laurence (Co-Chair) Cr Gaetano Greco (Co-Chair) Cr Angela Vilella (Co-Chair)
Sexuality, Sex and Gender Diversity Advisory Committee	One Councillor (Chairperson)	Cr Trent McCarthy (Co-Chair) Cr Angela Vilella (Co-Chair)

2. **The Civic Recognition (Monuments and Memorials) Committee not be established for the 2012/2013 Council year and that the full Council review any proposals in accordance with the Civic Recognition (Monuments and Memorials) Policy 2011.**

CARRIED



ITEM 10 Appointment of Council representatives to community organisations for the 2012/2013 Council year

MINUTE NO. 8

Author Acting Manager Corporate Governance
Reviewer Acting Director Corporate and Business Services
Disclosures None

PURPOSE

To appoint members to a number of statewide, metropolitan, regional and Darebin based organisations for the 2012/2013 Council year.

RECOMMENDATION

That the following Councillors be appointed as Council representatives to the organisations listed in the table:

Statewide, metropolitan or regional organisations		Appointments for 2012/2013 Council Year
Municipal Association of Victoria	Mayor of the Day One Councillor (proxy)	
Local Governments Waste Management Forum	One Councillor	
Inner Northern Group Training Ltd	One Councillor	
Inner Northern Local Learning and Employment Network Inc	One Councillor	
North West 4	Mayor of the Day One Councillor	
Friends of Baucau Inc.	One Councillor	
Metropolitan Transport Forum	Mayor of the Day	
Darebin based organisations		Appointments for 2012/2013 Council Year
Darebin Enterprise Centre Ltd	Mayor of the Day One Councillor	
Darebin Ethnic Communities Council	Mayor of the Day One Councillor	



Darebin Creek Management Committee Inc.	One Councillor	
Darebin based organisations		Appointments for 2012/2013 Council Year
Merri Creek Management Committee Inc.	One Councillor	
East Reservoir Neighbourhood Renewal Steering Committee	Two Councillors	



SCHEDULE OF COUNCIL REPRESENTATIVES TO COMMUNITY ORGANISATIONS - 2012/2013

Statewide, Metropolitan and Regional Organisations

Municipal Association of Victoria (MAV)

Purpose:	The Municipal Association of Victoria (MAV) is a peak representative and lobbying body for Victorian Councils. The MAV's role and mission is to provide leadership to Councils by supporting them to achieve the highest levels of respect and recognition through improved performance.
Membership:	Each member Council appoints a representative to the MAV. MAV Management Board comprises the President (directly elected) and one representative of each of the 12 regional groupings of Councils. Darebin City Council is in the Metropolitan Central Region.
Representation:	DCC is represented by a Councillor and a proxy delegate can be appointed.
Meetings:	<ul style="list-style-type: none">• The MAV State Council, an Annual Conference and other occasions as major issues arise.• Opportunities exist to work on Sub-committees on specific issues.• Opportunity to be elected by the regional grouping Councils to the MAV Board. The MAV Board meets monthly.
Liaison Officer	Chief Executive.



Local Governments Waste Management Forum

Purpose:	<p>The Local Governments Waste Management Forum (LGWMF) is established under the Environment Protection Act 1970 to support the effective operation of the Metropolitan Waste Management Group (MWMG) also established under the Environment Protection Act 1970 to deliver coordinated waste planning and management across metropolitan Melbourne.</p> <p>The aims of the Forum are:</p> <ul style="list-style-type: none"> • To develop local government capacity to deliver effective, efficient and sustainable municipal waste planning and management across Melbourne. • To engage with industry, government and community stakeholders to improve municipal waste management and planning. • To assist the LGWMF Board to engage councils across metropolitan Melbourne in the planning and management of municipal waste. • To nominate four members to the Minister, for appointment to the MWMG Board, in accordance with the Environment Protection Act 1970.
Membership:	<p>LGWMF comprises 30 member Councils (Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Melton, Monash, Moonee Valley, Moreland, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndham, Yarra and Yarra Ranges).</p>
Representation:	DCC is represented by a Councillor.
Meetings:	Six times a year.
Liaison Officer:	Coordinator Water and Waste Strategy.

Inner North Group Training Board (INGT)

Purpose	<p>Founded over 25 years ago, INGT was created by the Cities of Darebin, Moreland and Yarra to provide employment and training opportunities for local communities of the inner northern suburbs of Melbourne. Since then INGT has expanded into a group of businesses that now operate nationwide including the Inner North Community Foundation. INGT's mission is to make a contribution to better social inclusion and community cohesion by improving opportunities for meaningful workforce participation. This is aimed at all segments of society, including not only mainstream client groups, but also for disadvantaged groups. INGT works to address skill shortages, help deliver Government initiatives which assist people starting out in the workforce, and link up employers with job seekers wanting to begin their apprenticeship or traineeship.</p>
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Membership:	Membership of the Board is made up of four independent directors and one director and alternative from each of the member Councils.
Representation	At present DCC is represented by a Councillor (Director) and a Council Officer (Alternative Director). However Council can nominate their representative on the Board. At present Moreland and Yarra have officers only on the INGT Board
Meetings	INGT has monthly meetings. Standing committees or sub-committees are established as required.
Liaison Officer	Director City Works and Development.

Inner Northern Local Learning and Employment Network Inc (INLLEN)

Purpose:	<p>The Inner Northern Local Learning and Employment Network (INLLEN) is an independent incorporated community organisation governed by a Committee of Management. It is one of 31 local learning and employment networks established throughout Victoria as part of the Victorian Government's commitment to increasing retention rates of young people and to making education more relevant to a wider range of young people.</p> <p>INLLEN seeks to connect educators, government and non-government, employers, local government, community groups and individuals living or working in the municipalities of Yarra, Darebin and Moreland who share an interest in improving education, training and employment outcomes for young people. Its objectives are to:</p> <ul style="list-style-type: none"> • Maximise education, training and employment outcomes, particularly for young people. • Provide information to the State Government on local education, training and employment issues. • Link post-compulsory education and training with industry and economic development.
Membership:	Individuals and representatives of the various member categories living or working in the municipalities of Darebin, Moreland and Yarra. A Committee of Management is elected at the AGM.
Representation:	DCC is represented by a Councillor who is eligible for election to the Committee of Management.
Meetings:	Committee of Management meets 5 times per year.
Liaison Officer	Manager Economic Development and Civic Compliance.



North West 4

Purpose:	North West 4 (NW4) is a registered Incorporated Local Community Group comprising of officers from Darebin, Moreland, Moonee Valley and Hume Councils, Victoria Police, and members of local community groups. NW4 is a forum for these Councils and the wider community to provide input and facilitate community participation in VicRoads community road safety programs. Programs currently focus on encouraging the uptake of sustainable modes of transport, as well as educating young drivers about road safety via Fit2Drive and Looking After Our Mates sessions.
Membership:	NW4 comprises representatives of Darebin, Moonee Valley, Moreland and Hume Councils, Victoria Police, and other community road safety partners from various groups.
Representation:	Safe Travel Officer.
Meetings:	Meets bi-monthly.
Liaison Officer	Safe Travel Officer.

Friends of Baucau Inc

Purpose:	Friends of Baucau Inc provides a forum for those in the community who wish to demonstrate active support for the Darebin - Yarra Friendship Agreement with the Baucau region of East Timor.
Membership:	Councillors and community representatives of Darebin and Yarra municipalities.
Meetings:	Monthly meetings are hosted alternatively by Yarra and Darebin Councils. Sub-groups have been established.
Representation:	DCC is represented by a Councillor.
Liaison Officer:	Manager Community Planning, Partnerships and Performance.



Metropolitan Transport Forum (MTF)

Purpose:	The Metropolitan Transport Forum is an advocacy group established in 1994 and incorporated in 1996. MTF endeavours to promote effective, efficient and equitable transport in the metropolitan area by providing a forum for debate, research and policy development and by disseminating information to improve transport choices.
Membership:	MTF comprises local governments and associate members representing transport companies and participants from the State Government and environment groups.
Representation:	DCC is represented by a Councillor and a Council Officer.
Meetings:	MTF has general meetings monthly and an AGM. Standing committees or sub-committees are established as required.
Liaison Officer	Coordinator, Transport Management.

Darebin Organisations**Darebin Enterprise Centre Ltd (DECL)**

Purpose:	Darebin Enterprise Centre (DECL) is an integral part of the economic development plan for the City of Darebin. It operates as a business incubator with the aim of developing and growing small business endeavours. DECL is established as a not-for-profit company, limited by guarantee and therefore is fully subject to the Corporations Act. Accordingly, appointed directors are subject to the provisions of the Corporations Act. Darebin City Council is the sole "member" of the company. The DECL Board of Directors provides strategic direction to the management of the Enterprise Centre - this includes approving policies and confirming that operations and new directions are consistent with the DECL mission. The Board is also responsible to monitor the performance of DECL in terms of the number and quality of graduating businesses and DECL financial performance.
Membership:	The Board of Directors comprises members representing key stakeholders in business development and growth in northern metropolitan Melbourne, including representatives from local business, Darebin City Council and local training providers.
Representation:	DCC is represented on the Board of Directors by two Councillors and one Council Officer (Manager Economic Development and Civic Compliance).
Meetings:	Bi monthly at the Darebin Enterprise Centre.
Liaison Officer	Manager Economic Development and Civic Compliance.



Darebin Ethnic Communities Council (DECC)

Purpose:	Darebin Ethnic Communities Council (DECC) is a peak body representing over 50 ethnic groups and Associations. Its purpose is to advise and contribute to the development of policies that determine provision of Council's services to meet the needs of its residents from culturally and linguistically diverse background.
Membership:	Membership is open to individuals and community groups. A Steering Committee is appointed at the AGM.
Representation:	DCC is represented by two Councillors who are automatically members of the Steering Committee.
Meetings:	Meets monthly at Darebin Intercultural Centre.
Liaison Officer	Manager, Community Planning, Partnerships and Performance.

Darebin Creek Management Committee Inc

Purpose:	Darebin Creek Management Committee (DCMC) is an Incorporated Association established by member Councils to coordinate the planning and development of Darebin Creek.
Membership:	Representation on the Committee comprises Darebin, Yarra, Banyule and Whittlesea Councils and La Trobe University. Darebin Council can nominate up to 2 persons to be members of the Committee, and they may be a Councillor, staff member, or a member of the community, or any combination thereof.
Representation:	DCMC's preference is for one Councillor and one Officer.
Meetings:	The Committee meets every 2 months. There is an AGM and sub-Committees have been appointed.
Liaison Officer	Coordinator Public Realm.

Merri Creek Management Committee Inc

Purpose:	Merri Creek Management Committee (MCMC) is an Incorporated Association established by member Councils to coordinate the planning and development of Merri Creek.
Membership:	Representation on the Committee comprises member Councils of Yarra, Darebin, Moreland, Whittlesea, Mitchell and Hume and representatives of 'Friends of Merri Creek' and Friends of Wallan Creek. Darebin Council can nominate 2 persons to be members of the Committee, which includes a nominated substitute, and they may be a Councillor or staff member.
Representation:	MCMC's preference is for one Councillor and one Officer.
Meetings:	The Committee meets every 3 months. There is an AGM and sub-committees have been established.
Liaison Officer	Coordinator Public Realm.



East Reservoir Neighbourhood Renewal Steering Committee

Purpose:	A Committee established to oversee and provide leadership for the State Government funded initiative for the East Reservoir Neighbourhood Renewal Project.
Membership:	Darebin Council Preston/Reservoir Adult Community Education (PRACE) Darebin Community Health Reservoir District Secondary East Reservoir Primary Reservoir Tenants Group Melbourne City Mission Department of Human Services Victoria Police
Representation:	DCC is represented by two Councillors.
Meetings:	Monthly.
Liaison Officer	Place Manager Neighbourhood Renewal.

MOTION

MOVED: Cr T. McCarthy
SECONDED: Cr V. Fontana

That:

- The following Councillors be appointed as Council representatives to the organisations listed in the table with the exception of the Inner Northern Group Training Ltd.

Statewide, metropolitan or regional organisations		Appointments for 2012/2013 Council Year
Municipal Association of Victoria	Mayor of the Day One Councillor (proxy)	Cr Gaetano Greco
Local Governments Waste Management Forum	One Councillor	Cr Trent McCarthy
Inner Northern Local Learning and Employment Network Inc.	One Councillor	Cr Angela Villella
North West 4	Mayor of the Day One Councillor	Mayor of the Day Cr Angela Villella



Friends of Baucau Inc.	One Councillor	Cr Gaetano Greco
Metropolitan Transport Forum	Mayor of the Day	Mayor of the Day Cr Bo Li (Proxy) Cr Angela Villella (Proxy) Cr Oliver Walsh (Proxy)
Darebin based organisations		Appointments for 2012/2013 Council Year
Darebin Enterprise Centre Ltd	Mayor of the Day One Councillor	Cr Oliver Walsh Cr Vince Fontana
Darebin Ethnic Communities Council	Mayor of the Day One Councillor	Cr Trent McCarthy Cr Bo Li Cr Angela Villella
Darebin Creek Management Committee Inc.	One Councillor	Cr Oliver Walsh
Merri Creek Management Committee Inc.	One Councillor	Cr Bo Li Cr Trent McCarthy (Proxy) Cr Oliver Walsh (Proxy)
East Reservoir Neighbourhood Renewal Steering Committee	Two Councillors	Cr Tim Laurence Cr Gaetano Greco Cr Angela Villella (Proxy)

2. The appointment of a Councillor to the Inner Northern Group Training Ltd be considered at the next meeting of Council.



AMENDMENT

MOVED: Cr O. Walsh
SECONDED: Cr S. Tsitas

That:

1. The following Councillors be appointed as Council representatives to the organisations listed in the table with the exception of the Inner Northern Group Training Ltd.

Statewide, metropolitan or regional organisations		Appointments for 2012/2013 Council Year
Municipal Association of Victoria	Mayor of the Day One Councillor (proxy)	Cr Oliver Walsh
Local Governments Waste Management Forum	One Councillor	Cr Trent McCarthy
Inner Northern Local Learning and Employment Network Inc.	One Councillor	Cr Angela Villella
North West 4	Mayor of the Day One Councillor	Mayor of the Day Cr Angela Villella
Friends of Baucau Inc.	One Councillor	Cr Gaetano Greco
Metropolitan Transport Forum	Mayor of the Day	Mayor of the Day Cr Bo Li (Proxy) Cr Angela Villella (Proxy) Cr Oliver Walsh (Proxy)
Darebin based organisations		Appointments for 2012/2013 Council Year
Darebin Enterprise Centre Ltd	Mayor of the Day One Councillor	Cr Oliver Walsh Cr Vince Fontana
Darebin Ethnic Communities Council	Mayor of the Day One Councillor	Cr Trent McCarthy Cr Bo Li Cr Angela Villella
Darebin Creek Management Committee Inc.	One Councillor	Cr Oliver Walsh



Merri Creek Management Committee Inc.	One Councillor	Cr Bo Li Cr Trent McCarthy (Proxy) Cr Oliver Walsh (Proxy)
East Reservoir Neighbourhood Renewal Steering Committee	Two Councillors	Cr Tim Laurence Cr Gaetano Greco Cr Angela Villella (Proxy)

2. The appointment of a Councillor to the Inner Northern Group Training Ltd be considered at the next meeting of Council.

THE AMENDMENT WAS PUT AND LOST

THE MOTION WAS PUT AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

COUNCIL RESOLUTION

MOVED: Cr T. McCarthy
SECONDED: Cr V. Fontana

That:

1. The following Councillors be appointed as Council representatives to the organisations listed in the table with the exception of the Inner Northern Group Training Ltd.

Statewide, metropolitan or regional organisations		Appointments for 2012/2013 Council Year
Municipal Association of Victoria	Mayor of the Day One Councillor (proxy)	Cr Gaetano Greco
Local Governments Waste Management Forum	One Councillor	Cr Trent McCarthy
Inner Northern Local Learning and Employment Network Inc.	One Councillor	Cr Angela Villella
North West 4	Mayor of the Day One Councillor	Mayor of the Day Cr Angela Villella
Friends of Baucau Inc.	One Councillor	Cr Gaetano Greco



Metropolitan Transport Forum	Mayor of the Day	Mayor of the Day Cr Bo Li (Proxy) Cr Angela Villella (Proxy) Cr Oliver Walsh (Proxy)
Darebin based organisations		Appointments for 2012/2013 Council Year
Darebin Enterprise Centre Ltd	Mayor of the Day One Councillor	Cr Oliver Walsh Cr Vince Fontana
Darebin Ethnic Communities Council	Mayor of the Day One Councillor	Cr Trent McCarthy Cr Bo Li Cr Angela Villella
Darebin Creek Management Committee Inc.	One Councillor	Cr Oliver Walsh
Merri Creek Management Committee Inc.	One Councillor	Cr Bo Li Cr Trent McCarthy (Proxy) Cr Oliver Walsh (Proxy)
East Reservoir Neighbourhood Renewal Steering Committee	Two Councillors	Cr Tim Laurence Cr Gaetano Greco Cr Angela Villella (Proxy)

2. The appointment of a Councillor to the Inner Northern Group Training Ltd be considered at the next meeting of Council.

CARRIED



ITEM 11 Council and Special Committee Meeting schedule for the 2012/2013 Council year**MINUTE NO. 9**

Author	Acting Manager Corporate Governance
Reviewer	Acting Director Corporate and Business Services
Disclosures	None

PURPOSE

To establish a schedule of meetings for the Council, Planning Committee, and Hearing of Submissions Committee for the 2012/2013 Council year.

RECOMMENDATION

That:

- (1) Ordinary meetings of the Council for the 2012/2013 year be held in the Council Chamber at Darebin Civic Centre at 7.00pm on 26 November and 10 December 2012 and 4 February, 18 February, 4 March, 18 March, 1 April, 15 April, 6 May, 20 May, 3 June, 17 June, 1 July, 15 July, 5 August, 19 August, 2 September, 16 September, 7 October, 21 October, 6 November and 18 November 2013.**
- (2) A special (statutory) meeting of the Council be held at the Darebin Arts and Entertainment Centre at 7.30pm on Monday 2 December 2013.**
- (3) Meetings of the Planning Committee for the 2012/2013 year be held in the Council Chamber at Darebin Civic Centre at 5.30pm on 19 November, 3 December and 17 December 2012 and 14 January, 29 January, 11 February, 25 February, 12 March, 25 March, 8 April, 22 April, 13 May, 27 May, 11 June, 24 June, 8 July, 22 July, 12 August, 26 August, 9 September, 23 September, 14 October, 28 October, 11 November and 25 November 2013.**
- (4) Meetings of the Hearing of Submissions Committee be scheduled as required and that public notice of those meetings be given in accordance with section 89 of the Local Government Act.**
- (5) Meetings of the Bundoora Homestead Board of Management to be held at the Bundoora Homestead on dates and times to be determined in due course.**

BACKGROUND

Council demonstrates its commitment to governance through Councillor participation in and attendance at a range of events and activities.

The program of Council meetings, briefing sessions and planning activities includes fortnightly meetings of Council, Councillor briefing sessions, also held fortnightly, and an annual weekend residential planning workshop that guides the stewardship of the City.



Additional subject specific briefing sessions will be scheduled for significant items such as the preparation of the budget.

Briefing sessions are an opportunity for officers to provide information for Councillors to explore, in an informal setting, various issues of a policy or strategic nature. The focus of the annual weekend workshop normally held in February each year is on strategic planning.

DISCUSSION

Section 89 of the Local Government Act 1989 ("the Act") requires Council to provide public notice of meetings of the Council and Special Committees comprised solely of Councillors.

In order to facilitate this public notice, a program of meetings for the year is required.

A schedule of meetings of the Council and Planning Committee has been prepared for consideration by the Council. Meetings of the Hearing of Submissions Committee will be scheduled as required and public notice will be given in accordance with the provisions of the Act.

COUNCIL RESOLUTION

MOVED: Cr B. Li
SECONDED: Cr V. Fontana

That:

- (1) Ordinary meetings of the Council for the 2012/2013 year be held in the Council Chamber at Darebin Civic Centre at 7.00pm on 26 November and 10 December 2012 and 4 February, 18 February, 4 March, 18 March, 2 April, 15 April, 6 May, 20 May, 3 June, 17 June, 1 July, 15 July, 5 August, 19 August, 2 September, 16 September, 7 October, 21 October, 6 November and 18 November 2013.
- (2) A special (statutory) meeting of the Council be held at the Darebin Arts and Entertainment Centre at 7.30pm on Monday 2 December 2013.
- (3) Meetings of the Planning Committee for the 2012/2013 year be held in the Council Chamber at Darebin Civic Centre at 5.30pm on 19 November, 3 December and 17 December 2012 and 14 January, 29 January, 11 February, 25 February, 12 March, 25 March, 8 April, 22 April, 13 May, 27 May, 11 June, 24 June, 8 July, 22 July, 12 August, 26 August, 9 September, 23 September, 14 October, 28 October, 11 November and 25 November 2013.
- (4) Meetings of the Hearing of Submissions Committee be scheduled as required and that public notice of those meetings be given in accordance with section 89 of the Local Government Act.
- (5) Meetings of the Bundoora Homestead Board of Management to be held at the Bundoora Homestead on dates and times to be determined in due course.

CARRIED



ITEM 12 **Close of meeting**

The meeting closed at 8.59pm

