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MINUTES OF THE COUNCIL MEETING

Held on Monday 18 August 2014

Released to the public on Thursday 21 August 2014

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**MINUTES OF THE ORDINARY MEETING OF THE
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE,
350 HIGH ST, PRESTON ON MONDAY 18 AUGUST 2014**

THE MEETING OPENED AT 7.00 PM

WELCOME

The Chairperson, Cr. Greco, in opening the meeting acknowledged the Wurundjeri people, the traditional owners of the land.

1. PRESENT

Councillors

Cr Gaetano Greco (Mayor) (Chairperson)
Cr Vince Fontana
Cr Bo Li
Cr Steven Tsitas
Cr Angela Villella
Cr Oliver Walsh
Cr Julie Williams (Deputy Mayor)

Council Officers

Rasiah Dev – Chief Executive
Tiffany White – Acting Director Corporate and Planning Services
Daniel Freer – Director Culture, Leisure and Works
Katrina Knox – Director Community Development
Steve Hamilton – Director Assets and Business Services
Darren Rudd – Manager City Development
Jacinta Stevens – Manager Corporate Governance and Performance
Maureen Devlin – Senior Communications Advisor
Katia Croce – Coordinator Council Business
Jody Brodribb – Council Business and Governance Officer

2. APOLOGIES

Apologies were lodged for Cr. Trent McCarthy and Cr. Tim Laurence.

3. DISCLOSURES OF CONFLICTS OF INTEREST

Cr. Bo Li declared a conflict of interest in Item 8.1 – Review of Delivered Meals Service and Contract.

4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

COUNCIL RESOLUTION

MOVED: Cr. J. Williams
SECONDED: Cr. O. Walsh

THAT the Minutes of the Ordinary Meeting of Council held on 4 August 2014 be amended by removing reference under 'Reports by Mayor and Councillors' to Cr. Li attending the 'Demystifying Local Government Finance and the New Reporting Framework at Municipal Association of Victoria' and replacing it with the 'MAV Financial Assistance Grants and Rate Capping Taskforce' and that the minutes, as amended, be confirmed as a correct record of the business transacted.

CARRIED

Refer to Suspension of Standing Orders – Minute Number 400 for further amendments made by Council in relation to the 4 August 2014 Minutes.

5. REPORTS BY MAYOR AND COUNCILLORS

MINUTE NO. 397

5.1 REPORT OF CR. BO LI

Cr. Li reported on his attendance at the following functions/activities:

- CEO employment matters committee meetings x 2
- Darebin Eid celebration
- Pre-planning Briefing
- Planning Committee meeting
- Councillor Briefing Session
- Citizenship ceremony
- Metropolitan Transport Forum debate Melbourne Town Hall
- Metropolitan Waste Management Group meeting
- Residential matters including Merri Creek bike path, East West Link and bike facilities at shopping strips

5.2 REPORT OF CR. JULIE WILLIAMS

Cr. Williams reported on her attendance at the following functions/activities:

- Council Meeting
- Preston Business Advisory Committee meeting
- Australian Day Advisory Committee meeting
- Darebin Eid Celebratory Dinner at Council
- Pre Planning Briefing
- Planning Committee meeting
- Councillor Briefing Session
- Northern Blues Ladies Day
- Attended residents issues regarding streetscape concerns, tree problems in Murphy Grove, and planning concerns for the Preston Market

5.3 REPORT OF CR. VINCE FONTANA

Cr. Fontana reported on his attendance at the following functions/activities:

- CEO Employment Matters Committee meeting 5 August 2014
- Preston Business Advisory Committee meeting
- CEO Employment Matters Committee meeting 8 August 2014
- Planning Committee meeting
- Council Briefing Session

- Met with representatives from the Preston Cycling Club
- Northern Bullants vs Port Melbourne VFL match
- Northern Bullants vs Aquinas VAFA football match

5.4 REPORT OF CR. OLIVER WALSH

Cr. Walsh reported on his attendance at the following functions/activities:

- Planning Committee meeting
- Briefings
- Metropolitan Transport Forum meeting
- Metropolitan Transport Forum debate Melbourne Town Hall
- Citizenship ceremony
- Meeting with CEO
- Various constituent matters with both traders and residents

5.5 REPORT OF CR. STEVEN TSITAS

Cr. Tsitas reported on his attendance at the following functions/activities:

- Council meeting
- Planning Committee meeting
- Councillor Briefing Session
- Budget Workshop
- Constituent issues

5.6 REPORT OF CR. ANGELA VILLELLA

Cr. Villella reported on her attendance at the following functions/activities:

- Planning Committee meeting
- Councillor Briefing Session
- Darebin Film Making Project - screening and awards

5.7 REPORT OF CR. GAETANO GRECO

Cr. Greco reported on his attendance at the following functions/activities:

- Pre-Planning Discussion
- Planning Committee meeting
- Council Briefing Session
- Council Meetings
- Catch Up with CEO
- Press Meetings
- Lunch with Derek Guille & Elders prior to Wurundjeri Week 2014
- Wurundjeri Week 2014 Community Event
- Mayoral Forum Regarding Support for Asylum Seekers at City of Greater Dandenong
- Meeting with Lydia Soares – Timor Community
- Discussion with Paul regarding Process for Renaming Federal Division of Batman
- Metro Transport Forum
- Meeting on Site with Veronica Gardens
- MAV Metropolitan Forum
- Darebin Eid Celebratory Dinner
- Discussion with Steve Hamilton regarding VicRoads meeting
- Singapore National Day and Malay Hari Raya Celebrations 2014
- VicRoads and Inner Northern Municipal Forum
- Meeting re Citizenship Ceremony
- Meeting – Resolving Governance Issues
- Community Lunch - SPAN Community House
- Launch Koorie Service Mapping Project Report
- Citizenship Ceremony
- Launch “A Guide for Young Women” by Northern Centre Against Sexual Assault
- Briefing re Coranderrk Opening Event
- MTF Forum / Debate – Mulder Vs Hennessey, Chaired by Mayor Robert Doyle
- Coranderrk by ILBIJERRRI Theatre Company Belvoir – Speakeasy
- Darebin Film Making Project Screening
- Discussion regarding Mayor’s Event
- Discussion regarding Archiving of Emails

6. PUBLIC QUESTION TIME**MINUTE NO. 398**

The Mayor, Cr. Greco, welcomed Nalliah Suriyakumalan, the Chair of the Darebin Ethnic Communities Council and invited questions from members of the public gallery.

The following questions were submitted:

- Nalliah Suriyakumalan of Preston asked questions regarding the confidential restructure of Community Development. This was responded to by Rasiah Dev, Chief Executive.
- John Zika of Northcote asked a question regarding the confidential restructure of Community Development. This was responded to by Rasiah Dev, Chief Executive.
- Katarina Brozovic of Northcote asked a question regarding the future of the Intercultural Centre. This was responded to by the Chairperson, Cr. Greco.
- Andrew Ananievski of Preston asked a question about the youth unemployment rate in Darebin. This was responded to by the Chairperson, Cr. Greco.

After Public Question Time had concluded, no further questions were submitted in writing.

7. RECORDS OF ASSEMBLIES OF COUNCILLORS

7.1 ASSEMBLIES OF COUNCILLORS HELD

MINUTE NO. 399

An Assembly of Councillors is defined in section 76AA of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Darebin Disability Advisory Committee – 4 August 2014
- Darebin Australia Day Advisory Committee – 6 August 2014
- Planning Committee Briefing Session – 11 August 2014
- Councillor Briefing Session – 11 August 2014
- Councillor Budget Workshop – 11 August 2014

RECOMMENDATION

THAT the record of the Assembly of Councillors held on 4, 6 and 11 August 2014 be noted and incorporated in the minutes of this meeting.

Cr. Li proposed that the Assembly of Councillors for the Councillor Briefing Session on 11 August 2014 be amended to reflect that he is a director of Regional Kitchen Ltd, not Community Chef. Cr. Williams also proposed that the Assembly of Councillors for the Planning Committee Briefing Session on 11 August 2014 be amended to reflect the correct spelling of her name.

COUNCIL RESOLUTION

MOVED: Cr. A. Villella
SECONDED: Cr. J. Williams

THAT the record of the Assembly of Councillors held on 4, 6 and 11 August 2014 be noted and incorporated in the minutes of this meeting.

CARRIED



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Disability Advisory Committee
	Date:	Monday 4 August 2014
	Location:	Council Function Room, Preston
PRESENT:	Councillors:	Cr Julie Williams
	Council Staff:	Bridget Monro-Hobbs, Karin Linden, Karla Chatfield, Natalie McGlone
	Other:	Community representatives.
APOLOGIES:		Cr Gaetano Greco (Mayor), Cr Oliver Walsh, Representative of NMIT, Representative of La Trobe University, Gillian Damonze, Stephanie Preston, Christine Mulholland, Katrina Knox

The Assembly commenced at 11:10 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Present and apologies	No disclosures were made
2	Matters arising from previous minutes	No disclosures were made
3	Guest speaker regarding the experience of people with a disability from a CALD background	No disclosures were made
4	Guest speaker regarding the experience of carers with a disability	No disclosures were made
5	Standard agenda items	No disclosures were made
6	General Business	No disclosures were made

The Assembly concluded at 1.05 pm

RECORD COMPLETED BY:	Officer Name:	Natalie McGlone
	Officer Title:	Social Planning and Policy Officer



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Australia Day Advisory Committee
	Date:	Wednesday 6 August 2014
	Location:	Function Room, Darebin Civic Centre
PRESENT:	Councillors:	(Deputy Mayor) Cr. Julie Williams.
	Council Staff:	Bronwyn Ryan-Mercer
	Other:	Community Representative Mr Grant Taylor
APOLOGIES:		Cr Gaetano Greco (Mayor), Cr Trent McCarthy, Cr Oliver Walsh, Mr George Jiang and Mr Clovis Mwamba

The Assembly commenced at 6.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Previous Meeting Actions	No disclosures were made
2	Advertising and Marketing for 2015 Awards	No disclosures were made
3	Award Event Discussion	No disclosures were made

The Assembly concluded at 7.40 pm

RECORD COMPLETED BY:	Officer Name:	Bronwyn Ryan-Mercer
	Officer Title:	Project Officer, Communications & Marketing



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Planning Committee Briefing Session
	Date:	Monday 11 August 2014
	Location:	Councillors Room – 1 st Floor, 350 High Street, Preston
PRESENT:	Councillors:	Cr Gaetano Greco (Mayor), Cr. Tim Laurence Cr. Vince Fontana, Cr Bo Li, Cr Angela Villella and Cr Julie Williams. Cr T McCarthy entered the Councillors Room close to the end of the session and was not involved in discussions.
	Council Staff:	Paul Crapper, Peter Rollis and Julie Smout
	Other:	Not applicable
APOLOGIES:		None provided

The Assembly commenced at 5.00 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Planning Application No. D/1025/2013 – 13 Reid Street, Northcote	No disclosures were made. Peter Rollis provided a brief description of the planning application.
2	Planning Application No. D/806/2012/A – 481-487 Heidelberg Road, Alphington	No disclosures were made. Peter Rollis provided a brief description of the planning application.
3	Planning application No. D/298/2014 – 21 David Street, Preston	No disclosures were made. Julie Smout provided a brief description of the planning application.
4	Planning application No. D/290/2014 – 36 Shaftesbury Parade, Thornbury	No disclosures were made. Julie Smout provided a brief description of the planning application.

The Assembly concluded at 5:30 pm

RECORD COMPLETED BY:	Officer Name:	Peter Rollis
	Officer Title:	Co-ordinator Statutory Planning



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Monday 11 August 2014
	Location:	Function Room
PRESENT:	Councillors:	Cr Gaetano Greco (Mayor), Cr Bo Li, Cr Vince Fontana, Cr Oliver Walsh, Cr Tim Laurence, Cr Julie Williams (Deputy Mayor), Cr Angela Villella, Cr Steven Tsitas (8.20pm), Cr Trent McCarthy
	Council Staff:	Rasihah Dev, Daniel Freer, Paul Crapper, Katrina Knox, Steve Hamilton, Jacinta Stevens, Bridget Monro-Hobbs (8:15 pm – 8:52 pm)
	Other:	Peter Lewinsky (Municipal Monitor)
APOLOGIES:		

The Assembly commenced at 8.15 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
PRESENTATIONS		
1	Delivered Meals Contract	Cr Li – conflict declared as a director of Regional Kitchen Ltd and left at 8.16 pm, Cr Walsh (8.20 pm to 8.21 pm), (8.40 pm to 8.42 pm)
2	Governance Strategy <ul style="list-style-type: none"> • Gifts and Hospitality • Training/Development Requirements • Citizen Jury Process 	No disclosures were made.
CLARIFICATION REPORTS		
3	Festivals and Events Season Report Incorporating the Darebin Community and Kite Festival Reference Group Membership	No disclosures were made.
4	Reservoir Streetscape Master Plan	No disclosures were made.

INFORMATION ONLY		
5	C133 Planning Scheme Amendment to Correct Anomalies and Errors	No disclosures were made.
6	2014 Mayor's Event	No disclosures were made.

The Assembly concluded at 9.27 pm

RECORD COMPLETED BY:	Officer Name: Daniel Freer
	Officer Title: Director, Culture Leisure and Works



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Budget Workshop
	Date:	Monday 11 August 2014
	Location:	Conference Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr Gaetano Greco (Mayor), Cr. Tim Laurence Cr. Vince Fontana, Cr Bo Li, Cr Trent McCarthy, Cr Steven Tsitas, Cr Angela Tsitas, Cr Oliver Walsh, Cr Julie Williams (Deputy Mayor)
	Council Staff:	Rasiah Dev, Paul Crapper, Daniel Freer, Katrina Knox, Steve Hamilton, Kerrie Jordan
	Other:	Nil
APOLOGIES:		Nil

The Assembly commenced at 9:27 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Feedback on the 2014/2015 budget process	Cr Walsh left the Assembly at 9.27 pm and returned at 9:29 pm. He then left at 9:32 pm and returned at 9:37 pm. Cr Tsitas left the Assembly at 9:27 pm and returned at 9:31 pm

The Assembly concluded at 9.53 pm

RECORD COMPLETED BY:	Officer Name:	Kerrie Jordan
	Officer Title:	Chief Financial Officer

SUSPENSION OF STANDING ORDERS – 7.35 PM

MINUTE NO. 400

COUNCIL RESOLUTION

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

THAT Standing Orders be suspended to correct an error reported under Item 4 – Confirmation of the Minutes of Council Meetings.

CARRIED

Cr. Li reported that the following amendments were required to be made to the Minutes of the Council Meeting held on 4 August 2014:

Item 8.2 – Local Area Traffic Management Strategy

Point (2) of the Council Resolution should be deleted.

Item 8.6 – Darebin International Sports Centre Future Management

Point (5) c of the Council Resolution should read:

- c) *A ten year agreement with Cycling Victoria maintaining current conditions and increasing the licensed area to include the indoor bowling green thereby enabling Council and the community to use this space for netball, basketball, soccer and other indoor sports.*

Item 11.1 – Road Safety Markings around Schools

The Council Resolution should read:

THAT *officers prepare a report on the legislative requirement of road safety markings (yellow lines) in and around schools and include an audit of the current condition of these markings, including safety crossing signs, poles and speed warning signs and **school crossing supervisors** in Darebin.*

COUNCIL RESOLUTION

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

THAT the Minutes of the Ordinary Meeting of Council held on 4 August 2014 be amended as follows:

Item 8.2 – Local Area Traffic Management Strategy

Point (2) of the Council Resolution should be deleted.

Item 8.6 – Darebin International Sports Centre Future Management

Point (5) c of the Council Resolution should read:

- c) A ten year agreement with Cycling Victoria maintaining current conditions and increasing the licensed area to include the indoor bowling green thereby enabling Council and the community to use this space for netball, basketball, soccer and other indoor sports.

Item 11.1 – Road Safety Markings around Schools

The Council Resolution should read:

THAT officers prepare a report on the legislative requirement of road safety markings (yellow lines) in and around schools and include an audit of the current condition of these markings, including safety crossing signs, poles and speed warning signs and **school crossing supervisors** in Darebin.

CARRIED

RESUMPTION OF STANDING ORDERS – 7.38 PM

COUNCIL RESOLUTION

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

THAT Standing Orders be resumed.

CARRIED

8. CONSIDERATION OF REPORTS

Cr. Li disclosed a conflict of interest in the following item describing the interest as a direct interest as he is a board member of Regional Kitchen Limited. Cr. Li left the meeting prior to discussion of the item – 7.39 pm.

8.1 REVIEW OF DELIVERED MEALS SERVICE AND CONTRACT

MINUTE NO. 401

AUTHOR: Manager Aged and Disability

REVIEWED BY: Director Community Development

SUMMARY

Effective from 22 February 2011, Darebin City Council commenced an initial three year contract with Community Chef for the supply of bulk meals. As this period is now concluded the contract requires review. Council as a shareholder in Community Chef are the subject of a ministerial exemption in relation to all tendering requirements under section 186 of the Local Government Act.

This report provides details of:

- The background to the current arrangement
- The demographics of the client base
- Meal numbers history
- The funding and cost associated with the current contract
- A compare and contrast exercise against other suppliers
- Consultation outcomes
- Meal service/contract review criteria
- Options to improve the flexibility of the service and delivery model, including the implementation of an Occasional Meals (Café Voucher) program
- The impact of the aged care reforms

Further it identifies potential issues if the decision is made to exit the current contractual arrangement.

CONSULTATION

- Darebin Meals Service Contract Review Working Party
- Current delivered meals clients
- Coordinator Foods Services
- Coordinator Monitoring Systems

RECOMMENDATION

THAT Council:

- (1) Authorise officers to enter into negotiations with Community Chef Pty Ltd for the supply of bulk meals for a contract period of three years with two by one year extensions.
- (2) Note the intention to implement an Occasional Meals (Café Voucher) program and investigate further innovative service delivery options for the delivered meals service.

MOTION

MOVED: Cr. A. Villella
SECONDED: Cr. O. Walsh

THAT:

- (1) Council note the 44% reduction in the demand for delivered meals service over the last 7 years. More specifically from 2010 to 2014 the total number of meals has declined from 125,923 to 77, 439.
- (2) Due to the steady decline in demand for delivered meals service Council authorises officers to enter into negotiating a 12 month contract with Community Chef Pty Ltd from February 2015 to February 2016.
- (3) Council obtain a further report outlining implementation of cafe voucher program (CVP) with economic development perspective and how the federal government subsidy and council's contribution can work within this model. This subsequent report is to come to council before the end of the year.
- (4) Consultation regarding item 3 should be with key stakeholders such as pensioner groups across the municipality, small business restaurant owners and the economic development unit at council.

WITH LEAVE OF THE CHAIRPERSON, CR. GRECO PROPOSED TO CHANGE THE PERIOD OF THE CONTRACT TO BE AUGUST 2014 TO FEBRUARY 2016 AND REFERENCE TO A 12 MONTH CONTRACT SHOULD BE REMOVED. THIS WAS ACCEPTED BY CR. VILLELLA AND CR. WALSH.

THE AMENDED MOTION THEN READ AS FOLLOWS:

AMENDED MOTION

MOVED: Cr. A. Villella
SECONDED: Cr. O. Walsh

- (1) That Council note the 44% reduction in the demand for delivered meals service over the last 7 years. More specifically from 2010 to 2014 the total number of meals has declined from 125,923 to 77, 439.

- (2) That due to the steady decline in demand for delivered meals service Council authorises officers to enter into negotiating a contract with Community Chef Pty Ltd from August 2014 to February 2016.
- (3) Obtain a further report outlining implementation of cafe voucher program (CVP) with economic development perspective and how the federal government subsidy and council's contribution can work within this model. This subsequent report is to come to council before the end of the year.
- (4) Consultation regarding item 3 should be with key stakeholders such as pensioner groups across the municipality, small business restaurant owners and the economic development unit at council.

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

COUNCIL RESOLUTION

MOVED: Cr. A. Villella
SECONDED: Cr. O. Walsh

- (1) That Council note the 44% reduction in the demand for delivered meals service over the last 7 years. More specifically from 2010 to 2014 the total number of meals has declined from 125,923 to 77, 439.
- (2) That due to the steady decline in demand for delivered meals service Council authorises officers to enter into negotiating a contract with Community Chef Pty Ltd from August 2014 to February 2016.
- (3) Obtain a further report outlining implementation of cafe voucher program (CVP) with economic development perspective and how the federal government subsidy and council's contribution can work within this model. This subsequent report is to come to council before the end of the year.
- (4) Consultation regarding item 3 should be with key stakeholders such as pensioner groups across the municipality, small business restaurant owners and the economic development unit at council.

CARRIED UNANIMOUSLY

REPORT

INTRODUCTION AND BACKGROUND

Darebin City Council has provided a delivered meals service (Meals On Wheels) to Home and Community Care (HACC) eligible clients for many years and prior to the Community Chef contract received meals under a ten year contract with City of Hobson's Bay.

Darebin City Council was one of the original 13 councils involved in the establishment and development of the Regional Kitchen Project, a local government owned and operated meals production venture.

Darebin City Council is a shareholder in both Regional Kitchen and RFK trading as Community Chef. Effective from 22 February 2011, Darebin City Council commenced an initial three year contract with Community Chef for the supply of bulk meals. As this period is now concluded the contract requires review.

While the production of meals is outsourced to Community Chef, Council is directly responsible for all contact with residents and for the delivery of the meals to homes and community centres.

Community Chef Shareholders are the subject of a ministerial exemption in relation to all tendering requirements under section 186 of the Local Government Act.

Development of Regional Kitchen and Community Chef

Regional Kitchen and Community Chef were born out of concern expressed by Victorian local governments about the long-term food security for residents who are nutritionally at risk, due to the unsustainability of maintaining Council in-house kitchens and the failure of the private market to provide quality meals at affordable prices.

The facility located in Altona was specifically developed and designed for the secure supply of high-quality, low-cost meals that would be culturally relevant and fulfill the range of dietary requirements across all communities. The kitchen opened in 2010 and is the only one of its kind in Australia. It prepares and delivers more than 100,000 meals a month to its 20 local government customer shareholders and has evolved at the request of other sectors to meet the needs of nursing homes, hospitals and other organisations.

ISSUES AND DISCUSSION

HACC Program and Meals Provision

The core purpose of the delivered meals service is to provide a meal to HACC clients. These clients have been through an assessment by Council staff that identifies that they are eligible for meal services and associated subsidies under government programs. The eligibility criteria is set out in the Victorian HACC Program Manual (7.7 – Deliver Meals and Centre Based Meals) and focuses on nutritional risk.

Primarily the clients who receive delivered meals have been assessed as per the Program manual as having no other options for supporting their nutritional needs. The manual also highlights that the program is not a catering service.

Supporting this purpose a review of food services conducted by The Australian Institute of Primary Care and Ageing (Latrobe University) in 2013 to inform the key directions for the Commonwealth Home Support Program under the Aged Care Reforms main findings were:

- Meals and other food services play a key role in supporting older people to remain living at home by providing nutritious meals, advice on dietary requirements, connection with the community, informal health monitoring of clients and activities that support independence.
- The delivery of this highly valued service support has evolved over time to remain responsive to local conditions, capacity and clients.
- For many clients, meals delivered at centres or at home are the “main meal of the day” so the nutrition component is important.
- Needs and preferences of clients are evolving and becoming increasingly challenging for providers to meet for example being able to respond to cultural diversity, offer choice and variety, tailored to health conditions and dietary requirements, fulfil social needs; support wellness where possible and prioritise nutrition.

Research on Nutritional Support to Older People

International evidence confirms older people are at higher risk of malnutrition and disease than younger people and malnutrition is linked with poor health outcomes. Beyond nutrition, chronic problems with oral health, digestion, the need for modified diets, disease states and polypharmacy can affect people's capacity to eat a healthy diet. Physical disabilities can limit people's ability to grocery shop or prepare food which restricts the amount and the type of food available.

Similarly dental health and swallowing difficulties can have the same impact. Sensory loss such as poor vision, diminished hearing and decreased taste can impact on eating behaviours and altered mental states such as confusion, and memory loss can make it difficult for people to remember what and when they have eaten. Lack of motivation, knowledge and skills for meals preparation particularly older men may result in more restricted diets or poor food choices.

The research also shows that a delivered meal can improve the nutritional intake of older people which can positively impact on their capacity to remain living independently within the community.

Demographic Profile of Delivered Meals Clients

In 2013/2014 the total number of clients listed across all HACC service types was 5,515. Of these 60% speak English at home, 78% live in private residences and 48% live alone. Twenty six (26%) were aged 70+, 40% 80+ and 12% 90+.

For the delivered meals service in 2013/2014 the total number of clients receiving meals through the service was 876, with an average delivery of four times per week.

The age of clients receiving meals in their homes was 56% of clients aged over 80 years, with 7.3% of the 80+ population receiving meals and 14% of the 90+ population.

In terms of cultural and linguistic diversity 30% of clients were from non-English speaking backgrounds (NESB) and 66% of clients were Australian born.

Meal Numbers History

There has been a significant decline in the numbers of both home and centre-based meals provided by Darebin City Council over the past nine years.

Table 1 below depicts a decline of 50.5% in home-based meals, and 80% in centre based meals, over nine years. Over the five years from 2005/2006 to 2010/2011 the average decline in home-based meals per year was 3.8%.

Table 1: Number of meals supplied by Darebin City Council from 2005/2006 to 2013/2014

Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Home-based	151,102	152,946	149,799	142,159	135,384	122,179	100,602	85,439	75,065
Centre meals	11,917	10,786	8,256	6,171	4,818	3,753	3,422	2,469	2,373
Total Meals	163,019	163,732	158,055	148,330	140,202	125,932	104,024	87,908	77,439

Note: Provision of meals through Community Chef commenced in February 2011

This downward trend in home-based meals numbers can be contributed to a combination of factors. The Department of Health and Banyule City Council data (from a review conducted in 2012) suggests several reasons for the decline including:

- Increased choice for consumers through private providers
- Increased availability of convenience meals from supermarkets, and
- The effects of the Active Service Approach, which implements client support strategies such as assisted shopping and increased time and support in the home to undertake meal preparation

A reduction in home based meals and client numbers is being experienced by most Victorian inner urban and metropolitan councils, whether they are receiving meals from Community Chef, using an alternative provider or producing meals in-house. The Banyule City Council meals service review surveyed five LGAs and reported an average 31% decline in meal numbers and a 10% decline in client numbers since 2006.

Meals Victoria, the representative body for all Victorian Delivered Meals services, conducted a survey for the period 2002 to 2010 which found that 52% of metro councils reported a decline in meals numbers of between 2% and 20%.

Food Services Funding and Costs

The delivered meals service receives funding from three main sources - the HACC program in the form of a HACC grant and or a Veterans grant, Council's contribution and fees for service. In 2013/2014 the total service expense was \$1,721,264, with Council contributing \$578,160 (34%), the HACC grant \$550,537 (33%), the Veterans grant \$37,167 (2%) and fee income \$541,000 (31%).

Darebin purchases a meal from Community Chef by components. For a soup, main meal, and a dessert the cost to Council to purchase a meal is \$11.97. Currently the State Government funds \$3.18 per meal (this amount doubled in 2013/14) and clients are charged \$7.00 per meal, leaving Council with a subsidy of \$1.79.

Beyond the purchase of meals the operating costs (packing and delivery) of the service in 2014/2015 are estimated at \$343,370. These costs would be applicable under any current supplier of delivered meals.

Current Community Chef Menu Details

The full menu range currently comprises 54 soups, 244 mains, 39 side vegetable options, 78 main salads, 91 desserts and 41 sandwich varieties. Menus are seasonally rotated, with four menus per year, and a four-week cycle in each menu. There is a 30 day shelf-life for most meals, excluding sandwiches and salads. The menu range delivers six main meal choices per day, with a choice of Anglo-Australia, Roast, International, Vegetarian, Asian and Salad or Sandwich. Special and complex dietary needs can be fully catered for, including texture modified meals, diabetic, low fat, low salt, high fibre and low protein diets. Halal, Kosher and gluten-free meals are offered through third party suppliers.

Each full meal size is 450 to 500 grams, well above the HACC 350 gram requirement, and the nutritional balance is independently verified. Community Chef works hand in hand with Leading Nutrition, a specialist dietetics group, on all stages of the menu development process. Senior chefs are involved at each stage of the production process and a dedicated research and development chef regularly visits customer sites.

In terms of guaranteed supply in the event of an emergency, Community Chef is party to a reciprocal contingency arrangement with two Victorian hospital super kitchens and an interstate commercial supplier.

Community Chef is constantly evolving and diversifying the options it provides. Recent developments in the aged care sector include a range of meals that are appropriate for clients who would still like to cook their own meals but have difficulty with the preparation of meals due to eyesight, poor fine motor skills or difficulty with planning and execution. These meals will be an enhancement of the active service approach as it supports clients to be active participants in preparing their own meals. These will come packed with raw vegetable, protein and starch components that clients can cook to their own liking. Other developments include the in-house preparation of gluten free meals and review of packaging so it is more appealing.

Community Chef also have in place both an Operations Group and the Advisory Group that provides a forum and voice to participating Council's to influence the product produced and respond to client's needs.

Food Services Delivery

Home-based meals are delivered to residents on weekdays by Darebin staff. Clients also have the option of having two meals delivered on Thursday and Friday for consumption on the weekend. Due to the 30 day shelf life, delivery arrangements, can be flexible and tailored to individual circumstances, lifestyle and food preferences. For example, a resident has the advantage of having multiple meals or a variety of meal components delivered on any given day if the resident is unable to be at home for the delivery of the meal on subsequent days.

Centre Based Meals

Centre based meals are provided at four Senior Citizens Centres across Darebin. These meals are delivered in bulk and plated on site by meals delivery staff.

Socialisation and Monitoring

Beyond the supply of meals the home-based meals service also offers some regular social contact for people who are isolated. In many cases the interaction with meals delivery staff may be the person's only social contact for the day. Feedback is often received from families/carers about the value of regular support and social contact for their aging parents. Meals delivery staff also monitor the wellbeing and health status of people, and how they are managing at home. This was particularly important during the recent heatwave when additional wellbeing checks of vulnerable people were undertaken by Aged and Disability field staff.

Compare and Contrast Exercise

As a part of the review process six other meal providers were contacted. Information gathered from these providers was the menu, shelf life, price (where available) and days of delivery. Some suppliers also provided meals to enable a taste test.

Table 2 below details the comparison.

Table 2

Meal Provider	How do the meals arrive?	Shelf Life	Menu	Price	Delivery Options
Katrina's Kitchen	Frozen	Not stated	Limited Cultural Diversity (see attached)	Mains \$7.40-\$8.20 Desserts- \$4.40	Monday morning
ICook	Frozen	Not stated	Limited Cultural Diversity (see attached)	Not stated	Daily
Choice Meals	Not stated (needs to be refrigerated immediately)	Fridge life of 3 days from delivery	Limited Pasta and Asian Cuisine offered (see attached)	Mains-\$8.90-\$12.40 Desserts \$4.30-\$5.00 Salads \$8.90-\$10.50	Tuesday and Thursday
Meals in a Moment	Frozen	Not stated	Limited Cultural Diversity (two pasta meals provided and 2 vegetarian) (see attached)	Mains \$7.40-\$8.20 Desserts \$4.40-\$5.40	Thursday
TLC Catering	Frozen	Keep in the freezer for 12 months	Limited Cultural Diversity (see attached)	Soups \$4.50 Desserts \$2.95-\$3.95 Mains-(min order of 7 meals ranging from \$55.00-\$96.95)	Thursday and Monday
Moreland City Council	Cook chill and Frozen	Cook/Chill 5 days. Frozen – Not Stated	Limited Cultural Diversity. Identify GI and Gluten level	\$6.80 cost to client for a soup, main meals dessert	Monday to Friday
Community Chef	Pasteurised	30 day shelf life	Anglo-Australia, Roast, International, Vegetarian, Asian and Salad or Sandwich. Special and complex dietary needs can be fully catered for, including texture modified meals, and diabetic, low fat, low salt, high fibre and low protein diets. As well as Halal, Kosher and gluten-free.	\$7.00 cost to client for a soup, main meals dessert and orange juice	Monday - Friday with the option for additional meals to be dropped off during the week for Saturday and Sunday

Sample Menus

Sample menus from the providers are attached as **Appendix A**.

Consultation

Darebin Meals Service Contract Review Working Party

The terms of reference and role of the Working Party are detailed in a Council report endorsed by Council on 6 November 2013. In addition to Council Officers, members of the Working Party included:

- Current meal service recipients

- Representatives of the Healthy and Active Ageing Board
- Representatives from DECC
- Representative from the Aged Care Assessment Service

The Working Party met twice to contribute to the review supported by a Delivered Meals Background Paper (**Appendix B**). The Occasional Meals Council Report was also discussed with the group.

The criteria for the review of the meals service to be based on diversity, quality, capacity, cost, innovative approaches and nutritional value was endorsed by the Working Party.

Beyond this the Working Party identified a number of issues with the current service. These did not relate to the quality of the meal but rather the service/delivery model supporting it.

Specific issues identified were:

- The inflexibility of the delivery service:
The possibility of approaching delivery of the meals service in a tiered approach was proposed that would allow for the service to meet the needs of nutritionally vulnerable individuals but also allow for additional levels of support.

A second tier of a meals support service was suggested that could be less intensive and include increased flexibility around delivery options such as leaving meals in eskys at people's doors for those members of the community who are still actively and independently accessing the community and have difficulty sourcing nutritional and affordable meal options.
- The complexity of delivering a meals service to a diverse community:
The Working Party reflected on the need to provide for both "traditional" meals and ability to meet special needs such as gluten free or diverse tastes.

The discussion generated ideas and options for increased flexibility in the provision of a meals service for individuals and groups such as:

- Working with Senior Citizens Groups to revamp and integrate the centre based meals program to develop a calendar of special lunches and events, showcasing the diverse cuisines in Darebin lunches through monthly community lunches and dinners.
- Expansion and promotion of a flexible delivery service.
- Expansion and promotion of an active service model meals service.

These ideas and options will be explored beyond the delivered meals contract review.

The option of an Occasional Meals (Café Voucher) service as detailed in a Council report in March 2014 was discussed by the Working Party and was also viewed positively.

At the second meeting of the Working Party lunch was catered for by Community Chef. The feedback from the group was:

- Food looked appealing and was of good quality (meals were plated)
- Cost was affordable
- Would like to see pop up shops selling Community Chef meals for members of the community to purchase

- It was felt that the food was culturally appropriate through the packaging would be off putting for some people

It would be proposed to call on the expertise of the Darebin Meals Service Contract Review Working Party when exploring the ideas and options to enhance service/delivery options, plus the design and implement an Occasional Meals Service that will take place following the resolution of the delivered meals contract.

Client Satisfaction Survey

The Aged and Disability Department conducts a rolling survey of all the service types it delivers. In 2013 137 meals clients were surveyed with 94.7% rating the meals service as good or very good. In 2014 60 meals clients were surveyed and 78.3% rated the meals service as good or very good. The 2014 data needs to be interpreted with caution due to the small sample size. More data needs to be collected to determine if this is an ongoing trend.

Impact of Aged Care Reforms

Coinciding with the establishment of the Commonwealth Home Support Programme, from July 2015 it is anticipated that the Commonwealth will take on full policy and funding responsibility for HACC services including meals. Whilst negotiations on a transition for the Victorian HACC program are underway due to the early stage of these discussions it is unclear what the full impact of this transition will be on all service types, including delivered meals.

As noted previously a review of food services was conducted by The Australian Institute of Primary Care and Ageing (Latrobe University) in 2013 to inform the key directions for the Commonwealth Home Support Program. Beyond the findings of this review there is only a broad view of what the service model will look like:

- Nutrition risk screening will be included through My Aged Care if a client identifies they require a meal. If through this screening process a client is identified at being at risk of malnutrition that will be referred to My Aged Care face to face assessment for a detailed nutrition assessment, support plan and referral to appropriate services.
- Other food services such as assistance with preparing meals at home and advice on nutrition will be offered under the Commonwealth Home Support Programs broader approach to promoting independence with the independence group of services.

There is no clear picture however of how meal service recipients will be determined or who will be able to participate as a provider and how providers will be funded. It is anticipated that greater clarity in meal service provision will be available prior to July 2018, however this leaves Local Government uncertain as to their role as a primary provider until this time.

Implications of Exiting the Community Chef Contract Arrangement

As a shareholder in both Regional Kitchen and Community Chef, Council is required to order a minimum of 500 meals per year.

If Darebin made the decision to exit Community Chef entirely it would be required to sell back the \$230,000 worth of Regional Kitchen shares it holds at a fair market price which may be less than their full value.

Financial Status of Regional Kitchen and Community Chef

The financial status of Regional Kitchen and Community Chef was detailed in a Council report on 21 July 2014.

POLICY IMPLICATIONS**Environmental Sustainability**

Nil

Human Rights, Equity and Inclusion

The delivered meals service is a key component of the HACC support system that provides services with the objective of maintaining older people and people with a disability in their own home. The service has evolved over many years to encompass specialist dietary meals, a variety of culturally appropriate menus and delivery arrangements to respond to individual and group meal arrangements. It is critical that future contract arrangements continue this approach.

Economic Development

Nil in relation to the delivered meals contract, however the implementation of an occasional meals program beyond the core program has the capacity to benefit cafes and restaurants in Darebin.

Other

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Based in the trend in meal numbers it is not anticipated that Council will be required to provide financial support beyond that already in place.

The budget allocated to the meals service in 2014/2015 is \$1,721,264:

\$578,160 (34%) Council Grant

\$601,904 (35%) HACC Grant and Other Grants

\$541,200 (31%) User Fees

CONCLUSION

The criteria on which the review of the delivered meals contract is based followed an endorsement by the Darebin Meals Service Contract Review Working Party - Diversity, Quality, Capacity, Cost, Innovative Approaches and Nutritional Value.

In reviewing the current arrangement Community Chef is able to demonstrate menu diversity, quality, capacity, innovation and nutritional value. Aligned with the costs, they provide a value for money proposition. In addition Feedback from clients and the Darebin Meals Service Contract Review Working Party have been positive specifically in regards to the quality of the meals.

Community Chef has been in operation for three years and through the Operations Group and the Advisory Group we have been able to influence the product produced and respond to client's needs.

If the decision was to consider an alternative provider the upheaval of a change would place enormous pressure on our client group who have after an extended period adjusted to the current provider. Compounding this is the uncertainty and challenges that the Aged Care reforms will bring to both clients and service providers. Accordingly, providing certainty of supply for the period up to the implementation of the aged care reforms in 2018 is important.

Beyond the delivered meals contract it is the intention to improve the flexibility of the service and delivery model, plus institute an Occasional Meals (Café Voucher) program as these are the issues/options identified as being the most significant in expanding the service beyond the core program.

It should be noted that as shareholder in both Regional Kitchen and Community Chef Darebin has a ministerial exemption in relation to all tendering requirements under section 186 of the Local Government Act and that exiting a contract arrangement will have financial implications for Council.

It is also important to note that the core service no matter who provides the meals is for people who are nutritionally at risk; with the aim of enabling older community members to remain living independently in their homes.

FUTURE ACTIONS

- Commence contract negotiations with Community Chef subject to Council endorsement.

DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- Supplier sample menus (**Appendix A**)
- Delivered Meals Background Paper (**Appendix B**)
- Review of Community Chef Service Delivery – 6 November 2013
- The Occasional Meals Service Council Report – 17 March 2014
- Regional Kitchen and Community Chef Council Report – 21 July 2014

Cr. Walsh temporarily left the meeting during discussion of the above item at 7.54 pm and returned at 7.55 pm.

Katia Croce, Coordinator Council Business temporarily left the meeting during discussion of the above item at 7.57 pm and returned at 7.58 pm.

Cr. Li returned to the meeting at the conclusion of the above item – 7.59 pm

8.2 MEMORANDUM OF UNDERSTANDING BETWEEN DAREBIN CITY COUNCIL AND OMAR BIN AL KATTAB MOSQUE

MINUTE NO. 402

AUTHOR: Manager Community Planning and Customer Service

REVIEWED BY: Director Community Development

SUMMARY

A Memorandum of Understanding (MOU) between the Islamic Society of Victoria (Preston Mosque) and the Darebin City Council was negotiated and signed in 2009.

The MOU has recently been reviewed and is being presented to Council for endorsement.

The MOU (attached as **Appendix A**) has been updated and re-endorsed by the Islamic Society of Victoria (Preston Mosque) this year. It aims to guide the development of a robust relationship between the Council and the Mosque and formalised casual arrangements regarding local issues for the mutual benefit of residents and Mosque visitors.

This report seeks Council approval to:

- Assist the Mosque with the development of a long term and sustainable community relations program between the Preston Mosque and its neighbours.
- Re-establish the Council-Mosque Committee to hold discussions on ongoing and emerging issues at quarterly meetings with the participation of Mosque, Council, Victoria Police and neighbours.

It should be noted that Council as the responsible authority is required to comply with legislation. Accordingly matters concerning planning and local laws are outside the scope of the MOU.

CONSULTATION

Internal

- Equity and Diversity Team
- Darebin Intercultural Centre
- Interfaith Development Officer
- Multicultural Development Officer
- Traffic Enforcement

External

- Baha Yehia, Vice President, Islamic Society of Victoria
- Ahmed Alloush, President, Islamic Society of Victoria
- Darebin Interfaith Council
- Victoria Police

RECOMMENDATION

THAT Council endorse the revised and updated Memorandum of Understanding, (attached as **Appendix A** to this report) with the Omar Bin Al Kattab Mosque that includes the re-establishment of the Council-Preston Mosque working committee.

MOTION

MOVED: Cr. J. Williams
SECONDED: Cr. V. Fontana

THAT Council endorse the revised and updated Memorandum of Understanding, (attached as **Appendix A** to this report) with the Omar Bin Al Kattab Mosque that includes the re-establishment of the Council-Preston Mosque working committee.

Cr. Villella proposed to the mover (Cr. Williams) and the seconder (Cr. Fontana) the point (2) be added as follows. This was accepted by Cr. Williams and Cr. Fontana.

- (2) Receive an update after 12 months on the progress of the 'future actions' as outlined in the report.

THE AMENDED MOTION THEN READ AS FOLLOWS:

AMENDED MOTION

MOVED: Cr. J. Williams
SECONDED: Cr. V. Fontana

THAT Council:

- (1) Endorse the revised and updated Memorandum of Understanding, (attached as **Appendix A** to this report) with the Omar Bin Al Kattab Mosque that includes the re-establishment of the Council-Preston Mosque working committee.
- (2) Receive an update after 12 months on the progress of the 'future actions' as outlined in the report.

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

COUNCIL RESOLUTION

MOVED: Cr. J. Williams
SECONDED: Cr. V. Fontana

THAT Council:

- (1) Endorse the revised and updated Memorandum of Understanding, (attached as **Appendix A** to this report) with the Omar Bin Al Kattab Mosque that includes the re-establishment of the Council-Preston Mosque working committee.

- (2) Receive an update after 12 months on the progress of the 'future actions' as outlined in the report.

CARRIED UNANIMOUSLY

REPORT

INTRODUCTION AND BACKGROUND

Council has actively engaged with the Omar Bin Al Kattab Mosque in Cramer Street, Preston since 2003 as part of the Cramer Street Neighbourhood Project which was a government funded Living in Harmony Project. At the time a Mosque and Council Project Reference Group was established to respond to community concerns about the Mosque's activities and their impact on the neighbourhood.

The main issues of concern at the time referred to traffic and parking matters associated with increased usage of the Mosque on Fridays and during religious events, international events which linked terrorism with Muslim communities and the impact of a subsequent community 'backlash', and negative media perceptions of Muslim people after September 11.

The Cramer Street Neighbourhood Project was successful at the time, with a significant decrease in the level of complaints by neighbours and also a reduction in the number of traffic infringement notices. The results were directly attributed to the community relations initiatives organised by Council and the Mosque.

Since the completion of the project, the Project Reference Group continued to meet with a certain degree of regularity until 2010. An ad hoc group with representation from Council and the Mosque continued to meet from time to time to address issues particularly in regard to traffic and parking, Ramadan, street religious events and activities at the Mosque.

In early June 2009, regular monthly meetings were organised between the two organisations as part of the implementation of the Respectful Relationships Project coordinated by Council which aimed at discussing the implementation of a family violence prevention program. No regular meetings have been held since 2010.

On 14 August 2009, Council officers began negotiations for a longer term stable outcome to ongoing traffic management issues and the need for a formal relationship with the Mosque via a MOU.

A formalised agreement which outlines a constructive and robust relationship between Council and the Mosque has been critical for a number of reasons:

- There are 6,012 Muslims residing in Darebin or 4.39% of its population (ABS:2011)
- The Mosque is numerically the largest in Australia and so exercises significant influence on the Islamic sector in this country
- The Mosque continues to host meetings of the National Boards of Imams
- The Mosque is often the first point of contact for Muslim migrants and refugees coming to Australia and its services are also accessed by the wider non-Muslim population
- Whenever there are incidents linking Muslims and terrorism, the Mosque is put under pressure by government, federal police and media, raising concerns within the wider community
- Council's strong support of interfaith dialogue

- Council's joint responsibility to ensure positive community relations
- The increase in traffic infringements

The working partnership between the Omar bin Al Kattab Mosque and the Darebin City Council is based on the following principles:

- A respectful, collaborative and robust relationship
- Commitment to open dialogue for effective problem solving
- Obligation to community integration and positive neighbourhood relations
- Dedication to responding to the needs and issues of the Mosque, Council and the wider community

ISSUES AND DISCUSSION

A MOU with the Mosque will continue to provide Council with the following opportunities:

- To formalise arrangements made in the past particularly about traffic management and parking issues and working with the neighbours so that the Mosque and Council do not need to renegotiate these complex arrangements each year. This is particularly the case during Ramadan and the two morning prayer services organised every year which attract thousands of people to an early service
- The existence of a robust relationship entitles Council to engage in the discussion of complex and emerging issues and to consider drivers perspectives and solutions
- A proactive and prevention-oriented approach which allows a joint response to unanticipated human or community relations 'disasters' as a result of the impact of international and national events on the local community
- The opportunity to influence perspectives and encourage interaction with the wider community, particularly for Muslim young people who are newly arrived, refugees or are seeking asylum in Australia

Council as the responsible authority is required to comply with legislation. Accordingly matters concerning planning and local laws are outside the scope of the MOU.

The MOU does not include an expiry clause.

In recognition of the period of time that has passed since the MOU was signed in 2009, both Council and the Mosque have agreed that it would be appropriate to renew the reciprocal commitment to the MOU.

The current MOU has been updated to include a series of actions both organisations commit to work together at achieving. In particular the MOU ensures that the following actions and activities are jointly planned, managed, implemented and evaluated:

- Muslim festivals and events, with the formalisation of compliance arrangements with regards to Ramadan, Eid El Fitr, Eid El Adha and an Iftar dinner
- Mosque community orientation: Open Day, Interfaith Tours
- Neighbourhood relations initiatives and community consultations
- Information sessions for Council staff on issues affecting Muslim communities

- Compliance with emergency management policies, procedures and Darebin City Council's parking regulations and event management requirements including road closure permit regulations and traffic management
- Support with interfaith dialogue, forums and events to encourage community cohesion and harmony
- Assist each other with projects of benefit to the Darebin Community

Benefits of the Memorandum Of Understanding:**Peaceful coexistence of Mosque in the neighbourhood**

Increased community relations work is required particularly around the time of Ramadan and considering the potential community backlash as a result of international, national and local events involving members of the Muslim community.

Traffic management and parking issues:

The formalisation of traffic management decisions that are negotiated annually and in particular the Mosque's agreement to assist with the education of Mosque visitors and the Muslim community in Darebin in regards to traffic and parking regulations that need to be observed and information about infringement penalties.

Relationship with Council

The Mosque is keen to honour positive and constructive relations with Council and to strengthen this relationship.

A solid and effective community relations plan can assist to increase communications between Mosque and neighbours and develop a good rapport and image in the local community.

Signatories

To avoid any conflicts in relation to planning and local laws it is recommended that the Darebin City Council signatory of the MOU be the Chief Executive Officer. The President of the Omar bin Al Kattab Mosque will sign on behalf of the mosque.

POLICY IMPLICATIONS**Environmental Sustainability**

The MOU provides for an effective and practical framework to work with the Islamic Society of Victoria and our Muslim residents to promote a culture and practice of protecting the environment. This can be of great benefit to Council to reach out to these communities and to collaborate in the discussion and implementation of Council's environmental policies and programs including environmental sustainability and using efficient energy sources to minimise waste particularly the hottest part of the year.

Human Rights, Equity and Inclusion

The MOU is underpinned by Darebin's Equity and Inclusion Policy and a range of Action Plans such as the Human Rights, Aboriginal and Multicultural Action Plans.

The Equity and Inclusion Policy addresses the various barriers to achieving equity and inclusion experienced by Darebin's citizens in a holistic way and based on a human rights approach. It seeks to strengthen Council's efforts to include groups at risk of exclusion. This includes members of religious minorities with a particular impact on Muslim communities as a result of international and local events.

The Action Plans seeks to build and strengthen capacities across all levels of Council to plan, develop, provide services and advocate for the human rights of Darebin citizens and communities. It contains actions aimed at outreaching, promoting and responding to diverse community groups and community based organisations on human rights learning and advocacy.

Our faith communities represent communities and in particular Darebin's Muslim communities are heavily impacted by discrimination. They are a key factor in working with Council to promote a culture of Human Rights to assist community members to be aware of their rights and how to use the Charter of Human Rights in practice to address discrimination.

Economic Development

A strong relationship between Council and the Preston Mosque helps to build a community environment where Muslims and non-Muslim residents interact through increased business opportunities and the productivity and economic benefits of reinforcing and promoting Darebin as a diverse, inclusive, peaceful and prosperous city. This has been identified as one of the main reasons people and businesses want to live and trade in Darebin.

Other

The Multicultural Affairs Action Plan 2012-2015 guides Council's work in service provision, planning and engagement with its culturally diverse communities. In particular it aims at developing services and programs that respond to the needs of people at risk of exclusion such as members of Darebin's religious minorities and to play an active role in interfaith dialogue and cooperation to build community cohesion and harmony. Many of the members of Darebin's Muslim communities are refugees and asylum seekers on bridging visas including men, women and children. Darebin Council is playing a leadership role to support asylum seekers who are the victims of discrimination and who experience complex social and cultural needs and they constitute the most disadvantaged sector of the Darebin community.

The Anti-Racism Strategy is a vision to work towards a racism-free Darebin, where the diversity of the Darebin community is valued, celebrated, respected, embraced and leveraged. Members of Culturally and Linguistically Diverse Communities and members of religious minorities were found to be amongst the most discriminated against groups in Darebin. The strategy seeks to foster a community where racism and race-based discrimination are not acceptable and where there is a shared vision that citizens should be free from racism. The Memorandum of Understanding with the Preston Mosque establishes the ground for a strong partnership with the Islamic Society of Victoria to participate in the delivery of Council's Anti-Racism Strategy.

FINANCIAL AND RESOURCE IMPLICATIONS

The MOU between Council and the Islamic Society of Victoria / Preston Mosque is not a legally bound framework but an agreed understanding between both organisations to support each other in the coordination of a range of activities. These activities are part of the annual commitments agreed by Council in areas such as Human Rights, Multicultural Affairs, Interfaith Dialogue, Anti-Racism and Community Engagement. There are therefore no additional operating budget commitments to support this work.

There might be however a need to support out of plan events and activities that Council might be required to respond to as a result of needs arising from the impact of international, national and local events involving Muslim communities. All funding requirements will be met from existing directorate budgets.

CONCLUSION

The MOU between the Darebin City Council and the Islamic Society of Victoria / Preston Mosque has been very effective in the coordination of events in and around the Mosque with minimum disruption to local traffic and ensuring the safety of both local residents and Mosque visitors.

The MOU provides a strong basis for positive and constructive engagements between Darebin Council and its Muslim residents in areas such as: community relations, support with major events, social activities, participation in Council activities through the Darebin Interfaith Council, domestic violence, environmental protection, violence against women, anti-racism and support to refugees and asylum seekers.

FUTURE ACTIONS

- Re-establishment of Council – Mosque working committee
- Monitor implementation of the MOU at quarterly meetings with the participation of residents living around the Mosque and Victoria Police
- Assist the Preston Mosque with the development of a Community Relations Plan that is clear and effective and that opens a direct line of communication between residents and the Mosque
- Assist the Mosque to host neighbourhood gatherings or open day events to encourage positive relations between the Mosque and wider community

DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- Darebin Equity and Inclusion Policy 2012-2015
- Multicultural Action Plan 2012-2015
- Human Rights Action Plan 2012-2015
- Darebin Anti-Racism Strategy 2012-2015
- Updated MOU between Darebin Council and Preston Mosque (**Appendix A**)

Darren Rudd, Manager City Development left the meeting at the conclusion of the above item – 8.12 pm

8.3 DAREBIN JOBS ACTION PLAN**MINUTE NO. 403****AUTHOR: Manager Economic Development and Civic Compliance****REVIEWED BY: Director Assets and Business Services****SUMMARY**

At its meeting held on 7 July 2014, Council resolved:

That:

- (1) Council officers report back to the next council meeting with funding options to allow both option 1 and option 2 in this report to be considered for funding using the \$31,000.00 in savings in interest due to councils decision to not proceed with a loan facility in 2014/2015*
- (2) Prepare a report on legal options that council has to assist employment in the municipality*
- (3) Officers prepare a report on what other municipalities have done in this space.'*

The above items were put forward after consideration of the Darebin Jobs Action Plan report presented to Council on 7 July 2014, which gave the following two options for the use of \$30,000 allocated to the 2014/2015 budget:

Option 1:

The introduction of a part time Export Officer (or engage a person with export expertise) to work with a select few food businesses in Darebin and assist them to engage with overseas markets.

Option 2:

Work in partnership with DASSI (Disability Attendant Support Service Inc.) on a pilot program to train local job seekers as Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care.

It was recommended that Council adopt Option 1.

This report includes the responses to the General Business items listed above:

1. A review of the 2014/2015 budget has found that there are not sufficient funds or the resource capacity to undertake both options.
2. Council has a legal responsibility under the Local Government Act 1989, Part 1A – Local Government Charter, Section 3C, to assist with employment in the Municipality. However, the Council's Economic Development Unit does not have the level of expertise to provide individual professional consulting services or provide advice for a fee for service arrangement. Where there is a requirement for expert professional services, the Economic Development Unit will engage a third party qualified expert to provide it to the general business community. Such services include specific training, marketing advice, mentoring, and financial advice etc.

3. Consultations have been undertaken with several Economic Development Units from other municipalities in regards to employment initiatives and activities they are involved in. Darebin is performing exceptionally well in the area of employment and job creation and supporting Darebin businesses to grow and improve their capability to employ locally. A summary of the consultations are outlined on pages 7 and 8 of this report.

CONSULTATION

Economic Development Units from the following Councils:

- Hume City Council
- City of Whittlesea
- Moreland City Council
- City of Yarra
- Wyndham City Council
- City of Casey

COUNCIL RESOLUTION

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

THAT Council:

- (1) Note the responses provided in this report.
- (2) Adopt Option 1 as the preferred option of using the allocated \$30,000 from the current 2014/2015 budget to appoint an Export Officer (or engage a person with export expertise) to stimulate jobs growth in Darebin.

CARRIED

REPORT

INTRODUCTION AND BACKGROUND

In March 2012, Council adopted the Business Development and Employment Strategy 2012-2015. The Strategy outlines a framework and clarifies Council's role in providing economic development opportunities, creating the right conditions and environment for business success and increasing local employment opportunities.

The implementation of the Business Development and Employment Strategy has enabled Council to assist and support Darebin businesses through a range of programs and activities. These were outlined in the Darebin Jobs Action Plan report presented to the Council meeting on 22 April 2014.

The following are the initiatives and potential expansions of existing programs identified in the Darebin Jobs Action Plan report for Council's consideration at the Council meeting on 22 April 2014:

- An expansion to the current "Business Support Fund" that would allow for the continued rollout of Wi-Fi throughout Darebin and various Economic Development projects that would assist in the delivery of the Digital Strategy and the Business Development and Employment Strategy.
- A Darebin Employment Forum, that would provide the opportunity for businesses, industry, government (all levels), job seekers, job service providers, education providers and the community to come together to share the various issues and challenges regarding employment in Darebin.
- The development of a Youth Employment Taskforce and the Youth Employment Strategy being proposed by Inner Northern Local Learning Employment Network (INLLEN).
- The introduction of a Business Facilitator to expedite minor business planning permits to reduce time and streamline the planning process.
- A Northland Economic Business Case and Employment Study which will lay foundation for future investment attraction and employment creation in the Northland Precinct.
- An expanded business Group Training Program whereby a portion of the funding is sought from the State Government to host a program for Darebin businesses that would develop new opportunities for growth.
- The development of an Attraction Strategy for Social Enterprises where the benefits may include increasing the number of businesses in Darebin and increasing local employment, particularly from disadvantaged groups.
- The establishment of Business Grants Program to assist in creating new employment in the municipality and attracting dynamic and innovative industries.
- The rollout of Council's Pathways to Employment Casual Pool program to Darebin businesses. The Business Development Unit, with the assistance of the People and Development Unit, would investigate whether this model is sustainable outside of the Council environment. If successful it may be rolled out to industry.
- Additional incubators and co-location spaces. This would support the growth and development of the many home based and micro businesses operating in Darebin.
- Advocating for a new selective entry school or a campus of an existing selective entry school to be based in Darebin. This would contribute to the creation of employment in the education sector and has the potential to keep the best and brightest young people in Darebin, contributing to the local economy.
- The introduction of two additional Officers – a Business Engagement Officer and an Export Officer. The Business Engagement Officer to work exclusively with the large home based and micro business sector in Darebin and the Export Officer to work solely on assisting Darebin businesses to engage with overseas markets.

At the 7 July 2014 Council meeting, a report was provided to Council in response to the following recommendation made at the 22 April 2014 Council meeting, that:

'Council defer the item to a June 2014 Council meeting and Councillor Briefing session to consider additional job stimulation options in the small business sector and the issue of underemployment in the Darebin Community.'

The report provided on the 7 July Council meeting included the following two options for Council consideration in relation to using the \$30,000 which Council included in the 2014/2015 budget:

Option 1:

The introduction of a part time Export Officer (or engage a person with export expertise) to work with a select few food businesses in Darebin and assist them to engage with overseas markets.

Option 2:

Work in partnership with DASSI (Disability Attendant Support Service Inc.) on a pilot program to train local job seekers as Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care.

The preferred option depended on Council's preference for a project which will show results in the longer term (3 to 5 years) or a project which will provide tangible results within 12 to 18 months.

Option 1: Export Officer / Export Expertise

Food manufacturing in Darebin and the northern region is a growing industry. Council can provide assistance to these businesses through the appointment of an Export Officer (or engage a person with export expertise) to work solely on assisting Darebin businesses to engage with overseas markets.

The role would work as a Consultant with Council and provide expert knowledge and advice to Darebin food businesses. The role would work with the businesses to build relationships with overseas markets, organise events where local businesses can showcase their products and services and assist with exporting requirements.

This option could be provided on a part time basis and would be expected to show employment creation impacts over a 3 to 5 year period. Recent consultation with a former Austrade Export Officer showed that there is an education process for businesses before they embark on exporting their goods and services. As such, Businesses need to ensure they are export ready and this requires working with them to learn about the benefits of exporting and the business practice in relation to how to do business with overseas businesses. Considering this, the role would undertake the following tasks:

- Seek State Government funding from the Department of State Development, Business and Innovation through the Grow Your Business program to facilitate the delivery of an export program specifically tailored for Darebin businesses who are interested in expanding their business through exporting. Council would assist in identifying approximately 10 businesses for the program which would run for 3 to 6 months. Three businesses within this program will then be selected for the Export Officer to work with more closely to assist them to export.
- Seek various funding grants from the Australian Trade Commission, in particular Austrade on behalf of the selected Darebin businesses so that they are able to access a variety of export programs and schemes. These include Export Market Development Grants (EMDG) scheme, TradeStart program, Asian Business Engagement (ABE) Plan and the Australian Suppliers Directory.
- Provide expert advice to the selected Darebin businesses on key exporting issues such as developing an exporting strategy, conducting market research and analysis and choosing an export market.

- Liaise with State Government departments such as Business Victoria and organisations such as VECCI to provide opportunities for Darebin businesses to take part in various trade missions, particularly in the Asian market.
- Develop relationships with overseas consultants and advisers, in particular those that work for Austrade who will be able to research and find potential buyers and/or distributors for Darebin businesses.

Option 2: Disability Attendant Support Service Inc. (DASSI)

It is proposed to work in partnership with DASSI on a pilot program to train local job seekers as Attendant Support Workers in the areas of Home Care, Personal Care and Respite Care. DASSI is currently developing a program to offer retraining and up skilling to workers being made redundant as a result of recent cuts to the manufacturing sector. The training will be in disability and home and community care and will offer pathways into community care and support work.

The training will include a dual qualification of Certificate IV in Aged Care and Disability Services. Traineeships will also be offered to those who are eligible. The first group session is scheduled to commence on 17 June 2014.

DASSI will be delivering the accredited training to long term unemployed, people who have recently lost their jobs due to closure of business and anyone looking for a change in career. They will therefore be targeting industries and businesses that are going through redundancy processes and intend to run information sessions on their training programs and potential pathways into the disability and aged care sectors.

There are many employment opportunities and outcomes for those who complete the training. DASSI are constantly looking for carers for their clients and the opportunities are unlimited for both full time and part time employment.

It will also allow for the creation of a casual pool of trained and skilled workers to be available for home and community care and disability services positions. Participants in the program will also form part of the pool of home support workers who deliver services on behalf of DASSI. Those who are entering a new career stream and do not have any prior experience will be offered traineeships and basic shifts to ensure that they gain some practical experience whilst undertaking studies.

DASSI is very keen to work with Council in any capacity. Current vacant positions have already been advertised on Darebin Jobs Link website. Council could support this program in a number of areas, including:

- Assisting with the development of marketing material to promote the program
- Promoting and hosting the information sessions
- Promoting the program directly through networks into industry, in particular via Department of State Development and Business Innovation, NORTHLink and Melbourne's North Ford Response Joint Task Force
- Hosting the launch of the program.

This option will also consider the issue of under employment in the Darebin community. Consultations with Employment Service providers have shown that many local residents are employed in a part time or casual capacity and would like the opportunity to have full time or more part time employment. By undertaking training with DASSI it will provide these job seekers with the opportunity to be trained in an industry sector which is experiencing skill shortages, e.g. aged care.

The issue of under employment in the Darebin community was also considered in the report. Under employment is a situation where workers who could and would like to be working full time, can only find part time employment. This is often due to changes in economic activity as a result of lack of job opportunities, training opportunities or lack of services within the community.

Under employment occurs predominantly with two distinct groups:

1. Older, mature aged workers who have received a redundancy package and are looking for new employment;
2. Young people who are looking for part time employment to begin with and then move on to more permanent ongoing employment.

The loss of thousands of jobs in key industries such as automotive, manufacturing, retail and education has impacted on the local economy. The ripple effect of this will be the potential closure and downsizing of many supply chain businesses in and around Darebin. This may result in increased unemployment and a reduction in the amount of full time employment opportunities within the municipality.

It is possible that by 2020, approximately 30% of Darebin's workers will become what is known as contingent workers – people in search of employment with an objective of working enough hours per week to achieve a desired level of weekly or annual income.

If a contingent work style is to become the norm, employment and training opportunities that offer job seekers new skills and challenges will need to be considered.

ISSUES AND DISCUSSION

At its meeting held on 7 July 2014, Council resolved:

- (1) *Council officers report back to the next council meeting with funding options to allow both option 1 and option 2 in this report to be considered for funding using the \$31,000.00 in savings in interest due to councils decision to not proceed with a loan facility in 2014/2015:*

A review of the 2014/2015 has found that there are not sufficient funds or the resource capacity to undertake both options.

- (2) *Prepare a report on legal options that council has to assist employment in the municipality:*

In accordance with the *Local Government Act 1989*, Part 1A – Local Government Charter, Section 3C, Objectives of a Council, parts (a) and (d) outline the legal responsibility for Council to assist employment in the municipality as follows:

“In seeking to achieve its primary objective, a Council must have regard to the following facilitating objectives:

- (a) *to promote the social, economic and environmental viability and sustainability of the municipal district;*
- (d) *to promote appropriate business and employment opportunities.”*

The implementation of the Business Development and Employment Strategy has enabled Council to achieve this primary objective by providing assistance and support to Darebin businesses through a range of the following programs and activities:

- Business Support Fund
- Darebin Jobs Link
- Industry Forums
- Employment Services Providers Forum
- Business Engagement Officer
- Active Spaces
- 1000 Jobs in 3 years
- Census of Land Use and Employment (CLUE)
- Business events
- Business Mentoring
- Wi-Fi
- Business Directory
- Traders Association Support

These initiatives are aimed at addressing the challenges of job creation and help increase local employment for the region. They have been outlined in a previous Council report prepared for the 22 April Council meeting.

However, the Council’s Economic Development Unit does not have the level of expertise to provide individual professional consulting services or provide advice for a fee for service arrangement. Where there is a requirement for expert professional services, the Economic Development Unit will engage a third party qualified expert to provide it to the general business community. Such services include specific training, marketing advice, mentoring, and financial advice etc.

(3) Officers prepare a report on what other municipalities have done in this space:

Consultations have been undertaken with several Economic Development Units from other municipalities in regards to employment initiatives and activities they are involved in and resulted in the following:

Council	Employment Initiatives and Activities
Hume City Council	Hume Jobs and Skills Task Force Employment and Learning Committees Hume Joblink - Local Jobs for Local People Program Youth Jobs Front program Broadmeadows Jobs Expo Joblink3064 Project
Whittlesea City Council	Currently developing an Economic Development Directions Paper – job creation is a key theme Youth Employment Opportunities Fair (done through the Whittlesea Youth Commitment) Making Choices Breakfasts (sponsorship to Hume/Whittlesea Local Learning and Employment Network (HWLLEN))

Council	Employment Initiatives and Activities
Moreland City Council	Jobs Link website (currently under development) Invest Moreland (business investment/attraction) Business Networking Events
City of Casey	Jobs Link website Industry/Employment Forums, involving schools and employers in the areas of tourism, health and manufacturing Competitions with local schools and local businesses – students undertake projects in a local business and then present at the end
City of Yarra	Currently reviewing the Economic Development Strategy Jobs Link (currently under development) “BRAInfoodforBusiness” Program – training and events for businesses
Wyndham City Council	Investment Attraction Plan (currently being developed) Business Incubator opportunities Business training East Werribee Employment Precinct

POLICY IMPLICATIONS

Environmental Sustainability

Nil

Human Rights, Equity and Inclusion

Darebin has a culturally diverse community and it will be important to support and promote programs and initiatives that assist the employment needs of various groups within the community. The initiatives identified in this report will contribute towards increasing local employment opportunities as well as other social benefits to Darebin's community.

Economic Development

The vision of the Business Development and Employment Strategy 2012-2015 is for Darebin to have a positive and connected business environment with a dynamic and diverse economy that has sustainable growth and operations and generates local employment opportunities. To realise this vision the Strategy identified five key strategic directions as the building blocks to drive Darebin's economic development over a three year period. Two key strategic directions are:

- Employment and skills
- Business and industry development

The goals under these directions are to provide Darebin residents the opportunity and capability to participate in the local workforce and to assist businesses and industry to diversify and maximise opportunities for business development. Actions to achieve these goals are to support programs and initiatives that will lead to improved job opportunities and in turn improve the capability of Darebin businesses to source employment locally.

In the current Business Development and Employment Strategy 2012-2015, there are two key objectives whereby the delivery of either option discussed in this report could be viable: “Improve the capability of businesses to source employment locally” and “Strengthen linkages with employment related networks and increase participation in local employment initiatives.

FINANCIAL AND RESOURCE IMPLICATIONS

There are not sufficient funds in the current budget to implement both options presented in the report using the \$31,000 in savings in interest due to council’s decision to not proceed with a loan facility in 2014/2015

CONCLUSION

The preferred option is the appointment of an Export Officer (or engage a person with export expertise) to work solely on assisting a select few food businesses in Darebin to engage with overseas markets. The results from this option will be tangible in the longer term (3 to 5 years) however it is seen as the most beneficial option in terms of facilitating job stimulation in Darebin.

FUTURE ACTIONS

That Council endorse Option 1 as the preferred option of using the allocated \$30,000 from the current budget to appoint an Export Officer (or engage a person with export expertise) as a way of stimulating jobs in Darebin.

DISCLOSURE OF INTERESTS

The *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this briefing paper.

RELATED DOCUMENTS

- Council Minutes - 22 April 2014 and 7 July 2014
- Business Development and Employment Strategy 2012- 2015

**8.4 DAREBIN TRANSPORT ADVOCACY COMMITTEE
CAMPAIGN UPDATE****MINUTE NO. 404****AUTHOR: Senior Coordinator Transport Management****REVIEWED BY: Director Assets and Business Services****SUMMARY**

At its meeting held on 2 September 2013, Council resolved:

That Council:

- (1) *Establish the Darebin Transport Advocacy Committee to provide community input and advocate to the State Government and other relevant decision makers into the provision and priorities for transport improvements, and in particular public transport, in and impacting on the City of Darebin.'*

A Transport Advocacy Strategy, including priorities for the committee to support Council in their advocacy on, has been developed and at its meeting held on the 5 May 2014, Council resolved to:

- (1) *Endorse advocacy priorities as determined by Darebin Transport Advocacy Committee, namely the St Georges Road/Cheddar Road shared path upgrade and grade separations at Bell Street and Reservoir.*
- (2) *Receive further Darebin Transport Advocacy Committee advocacy update reports in August and November 2014.*

This report provides an update on DTAC activities progress to date, and planned campaign activities up to the State Election in November 2014.

CONSULTATION

- Council Briefing - 28 July 2014
- Transport Planner
- Team Leader, Transport Strategy
- Senior Media Advisor
- Manager Media and Communications
- Editor of Leader Newspapers (Northcote and Preston)

RECOMMENDATION

THAT Council:

- (1) Note this report.
- (2) Note the continuing *Transport the Works* campaign activities by the Darebin Transport Advocacy Committee.

WITH LEAVE OF THE CHAIRPERSON, CR. TSITAS PROPOSED TO AMEND POINT TO OF THE RECOMMENDATION TO CORRECT THE NAME OF THE CAMPAIGN TO *TRANSPORT THAT WORKS*. THIS WAS ACCEPTED BY THE MOVER, CR. LI.

COUNCIL RESOLUTION

MOVED: Cr. B. Li
SECONDED: Cr. S. Tsitas

THAT Council:

- (1) Note this report.
- (2) Note the continuing *Transport That Works* campaign activities by the Darebin Transport Advocacy Committee.

CARRIED UNANIMOUSLY

REPORT

INTRODUCTION AND BACKGROUND

With the state election scheduled on 29 November 2014, Council resolved to establish the Darebin Transport Advocacy Committee (DTAC) to provide community input and advocate to the State Government (and other relevant decision makers) into the provision and priorities for transport improvements, in particular sustainable transport, in and impacting on the City of Darebin. To date the following progress has been made by Council / DTAC:

- 14 community members were appointed onto DTAC in December 2013, along with three councillors (subsequently reduced to two due to a conflict of interest with the state election) with the group being supported by a number of council officers. The group has now met eight times and set up working groups to develop advice on specific aspects of the campaign.
- The group has prioritised the Darebin Grade Separation Package (supporting Darebin's partnership advocacy with City of Moreland) and Great Northern Bikeway upgrade (St Georges Road and Cheddar Road) as advocacy projects.
- An Advocacy Specialist (The Civic Group) was appointed to assist with facilitating initial DTAC meetings and the preparation of an Advocacy Strategy based around these priorities. The strategy and priorities have been endorsed by Council.
- At its meeting on the 30 June 2014 Council endorsed a revised Terms of Reference for the committee.
- A campaign plan has been created and the first item was a photo opportunity with Leader Newspapers and community representatives for the fourth week in July to launch the campaign (still to occur at time of writing).

ISSUES AND DISCUSSION

Campaign objective

The DTAC advocacy objective is to secure election commitments from all major parties to fund and deliver the Great Northern Bikeway upgrade (St Georges Road and Cheddar Road shared path) and the Darebin grade separation package in the next term of government.

Council and the community representatives within DTAC will achieve this by:

- Launching a campaign that garners community support and raises the profile of these issues.
- Affirming the importance of the projects involved to the liveability of Darebin and Melbourne more widely.

Key messages

The key messages for the campaign are:

- We need transport that works. We'll vote for transport that works. We want your help to make it happen.
- A community with transport that works is a safer, healthier, more connected and more sustainable place to live. The City of Darebin has a strong commitment to sustainable transport. Investing in sustainable transport delivers multiple benefits:
 - Connecting communities by giving people a greater choice of transport options
 - Improving health outcomes by encouraging people to be active
 - Supporting economic growth and creating jobs
 - Reducing road traffic congestion and freeing up capacity on existing public transport modes
 - Making our environment healthier.
- Two projects in particular will make a demonstrable difference to our community:
 - The Great Northern Bikeway (a shared path upgrade along St Georges Road in the south and Cheddar Road in the north)
 - The Darebin Grade Separation package (grade separations at High St Reservoir and Bell Street Preston, together with Murray Rd, Cramer St and Oakover Rd as a group).
- In the lead up to the 2014 State election, we are calling on all parties to commit to transport that works.



Image: Campaign slogan and banner
Media Relations Plan

A Media Relations Plan has been developed for the next three months until the election. Key to this, Leader Newspapers has agreed to partner with Council to promote this community campaign. A story has been to launch the campaign in both Preston and Northcote Leaders, this will be followed by three further community driven stories.

Implementation Plan and Monitoring

A detailed Campaign Implementation Plan is guiding advocacy activities and the input and opportunities for community activities coordinated through DTAC. These comprise of a launch photo opportunity and ongoing engagement of the community in the campaign through a petition, social media, attending events and ongoing media attention. Equally important is the positive communication to MPs and candidates of the importance of these projects to the Darebin community. These elements are listed in detail below:

DATE	ACTION
Week starting 21 July 2014	Letter sent by the Mayor to local MPs and MLCs to introduce the campaign and seek their support.
	Webpage with online petition and social media goes live: Facebook: https://www.facebook.com/transportthatworks Twitter: https://twitter.com/transthatworks Petition: http://www.change.org/en-AU/petitions/we-need-transport-that-works-in-darebin Sign up to our enews: http://eepurl.com/Y_0Vz Website: Currently www.darebin.vic.gov.au/dtac
	Community photo opportunity at Reservoir crossing with Community members and Leader Newspaper for campaign launch
Week starting 28 July 2014	Social media postings and Enews to interested community members <i>Continue weekly to November</i>
	Letters sent by Mayor and emails to key stakeholders seeking their support

DATE	ACTION
28/29 July 2014	Story to launch campaign in Preston and Northcote Leader, attached at Appendix A – <i>stories to continue regularly to November</i>
Early August 2014	Potentially contact local MPs to discuss the campaign.
Mid - August 2014	Mayors column / Leader Ad to promote MTF / Leader Newspaper/Darebin Transport Forum and promote petition
9 September 2014	MTF / Leader Newspaper / Darebin Transport Forum; promote petition 6.45 pm – 8.15 pm
Late September 2014	Council Mayor potentially meet with MPs
Mid October 2014	Postcard petition photo opportunity
15 October 2014	Ride to Work Day photo opportunity
November 2014	Caretaker period in advance of the State Election

Implementation will be coordinated and delivered by Council with the advice of members of DTAC.

POLICY IMPLICATIONS

Environmental Sustainability

The advocacy for these projects will contribute to the long term implementation of better transport solutions for Darebin. These will offer the opportunity to reduce traffic congestion, increase public transport patronage and active transport trips and reduce the need for private vehicle use, which are all aspirations of the Darebin Transport Strategy. This will have a positive impact on the environment, improving air quality, and reducing greenhouse gas emissions.

Human Rights, Equity and Inclusion

In selecting members for DTAC it was intended to include people from a range of ages and backgrounds. DTAC has successfully achieved this with representatives of various ages, abilities, and areas of Darebin.

The advocacy campaign should reach all members of the community; therefore its activities are intended to have universal application.

The St Georges Road shared path upgrade will benefit cyclists and pedestrians, and alleviate traffic congestion with increased uptake of these active modes. The Darebin grade separation will provide better rail infrastructure and therefore improved train services on the South Morang line as well as better quality roads for motorists.

Although, at this stage no detailed Equity and Inclusion considerations have been taken into account, the priority projects were selected because of their wide reaching community benefits, particularly for those without access to a vehicle. Many of the most vulnerable members of the Darebin community are without access to a vehicle.

Economic Development

Grade separations reduce vehicle congestion and improve bus and train efficiency as well as creating substantial land parcels for development. Therefore they provide a substantial economic boost.

The upgrade of the St Georges Road shared path provides a good transport link, which supports economic growth and creates jobs. It also reduces road traffic congestion by supporting reduced car trips.

Other

These two projects facilitate safety and amenity improvements across Darebin's transport modes (public transport, road, footpath, shared paths, etc.) and will assist in the realisation of existing strategic areas identified for rejuvenation including Reservoir Structure Plan, Junction Masterplan, Preston Central and St Georges Road corridor.

FINANCIAL AND RESOURCE IMPLICATIONS

The advocacy strategy requires resource allocations in terms of officer time and activity funding in 2014/2015 (to November 2014). In order to coordinate the full list of activities outlined in the strategy, Council will require significant support in the area of communications and media skills.

Delivery on the actions of the Transport Advocacy Strategy was not included within current Transport or Communications funding programs as part of the 2014/2015 Council budget. In order to deliver on the necessary actions identified in the advocacy strategy for the 2014/2015 financial year, resources will be re-allocated from existing transport management staff and budgets.

Ongoing delivery of any transport advocacy beyond the State Election in November, and in the long term would need to be resourced appropriately.

CONCLUSION

Given the limited investment in transport infrastructure by the Victorian Government, it is important that Darebin continues to advocate and raise the profile of Darebin's transport infrastructure needs and priorities.

These two priority projects identified address major issues in Darebin's transport network.

Delivery of this campaign up to the State Election in November will support other advocacy and processes to seek funding for these two key Darebin projects.

FUTURE ACTIONS

Future actions will be in line with the Campaign Implementation Plan provided in this briefing report. A further Council briefing report will be provided in November 2014 to offer an update on activities, discuss the impact of the campaign.

DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- Council Minutes – 1 July 2013, 2 September 2013, 2 December 2013, 5 May 2014 and 30 June 2014
- Campaign launch stories in Preston and Northcote Leader 28 and 29 July 2014 (**Appendix A**)

8.5 2014 MAYORAL EVENT**MINUTE NO. 405****AUTHOR: Manager Communication and Marketing****REVIEWED BY: Director Corporate and Planning Services****SUMMARY**

In addition to regular and annual civic functions, the Mayor of the day has discretion to host one Mayoral Event during their term of office.

The purpose of the event is:

To celebrate community leadership and enable them to thank and recognise Darebin citizens for their contributions

Current Mayor, Cr Gaetano Greco, has selected an event to celebrate carers in the Darebin community. There have been a number of considerations around how to source the invitation list and meet the logistics for this type of event, as carers are a high needs audience.

CONSULTATION

- Council Briefing – 11 August 2014
- Chief Executive
- Mayor of Darebin
- Events and Marketing Projects Coordinator
- Project Officer Communications and Marketing
- Manager Aged and Disability
- Carers Link in the North – Team Leader for the Mental Health Carer Support Program
- Carers Link in the North – Project Officer for the Northern Respite Consortium

COUNCIL RESOLUTION

MOVED: Cr. S. Tsitas
SECONDED: Cr. A. Villella

THAT Council:

- (1) Endorse the 2014 Mayor's Event to be held on the afternoon of Sunday 26 October at Merrilands Community Centre for 200 guests to celebrate carers in Darebin.
- (2) Note Officers will work with Carers Link in the North to invite guests to the event.

CARRIED UNANIMOUSLY

REPORT

INTRODUCTION AND BACKGROUND

The date selected for the 2014 'Mayoral Event' is Sunday 26 October at Merrilands Community Centre (a council owned venue) for 200 guests to celebrate carers in Darebin.

During the initial planning for the event, it was determined that Darebin City Council does not have a database of carers in Darebin available to invite to the event and this information would need to be outsourced.

Consideration of the additional needs of this style of event; including if there is a requirement to provide respite and transport services for guests, has raised the need to review how guests are invited to the event and how to accommodate guest's needs where possible within budget.

ISSUES AND DISCUSSION

The Darebin Mayoral Event Policy 2014 provides direction for the elements of a Mayor's Event.

Date and Venue

This year's venue, Merrilands Community Centre, has been selected as it is an accessible facility suitable for this style of event. The date is appropriate as it's at the conclusion to the term of Mayor (statutory meeting to be held on Tuesday 11 November) and carers nationally are celebrated during the month of October from 12 to 18. The key focus for Carers Week in 2014 is: Take a break for carers.

Invitations

The Mayor's Event is a free, invitation only event for up to 200 people. The invitation list of 200 people will include 50 VIP guests identified by the Mayor. This can include Darebin Councillors, Darebin Executive Management Team, representatives from advisory committees the Mayor is involved in, key leaders of the Darebin community and personal guests of the Mayor.

After consulting with the Manager of Aged and Disability Services, it was determined Council doesn't manage a list of residents who provide a carers service in Darebin and we would need to work with Carers Link in the North – who are part of the Merri Community Health services - to access a database of carers in Darebin.

Carers Link in the North is a respite centre operating for 14 years as a regional centre that has specialist teams in areas such as aged and disability, mental health and intake.

Initial research and advice from Carers Link in the North shows a database of 827 carers currently registered in Darebin, providing different types of service including; disability (0-6years), dementia, aged (65+), younger carers, mental health, disability (6-64yrs), acquired brain injury, palliative care and older families support and planning.

The recommendation from Carers Link in the North is to invite the 827 carers and their families and attendance will be based on a 'first-in' RSVP system to meet the capacity limit of 200 people.

Style

It is proposed to celebrate carers in Darebin with a pleasant afternoon event. The themed style of the event for carers will be determined by RSVPs from carers invited to ensure all elements of the event; catering, entertainment etc are representative of the guests in attendance.

All elements of the event will need to be confirmed once we know how many families; children and older adults will be in attendance. The range of guests who attend will greatly change the style of activities for the event provided, but a simple program that allows plenty of opportunity to mix and mingle with the Mayor and Councillors will be planned.

Logistics

Providing an event where the main audience will be people who may require respite or transport services needs to be built into planning and budget costs for the event. This type of service requires specific levels of assistance.

Cost Implications

The annual Mayor's event has a budget of \$15,000 allowable under the Mayoral Event Policy 2014. Budget considerations will take into account the special requirements and cost implications to hold an event for carers and any additional transportation or logistics required to meet the needs of guests. This cost must be included within the allocated budget of \$15,000, and may require a need to further limit guest numbers.

POLICY IMPLICATIONS**Environmental Sustainability**

The Darebin Council Environmental Department is aware of the location of all Council facilities where events take place and monitors energy use. All procurement for Mayoral events takes into account environmental sustainability wherever possible and practical.

Human Rights, Equity and Inclusion

The annual Mayoral event is an excellent opportunity to support and recognise our diverse community and promote social inclusion. This includes through the selection of community groups to honour and thank, and through the sourcing of entertainers, suppliers and catering.

Economic Development

This event is a free, invitation-only event for the community and consideration regarding engaging local suppliers will be included in planning for the event.

FINANCIAL AND RESOURCE IMPLICATIONS

The annual Mayor's event has a budget of \$15,000 allocated in the Communications and Marketing department. Budget considerations will take into account the special requirements and cost implications to hold an event for carers and any additional transportation or logistics required to meet the needs of guests. This cost must be included within the allocated budget of \$15,000, and may require a need to further limit guest numbers.

This event is managed by the Communications and Marketing team and coordinated by the Projects Officer. Additional Council staff will be required to work on the day of the event and these overtime costs are included in the overall budget.

This event requires a considerable amount of time from the Projects Officer in the Communications and Marketing team and can take up to three months to plan and program depending on the theme of the event.

CONCLUSION

Council is committed to transparency, accountability and meaningful interaction with residents. The proposed format for the 2014 Mayoral event offers a clear intent that is focused on Darebin residents, and an opportunity for many special constituents to be invited and involved in the Mayoral event.

FUTURE ACTIONS

- Invitation list to be confirmed in conjunction with Carers Link North – part of Merri Community Health Services
- Design of invitation to be completed and invitation to be sent through Carers Link North by early September
- Planning to continue on logistics, catering and other elements of the event.

DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act* 1989 requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- *Mayoral Event Policy 2014*

Cr. Walsh temporarily left the meeting during discussion of the above item at 8.35 pm and returned at 8.36 pm.

8.6 GIFTS AND HOSPITALITY POLICY 2014**MINUTE NO. 406****AUTHOR: Manager Corporate Governance and Performance****REVIEWED BY: Director Corporate and Planning Services****SUMMARY**

At its meeting on 21 July 2014, Council resolved:

'That Council defers the adoption of the Gifts and Hospitality Policy to a Council meeting in September 2014 in order to consider this draft policy's interaction with other adopted policies (e.g. Councillor Expense Policy) to ensure consistency and to clarify potentially subjective clauses in the draft policy.'

CONSULTATION

- Chief Executive
- Councillor Briefing – 11 August 2014

RECOMMENDATION

THAT Council adopts the *Gifts and Hospitality Policy 2014* attached as **Appendix A** to this report.

MOTION

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT Council adopts the *Gifts and Hospitality Policy 2014* attached as **Appendix A** to this report.

Cr. Walsh proposed to the mover (Cr. Li) that motion be amended as follows. This was accepted by Cr. Li

THAT Council adopts the *Gifts and Hospitality Policy 2014* attached as **Appendix A** to this report with the following amendments:

- At item 6.7 paragraph 2, amend the amount to \$50.
- At item 6.8 paragraph 3, add the words 'community events' after working lunches.

THE AMENDED MOTION THEN READ AS FOLLOWS:

AMENDED MOTION

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT Council adopts the *Gifts and Hospitality Policy 2014* attached as **Appendix A** to this report with the following amendments:

- At item 6.7 paragraph 2, amend the amount to \$50.
- At item 6.8 paragraph 3, add the words 'community events' after working lunches.

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

COUNCIL RESOLUTION

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT Council adopts the *Gifts and Hospitality Policy 2014* attached as **Appendix A** to this report with the following amendments:

- At item 6.7 paragraph 2, amend the amount to \$50.
- At item 6.8 paragraph 3, add the words 'community events' after working lunches.

CARRIED UNANIMOUSLY

REPORT**INTRODUCTION AND BACKGROUND**

At its meeting on 21 July 2014, Council resolved:

'That Council defers the adoption of the Gifts and Hospitality Policy to a Council meeting in September 2014 in order to consider this draft policy's interaction with other adopted policies (e.g. Councillor Expense Policy) to ensure consistency and to clarify potentially subjective clauses in the draft policy.'

Darebin City Council is committed to being open and transparent in its operations to minimise the risk of being placed in a compromising position that may have an adverse effect on its public endeavours and the promotion of trust within the community.

The *Councillor Code of Conduct 2013* and the *Excellence in Governance - Employee Code of Conduct 2013* provide guidelines on the appropriate handling of offers (whether accepted or declined) of gifts, benefits and hospitality. This Policy aims to consolidate those guidelines and applies to Councillors and Council officers similarly.

ISSUES AND DISCUSSION

Darebin City Council recognises that Councillors and Council officers will on occasion be offered gifts, benefits and hospitality however it should always be remembered that Councillors and Council Officers perform their roles to ensure the peace, order and good governance of the municipal district, and not to derive undue personal benefit.

Receipt of a gift from a person or organisation can result in a conflict of interest, or a perceived conflict of interest, in a matter. Councillors and Council officers need to familiarise themselves with the conflict of interest provisions of the *Local Government Act 1989* (the Act). The organisation provides support through initiatives such as the Policy and training however it is an obligation, and at the discretion of each Councillor and Council officer to take personal responsibility for their own compliance.

All gifts, benefits or hospitality received by Councillors or Council officers must be declared by completing the relevant *Darebin Gifts Registration Form* (attached as Appendices A – C within the Policy) submitted to the Manager Corporate Governance and Performance for inclusion in the *Gifts and Hospitality Register*. The *Gifts and Hospitality Register* will be made available for public inspection in accordance with the provisions of the Act and reported to the Audit Committee on a quarterly basis.

In developing this Policy research was also undertaken with the following Councils:

- Ararat Rural City Council
- Banyule City Council
- Cardinia City Council
- City of Casey
- City of Port Phillip
- Colac Otway Shire Council
- Hobsons Bay City Council
- Horsham Rural City Council
- Indigo Shire Council
- Manningham City Council
- Mildura Rural City Council
- Rural City of Wangaratta
- Shire of Campaspe
- South Gippsland Shire Council
- Wyndham City Council

POLICY IMPLICATIONS

Environmental Sustainability

Nil

Human Rights, Equity and Inclusion

Nil

Economic Development

Nil

Other

The *Gifts and Hospitality Policy 2014* has been developed in accordance with the *Local Government Act 1989*, the *Councillor Code of Conduct 2013* and the *Excellence in Governance - Employee Code of Conduct 2013*.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

CONCLUSION

It is recommended that Council adopt the Gifts and Hospitality Policy 2014 attached as **Appendix A**.

FUTURE ACTIONS

- The *Gifts and Hospitality Policy 2014* will be included on the Darebin website and Intranet site.

DISCLOSURE OF INTERESTS

Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

RELATED DOCUMENTS

- *Gifts and Hospitality Policy 2014 (Appendix A)*
- *Local Government Act 1989*
- *Protected Disclosure Act 2012*
- Council Minutes – 21 July 2014

Cr. Steven Tsitas temporarily left the meeting at the conclusion of the above item – 8.42 pm

9. NOTICES OF MOTION**9.1 NORTHERN REGION DOMESTIC VIOLENCE FORUM FOR CALD COMMUNITIES****MINUTE NO. 407****NOTICE OF MOTION NO. 138 CR. ANGELA VILLELLA**

Take notice that at the Ordinary meeting to be held on 18 August 2014, it is my intention to move:

***THAT** Darebin City Council host a northern region forum identifying issues and exploring strategies to address domestic violence in the CALD communities. The event is to be held in November, leading up to White Ribbon Day. Council may wish to work in partnership with the Victorian Multicultural Commission and DEEC.*

Notice Received: 13 August 2014

Notice Given to Councillors: 14 August 2014

Date of Meeting: 18 August 2014

WITH LEAVE OF THE CHAIRPERSON, CR. GRECO AMENDED DEEC TO READ DECC

COUNCIL RESOLUTION

MOVED: Cr. A. Villella

SECONDED: Cr. B. Li

THAT Darebin City Council host a northern region forum identifying issues and exploring strategies to address domestic violence in the CALD communities. The event is to be held in November, leading up to White Ribbon Day. Council may wish to work in partnership with the Victorian Multicultural Commission and DECC.

CARRIED UNANIMOUSLY

Jacinta Stevens, Manager Corporate Governance and Performance temporarily left the meeting during discussion of the above item at 8.44 pm and returned at 8.49 pm.

Cr. Steven Tsitas returned to the meeting during discussion of the above item – 8.47 pm

10. URGENT BUSINESS

Nil

11. GENERAL BUSINESS**11.1 MAV STATE COUNCIL AND ALGA MEETINGS****MINUTE NO. 408****MOTION**

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT officers provide a briefing to councillors on the status and progress of motions submitted by Darebin to the MAV state council from 2012.

WITH LEAVE OF THE CHAIRPERSON, CR. GRECO PROPOSED AMENDING THE MOTION TO INCLUDE THE ALGA. THIS WAS ACCEPTED BY CR. LI AND CR. WALSH.

THE AMENDED MOTION THEN READ AS FOLLOWS:

AMENDED MOTION

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT officers provide a briefing to councillors on the status and progress of motions submitted by Darebin to the MAV state council **and the ALGA** from 2012.

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

COUNCIL RESOLUTION

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT officers provide a briefing to councillors on the status and progress of motions submitted by Darebin to the MAV state council and the ALGA from 2012.

CARRIED

11.2 REINSTATEMENT OF BICYCLE CORRAL AT 31 RAILWAY PLACE, FAIRFIELD**MINUTE NO. 409****COUNCIL RESOLUTION**

MOVED: Cr. B. Li
SECONDED: Cr. O. Walsh

THAT officers consult with the Darebin Bicycle Advisory Committee at its next meeting on 19 August 2014 regarding the possibility of reinstating the bicycle corral out the front of 21 Railway Place, Fairfield. A report on this consultation should be provided to Council in September 2014.

CARRIED**11.3 BUSINESS COMMUNITY ENGAGEMENT****MINUTE NO. 410****COUNCIL RESOLUTION**

MOVED: Cr. O. Walsh
SECONDED: Cr. B. Li

THAT Council officers provide a briefing report by October 2014 on possible ways to improve engagement with the business community in Darebin. The report should also provide a review on the current methods used by Council to engage the Community.

CARRIED**11.4 DAREBIN INTERCULTURAL CENTRE FEASIBILITY STUDY****MINUTE NO. 411****COUNCIL RESOLUTION**

MOVED: Cr. A. Vilella
SECONDED: Cr. S. Tsitas

THAT officers prepare a feasibility report, including the identification of sources of funding, on the former Preston police station becoming the permanent site for the Darebin Intercultural Centre. The report is to be submitted to council by the end of November 2014.

CARRIED UNANIMOUSLY

Maureen Devlin, Senior Communications Advisor left the meeting at the conclusion of the above item – 9.10 pm

12. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**CLOSE OF MEETING**

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

THAT in accordance with section 89(2) of the Local Government Act 1989, Council resolves to close the meeting to members of the public to consider the following item which relates to a legal matter:

12.1 Australian Day Awards 2012

CARRIED

The meeting was closed to members of the public at 9.10 pm.

The Council considered and resolved on Report Item 12.1 (Australia Day Awards 2012) which had been circulated to Councillors on 14 August 2014 with the Council Agenda Paper.

RE-OPENING OF MEETING

MOVED: Cr. S. Tsitas
SECONDED: Cr. B. Li

THAT the meeting be re-opened to the members of the public.

CARRIED

The meeting was re-opened to members of the public at 9.35 pm

CONFIDENTIAL**12.1 AUSTRALIA DAY AWARDS 2012****MINUTE NO. 412****AUTHOR: Manager Communication and Marketing****REVIEWED BY: Director Corporate and Planning Services****SUMMARY**

An award recipient in the 2012 Australia Day Awards was convicted on rape charges and jailed in February this year.

The Mayor and Chief Executive have both received correspondence from a member of the community on 18 June 2014 (appended) requesting that Council revoke the award.

CONSULTATION

- Chief Executive
- Manager Corporate Governance and Performance
- Events and Marketing Projects Coordinator

RECOMMENDATION

THAT the Council Resolution be made public but the report remain confidential.

COUNCIL RESOLUTION

MOVED: Cr. S. Tsitas
SECONDED: Cr. J. Williams

THAT the following Council Resolution:

“That:

- (1) *Council revokes Mr Brian Cox’s 2012 commendation award under the Citizen of the Year category and publishes the decision in the subsequent Council minutes.*
- (2) *A report comes back to Council that reviews the Australia Day Award process to ensure governance processes are in line with Council policies and standards.”*

be made available to the public but the report remain confidential.

CARRIED

13. CLOSE OF MEETING

The meeting closed at 9.36 pm.