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AGENDA OF THE COUNCIL MEETING

Held on Monday 2 July 2018

Public question time will
commence shortly after 6.00pm.



ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN

Darebin City Council acknowledges the Wurundjeri people as the traditional owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and future.

Council pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises, and pays tribute to, the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect.



English - Agenda

This is the Agenda for the Council meeting. For assistance with any of the agenda items, please telephone 8470 8888.

Arabic

هذا هو جدول أعمال اجتماع المجلس. للحصول على المساعدة في أي من بنود جدول الأعمال، يرجى الاتصال بالرقم 8470 8888.

Chinese

这是市议会会议议程。如需协助了解其中的任何议项，请致电8470 8888。

Greek

Αυτή είναι η Ημερήσια Διάταξη (Agenda) της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια σε οποιοδήποτε θέμα της ημερήσιας διάταξης, παρακαλούμε τηλεφωνήστε στο 8470 8888.

Hindi

यह काउंसिल की बैठक के लिए एजेंडा है। एजेंडा के किसी भी आइटम के साथ सहायता के लिए कृपया 8470 8888 पर टेलीफोन करें।

Italian

Questo è l'ordine del giorno per la riunione municipale. Per assistenza su uno dei punti dell'agenda chiamate il numero 8470 8888

Macedonian

Ова е дневен ред за состанокот на Советот на Општината. За помош за било која точка од дневниот ред, ве молиме телефонирајте на 8470 8888.

Somali

Kani waa ajandaha kulanka Golaha Degmada. Wixii caawima ah oo ku saabsan qodob kasta oo ka mid ah ajandaha fadlan la xiriir tel: 8470 8888.

Vietnamese

Đây là chương trình buổi họp của Hội đồng Thành Phố. Muốn biết thêm các thông tin về chương trình buổi họp, xin hãy gọi số 8470 8888.

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Agenda

1. MEMBERSHIP

CR. LINA MESSINA (ACTING MAYOR) (CHAIRPERSON)

CR. STEPH AMIR

CR. TRENT MCCARTHY

CR. SUSANNE NEWTON

CR. SUSAN RENNIE

2. APOLOGIES

Cr. Kim Le Cerf, Cr. Gaetano Greco, Cr. Tim Laurence and Cr. Julie Williams are on approved leave of absences.

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

Recommendation

That the Minutes of the Ordinary Meeting of Council held on 12 June 2018 be confirmed as a correct record of business transacted.

5. QUESTION AND SUBMISSION TIME

Members of the public can lodge questions for Council to answer or make a Comment or Submission prior to a specific item listed on the Agenda of an Ordinary Council meeting.

QUESTIONS

Members of the public can ask up to two (2) questions at an Ordinary Council meeting.

Questions submitted online will be responded to in the first instance. If you are not present at the meeting, the Chairperson will read the question and provide a response. The Chairperson may then take questions from members in the gallery.

Any question not answered at the meeting will be taken on notice and a written response will be provided to the person asking the question.

In accordance with the Darebin Governance Local Law, the Chairperson may disallow a question if it:

- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance; or
- deals with a subject matter already answered; or
- is aimed at embarrassing a Councillor or an officer.

If you are unable to submit your question prior to the Ordinary Council meeting, the Chairperson may take questions from the floor.

SUBMISSIONS OR COMMENTS

Members of the public may make a comment or 2 minute submission on a matter listed on the Agenda prior to the item being debated.

A person who is unable to stay at the meeting until the Agenda item is heard, may make their comment or submission during Question Time.

HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION

Members of the public who wish to ask a question, or make a comment or submission to an agenda item, at an Ordinary Council meeting are encouraged to do so in one of the following ways:

- (a) online at darebin.vic.gov.au/questionsandsubmissions by 3pm on the day of the meeting; or
- (b) by email to Q&S@darebin.vic.gov.au; by 3pm on the day of the meeting; or
- (c) in person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
- (d) by mail to PO Box 91, Preston 3072; or
- (e) with a Council officer prior to a Council meeting.

Council meetings can be viewed at the Watch Council and Planning Committee meetings page.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page by 5pm, up to 6 days prior to the date of the meeting. Copies are also available at Customer Service centres and libraries.

6. PETITIONS

7. URGENT BUSINESS

8. CONSIDERATION OF REPORTS

8.1 VICTORIAN STATE ELECTION 2018

Author: Chief Executive Officer

Reviewed By: Chief Executive Officer

PURPOSE

To agree advocacy priorities for the upcoming State election.

Recommendation

That Council:

- (1) Prioritises the following issues for Council advocacy for the upcoming State election:
 - a) Commitment to the level crossing removal program and associated works (Preston and Reservoir)
 - b) Preparation of a detailed feasibility study for an extension of the No. 11 Tram to Reservoir Station
 - c) Financial commitment towards funding for Council's recreation infrastructure projects for the Women's Multi Sports Stadium, Northcote Aquatic Centre (NARC) and Reservoir Leisure Centre (RLC)
 - (2) Notes that structured advocacy activities which seek to complement Council's ongoing policy and planning priorities will continue to occur.
-

BACKGROUND / KEY INFORMATION

As a community leader, one of Council's roles is to provide a voice for the local community. It follows that ongoing advocacy on important issues to influence decision making, achieve funding and/or project support and to affect policy reform is an important function for Council.

The City of Darebin is experiencing significant change, with a growing and ageing population, increasing economic inequality and a range of complex issues that impact on our community. These include increasing urban density, the climate change emergency, traffic and parking, transport, decreasing housing affordability and demand for community services.

The next Victorian State election will be held on Saturday 24 November 2018. The election will include all seats in the Legislative Assembly and the Legislative Council.

COMMUNICATIONS AND ENGAGEMENT

Communications

The proposed advocacy framework will form the basis of communications including a detailed implementation plan designed to drive tangible outcomes. Activities will be clearly communicated to the community up to the election. Traditional community consultation is not proposed.

ANALYSIS**Alignment to Council Plan / Council policy**

Advocacy is one of the foundation activities required to be successful in the delivery of the Council Plan.

Environmental Sustainability Considerations

Each of the proposed advocacy priorities identified are relevant to Councils sustainability goals. In particular, advocacy to expand and improve the level crossing program aims to improve the attractiveness of public transport as an alternative to car use.

Equity, Inclusion and Wellbeing Considerations

Each of the proposed advocacy priorities identified are consistent with Councils equity, inclusion and wellbeing considerations. For example, advocacy to attract funds to assist with the delivery of large recreation and sporting infrastructure will directly contribute to improved health and wellbeing outcomes so that residents can live rewarding, healthy and socially connected lives.

Cultural Considerations

The proposed advocacy priorities do not specifically address cultural aspirations as clearly as other elements. The level crossing removal projects will deliver major place making opportunities, integrating with opportunities for cultural expression within new public spaces.

Economic Development Considerations

Each of the proposed advocacy priorities identified are consistent with economic development considerations and will leverage significant private investment.

Financial and Resource Implications

Advocacy efforts are costed as part of the 2018/19 budget.

Legal and Risk Implications

Risks are primarily reputational which can be mitigated by careful planning.

DISCUSSION

The State election presents an opportunity for Council to publicly promote and advocate on issues that matter to our community. It is recommended that Council focus its advocacy efforts to specific and tangible outcomes. The following advocacy priorities are recommended for endorsement;

LEVEL CROSSING REMOVALS

The Victorian Government announced it would remove 50 level crossings from Victoria's metropolitan rail system in January 2016, including three crossings in Darebin at Grange Road Alphington, High Street Reservoir and Bell Street Preston.

To date, Council has been very supportive of the program, recognising that level crossings are problematic, dividing our community and causing congestion, accidents and limiting public transport efficiencies. The commitment for grade separations in Darebin is a once-in-a-generation level of State investment and presents one of the most significant opportunities for value capture in the foreseeable future.

For Preston, it is recommended that Council seek a commitment that the State fund and action a single package of works which combines the removal of four crossings at Oakover, Bell, Cramer and Murray adopting an elevated rail solution and including a new station at Preston.

For Reservoir, it is recommended that Council seek a commitment that the State Government fund and action a single package of works to remove the crossing and include funding required to realign the roads at Reservoir junction in accordance with the Reservoir Structure Plan concurrently.

FEASIBILITY WORK FOR THE EXTENSION OF THE NUMBER 11 TRAM

The Route 11 tram runs up St Georges Road, Miller Street and Gilbert Road terminating at the small Regent Street shopping strip in West Preston. The proposed extension is to Edwardes Street, either to Edwardes Lake Park, or to Reservoir Station. Advocacy efforts to realise a northern extension of Tram Route 11 has a long history spanning many decades.

An extension of the tram service would benefit thousands of residents as a result of shorter travel times, easier access to public transport an increased quality of life and improved access to services.

It is recommended that Council seek a commitment for funding to be allocated to prepare a detailed feasibility study with full project construction costings (including acquisitions if necessary), benefits and detailed design of the extension of Tram Route 11 to Reservoir Station. The estimated cost of this could be in the order of \$750,000.00 and would inform future bids for the allocation of funding by a State Government to construct an extension.

RECREATION INFRASTRUCTURE

Three significant recreation projects are identified for future capital investment to ensure access to sport and recreation facilities for our growing community across the municipality. These include Northcote and Reservoir Aquatic Centres and the multi sports stadium at John Cain Reserve. It is recommended that Council seek a significant financial commitment (minimum \$50m) towards these projects.

IMPLEMENTATION STRATEGY

Details

Once the priorities are formally agreed, advocacy will commence and continue up to the State Election in November 2018. Advocacy efforts will include meetings with key stakeholders, correspondence targeted to key influencers, direct lobbying, strategic media relations, communication campaigns and leading deputations.

RELATED DOCUMENTS

- Nil

Attachments

Nil

DISCLOSURE OF INTEREST

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.

8.2 ENVIRONMENTAL UPGRADE AGREEMENT OPPORTUNITY FOR COUNCIL AND BUSINESSES

Author: Coordinator Energy and Adaptation

Reviewed By: General Manager City Sustainability and Strategy

PURPOSE

To consider the establishment of Environmental Upgrade Agreements program for Darebin.

Environmental Upgrade Agreements (EUAs) support Council's Climate Emergency Plan goals to support industries and enterprises to prosper and develop sustainably by:

- Facilitating zero carbon businesses
- Stimulating a green economy, and
- Facilitating resource efficient businesses

EXECUTIVE SUMMARY

EUAs are a proven mechanism of providing finance to assist businesses to invest in energy efficiency, renewable energy and resource efficiency work. EUAs provide a number of benefits to businesses such as cheaper finance, a single administration partner to develop projects and reduced operational costs, along with the associated environmental benefits.

EUAs, administered by Sustainable Melbourne Fund (SMF) can provide an effective and efficient program to engage businesses in reducing greenhouse gas emissions, enabling Council and the community to work towards a safe climate.

Recommendation

That Council:

- (1) Resolves to establish an Environmental Upgrade Agreement program to be administered by Sustainable Melbourne Fund Support commencing 19 June 2018;
 - (2) Delegate to the Chief Executive Officer the authority to enter into an Environmental Upgrade Agreement on behalf of the Council; and
 - (3) Delegate to the Chief Executive Officer the authority to declare and levy an environmental upgrade charge;
 - (4) Review the appointment of Sustainable Melbourne Fund as Council's administrator of the Environmental Upgrade Agreement program in July 2021 or as needed based on relevant market opportunities.
-

BACKGROUND / KEY INFORMATION

An EUA is an agreement between a property owner, a bank and local government that facilitates a building upgrade to improve energy efficiency. EUAs allow for the tenants and building owners of commercial and industrial property to collaborate on energy, water and waste projects that will reduce the impact to the environment and reduce operating costs. Unlike other alternative finance options, EUAs allow tenants to contribute financially to the

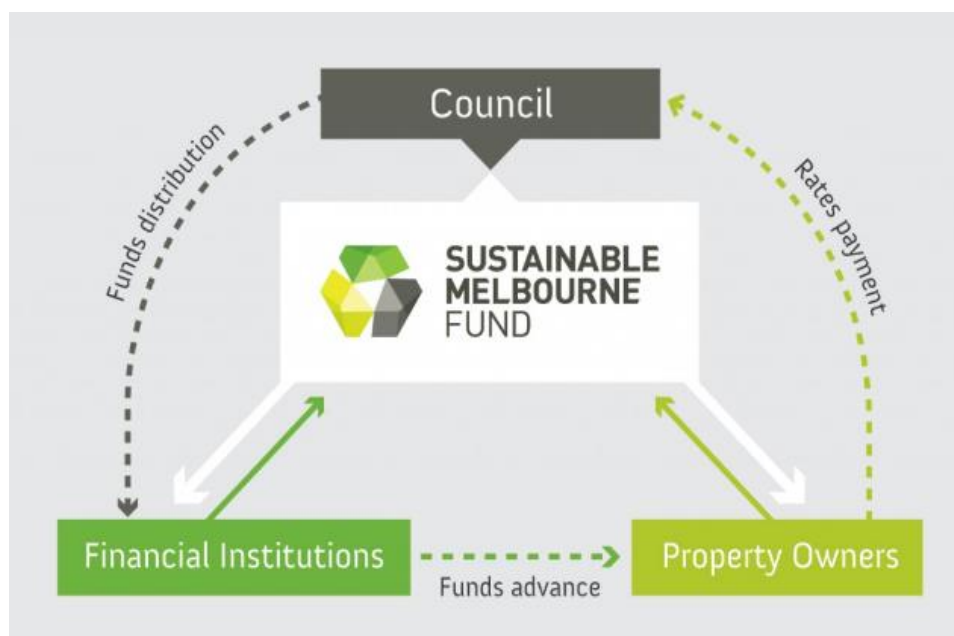
project where it makes sense to do so and help shape the project to best suit their needs. Importantly, EUA finance also offers 100% project finance, very competitive interest rates and long term finance.

The Sustainable Melbourne Fund (SMF) designed and implemented the EUA program for the City of Melbourne, the first Australian municipality to offer EUAs. They are now the Third Party Administrator for the EUA program, engaging actively with the finance and property sectors as a trusted intermediary for building owners.

The Sustainable Melbourne Fund:

- Establishes EUA programs for municipal government
- Acts as a trusted intermediary to implement the program on behalf of Council
- Provides ongoing monitoring and reporting

As of 9 September 2015, legislation has been passed by the State Government that allows all Victorian Councils to offer EUAs to their business community. The relationship between the SMF, Council, Property Owners and Financial Institutions is illustrated below:



Previous Council Resolution

This matter is not the subject of a previous Council resolution.

COMMUNICATIONS AND ENGAGEMENT

Consultation

Consultation before and during the development of the Climate Emergency Plan indicated a small number of businesses were interested in financing mechanisms such as an EUA to enable the installation of solar PV or other energy efficiency work. Two businesses have specifically inquired about EUAs, with one business potentially interested in proceeding soon.

Communications

If EUAs are adopted by Council, a communication and engagement plan for the business community will be developed.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

Goal 4 - A strong economy.

The 2017 Climate Emergency Plan indicates that Council can continue to play a key role in facilitating resident and businesses installing solar PV through Solar Saver and bulk purchasing programs and through supporting environmental upgrade agreements (EUAs).

Environmental Sustainability Considerations

Darebin Council is committed to expediting the reduction of greenhouse gas emissions within the residential and commercial communities. Scaling up of energy efficiency work, the installation of solar PV, and resource conservation are cost effective examples of how greenhouse emissions can be reduced.

EUAs can directly support the following five directions in the Climate Emergency Plan.

Direction 2 – Energy Efficiency, Direction 3 - Renewable energy and fuel switching, Direction 5 - Consumption and waste minimisation and Direction 7 – Adaptation and resilience. Through the adoption of EUAs, Council can also contribute to meeting Direction 8 – Engaging the community.

Equity, Inclusion and Wellbeing Considerations

The provision of a safe climate is fundamentally a human rights issue as vulnerable people and communities are disproportionately affected by the effects of climate change. Council will actively seek to work with businesses that are inclusive of Darebin's diverse community and have broader commitments to social equity and inclusion.

Cultural Considerations

Consideration of Darebin's culturally diverse population and communities will inform how the program engages, mobilises and activates the diverse business sector.

Economic Development Considerations

A safe climate, the aim of the Darebin Climate Emergency Plan will contribute to a stable economy which is critical for sustainable economic development. The business community are a critical part of Darebin's broader community. The establishment of EUAs in Darebin would enable business to access cheaper financing to reduce operational costs.

Financial and Resource Implications

SMF no longer charges an annual fee of \$5,000 for servicing Councils in Victoria, consequently there are no direct financial costs for Council. There are however resource implications for Council.

Under section 181B (1) (d) of the Act, Council must not enter into an environmental upgrade agreement unless an analysis has been undertaken to ensure that the total amount of taxes, rates, charges and mortgages owing on the rateable land and the total value of the environmental upgrade charges does not exceed the capital improved value of the land.

Of the 41 EUAs signed by 19 Councils, Councils have accepted a signed Statutory Declaration from the proponent to confirm:

- That the owner has advised any existing mortgagee in respect of the rateable land to which the agreement will apply—
 - that the owner intends to enter into an environmental upgrade agreement; and
 - the details of all environmental upgrade charges that are expected to be declared by a Council under the environmental upgrade agreement.
- The details of all registered and unregistered mortgages over the rateable land including—
 - the total amount owing in respect of each mortgage; or
 - if a relevant mortgage is held against 2 or more properties including the rateable land, the proportion of the debt secured by the mortgage that applies to the rateable land.
- Details of all taxes, rates and charges owing on the rateable land (including the total amount owing in respect of each tax, rate or charge) imposed by or under an Act.

This information has then been used to ensure that the total amount of taxes, rates, charges and mortgages owing on the rateable land and the total value of the environmental upgrade charges does not exceed the capital improved value of the land.

For projects with a value of less than \$1 million, Council would accept a signed Statutory Declaration from the proponent to confirm the information detailed above.

For projects with a value of \$1 million or above, Council would undertake further due diligence to ensure the validity of the information required concerning the proponent. Council's Energy and Adaptation team would provide funding for this due diligence process, in consultation with Finance department.

Council's finance department would be required to:

- Process the declaring, levying, collecting and forwarding of the environmental upgrade charge to the relevant parties; and
- Include in the quarterly statement the following:
 - Each environmental upgrade agreement entered into in the last quarter, and the rateable land to which the agreement relates;
 - Each environmental upgrade charge approved in respect of the agreements entered into in the last quarter and the value of the charges;
 - The total number of environmental upgrade charges in operation in the last quarter;
 - The total value of all environmental upgrade charge payments that have fallen due and have not been paid; and
 - The total value of all environmental upgrade charge payments that are yet to fall due.

Funds have been allocated in the 2018/19 draft budget to facilitate engagement with the business community. Including work on both Solar Saver for non-residential (10kW to 30kW solar systems) and EUAs (solar 30kW or larger and any other suitable energy or water efficiency options) for businesses.

Legal and Risk Implications

Councils do not have responsibility to check the building owner's capacity to pay as this is the full responsibility of the lender. Both the building owner and the lender are responsible to ensure the loan is approved and used in accordance with the legislation.

Council is not liable for any unpaid Environmental Upgrade Charges (EUC). Council is only liable to pay the finance provider once a repayment is collected by the council.

In the event that the building owner ceases a EUC repayment, it is the responsibility of the Council to instigate their normal debt recovery procedures in accordance with council enforcement procedures and powers conferred under the Local Government Act. If the building owner becomes insolvent, unpaid EUCs will be considered equal to other rate charges and assume priority over other debt on the property.

It is acknowledged that if Council was required to instigate debt recovery procedures this could be a lengthy and resource intensive process. However, under the *Local Government Act 1989* Sections 156, 175, 180 and 181 Council has the capacity to recover costs associated with the enforcement of the collection of rates or charges.

DISCUSSION

The Benefits for Council and Darebin Businesses

Through implementing EUAs, Council will be taking an innovative step to deliver a mechanism that provides opportunities and benefits to business ratepayers to access attractive funding to improve their buildings. Upgrading buildings is a proven creator of local jobs and investment, increases environmental performance and asset value.

Key benefits are outlined below:

- **Low Cost Abatement.** Upgrading buildings delivers savings on utility bills, driving down the overall cost of energy for business while also reducing the impacts of climate change. EUAs are a mechanism for building owners to access attractive finance for retrofitting.
- **Overcome split-incentive barriers.** EUA finance can overcome the split-incentive barrier (between owners and renters) by enabling the costs and benefits to be shared with the building occupiers. This means that building owners and tenants pay back the loan at the same time that they are benefiting from the lower costs of a more resource efficient building. If ownership or tenancy rights change, the new owners take up the loan and pay it through their rates. Without this system businesses have a disincentive to invest in efficiency because they may move premises before paying off the loan.
- **Reduce Financial Risks.** EUAs unlock private investment in local communities. As a consequence, there is low financial risk to local councils budgets and does not require government handouts.
- **Complementarity.** EUAs can work with any grants/subsidies available for projects through local, state or federal government departments to enhance the business case for a building retrofit. As such EUAs are a means of attracting government money into local communities. Sustainability Victoria and SMF have collaborated to ensure all EUA applicants are able to access relevant Sustainability Victoria grants for businesses.

Sustainable Melbourne Fund sole provider of EUAs in Victoria

The Sustainable Melbourne Fund (SMF) designed and implemented the first EUA program for the City of Melbourne. They are now the Third Party Administrator for the EUA program, engaging actively with the finance and property sectors as a trusted intermediary for building owners. Better Building Finance is the brand name of SMF working within the local government sector.

Better Building Finance is a shared service provider to Councils throughout Victoria enabling each Council to offer Environmental Upgrade Finance to their communities in a simple and streamlined manner in which multiple capital providers participate. Better Building Finance assists Councils in establishing the internal and external systems, documentation and processes as well as provides an awareness raising platform for each council to leverage into your current activities in your community, together the Better Building Finance platform.

Better Building Finance services 18 councils in Victoria and to date has achieved the following:

- Created the fastest growing EUA market in Australia.
- Facilitated 36 EUA projects.
- \$23M worth of investments in energy efficiency, renewal energy and water efficiency projects.
- An annual saving of \$2.8M for businesses.
- The reduction of 14,000 tonnes of emissions per annum.

The majority of later projects have been solar PV installations, sometimes with additional energy or water efficiency options. Better Building Finance have suggested that solar PV projects 30kW or larger size are well suited to being established through EUAs.

It is proposed that business solar PV projects between 10kW and 30kW would be supported through the non-residential component of the expanded Solar Saver program.

Fees charged to Project Applicant

SMF are currently reviewing the schedule of charges for project applicants. SMF presently charge a prospective business an application fee of \$600 and sliding processing fee as per the following table.

PROJECT SIZE	APPLICATION FEE (\$)	PROCESSING FEE (\$)	TOTAL UPFRONT FEE (\$)
< \$50,000	600	N/A	600
> \$50,000 and < \$200,000	600	612.5	1,212.50
> \$200,001 and < \$400,000	600	1,350.00	1,950.00
> \$400,001 and < \$800,000	600	2,340.00	2,940.00
> \$800,001 and < \$1,400,000	600	3,630.00	4,230.00
> \$1,400,001 and < \$2,500,000	600	4,875.00	5,475.00
> \$2,500,001 and < \$4,000,000	600	6,175.00	6,775.00
> \$4,000,001 and < \$8,000,000	600	9,600.00	10,200.00
> \$8,000,001 and < \$12,000,000	600	16,000.00	16,600.00
> \$12,000,001	600	19,200.00	19,800.00

In addition, SMF charge a 0.072% administration fee as part of the repayments.

Market options

SMF is the sole third party administrator of EUAs in Victoria, and provider of finance. There are four financial providers of EUAs (only two are fully divested from fossil fuel: SMF and Eureka Finance). It is noted that SMF has received some State Government funding to develop and expand the emerging market in EUAs in Victoria. Referring businesses to the SMF does not require Council to undertake a competitive procurement process, as the referral is a voluntary program and businesses can choose among the existing financial providers. Given that the EUA market is presently small and immature it is proposed that a review of the appointment of SMF as the third party administrator of EUAs be undertaken in three years or as needed based on relevant market opportunities.

Administration of the Environmental Upgrade Charge (EUC)

SMF provide a template legal agreement, based on the City of Melbourne template. Council will need to review and agree to an EUA template form and other relevant documentation. Council is also required to complete diligence processes with respect to the agreement for example - is the property rateable and is used for non-residential purposes.

When all relevant parties have agreed to an EUA, Council is responsible for the declaration and collection of the EU Charge. Council is responsible for the following:

- Declaration of the charge through the signing of the EUA;
- Levy EUC and issue and EUC notice;
- Collect quarterly EUC payments;
- Provide Quarterly EUC payment summary;
- Remit quarterly payment to lenders
- Remit quarterly fees (any applicable) to relevant parties.

Although SMF notes that additional rates notices are voluntary, Council would agree to provide a quarterly EU Charge notice and remittance statement or four additional notices per year per agreement.

Local interest in EUAs

The Climate Emergency Plan Action identified the opportunity for Council to assist 20 businesses install up to 250kW through Environmental Upgrade Agreements over the four year Council Plan period. The extent of the commercial interest or potential (e.g. solar PV) has not been mapped at this stage.

A commercial business operating in Reservoir has expressed an interest in installing 500kW of solar PV through an EUA with Better Building Finances.

Monitoring and evaluation

Council will monitor the effectiveness of the EUA program with regard to the greenhouse emissions saved, reduced electricity, gas or water consumption, and waste resource recovery, financial savings and the use of council resources.

As a result of Council joining the Covenant of Mayors for Climate and Energy, Council will move to the new greenhouse reporting arrangements under the Global Protocol for Community-scale greenhouse gas emissions. The greenhouse benefits of the EUA program will be reported annually through this new reporting framework.

OPTIONS FOR CONSIDERATION

1. Council could resolve not to support EUAs which would reflect current practices.
2. Council could resolve to support EUAs but to develop its own internal systems, processes and documentation to ensure the proposed works meet the legislative requirements.
3. Council could resolve to outsource to Sustainable Melbourne Fund the obligations of establishing an EUA and the associated processes and documentation.

Council's commitment to expedite action to restore a safe climate suggests the adoption of EUAs is an excellent fit with Council policy and Council ambition to double solar (18MW) in Darebin by 2021.

SMF has an established record of developing EUAs for 19 Councils in Victoria. Administration and risk would be simplified by engaging SMF to administer and deliver EUAs for Council. This would enable Council to use its limited resources to engage more directly with the business community to develop these opportunities which can be channelled through to SMF.

EUAs can potentially enable a significant amount of third party funds to support solar PV installations and energy and water efficiency upgrades. The leveraging of third party funds would complement Council's commitment to the delivery of the expanded Solar Saver program to residents and commercial businesses.

The risks of the parties defaulting on EUC are low due to Council, SMF and financial institution's due diligence processes. To date no party has defaulted on EUA payments.

It is acknowledged that the adoption of EUAs would place additional administration demands on the Revenue and Financial Accounting teams within Council. With low levels of uptake of EUAs, it is thought that these demands can be met within existing resources. If there is significant uptake of EUAs, the resource implications on the Revenue and Financial teams may need to be reviewed.

IMPLEMENTATION STRATEGY

Details

A new full time staff member will be appointed to support the installation of solar PV through the commercial business focus of the expanded Solar Saver program and the development of EUAs in Darebin.

Better Building Finance have staff to facilitate communication, marketing and assessment of applications. The Economic Development team and Energy and Adaptation teams would work in partnership in the development of the EUA offerings to businesses.

Communication

A communications and engagement plan will be developed subject to Council adoption of EUAs and SMF as the administrator of the program.

Timeline

It is proposed that EUAs be offered from 9 July 2018 onwards, with the support of the Sustainable Melbourne Fund.

RELATED DOCUMENTS**Attachments**

- Better Building Finance works with local government to drive growth within municipalities (**Appendix A**) [↓](#)

DISCLOSURE OF INTEREST

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.



BBF works with local governments to drive growth within municipalities

What is Environmental Upgrade Finance (EUF)?

It is a loan used to finance projects for renewable energy, energy and/or water savings and reduce waste.

How does it work?

There are three key stakeholders in an EUF project (Lender, Owner and Council), who enter into an Environmental Upgrade Agreement (EUA) to finance the project. Their roles are summarised as:

The Owner: to identify a project they want to undertake on their rateable land, apply for a loan, implement project and make loan repayments.

The Lender: to assess the risk of lending money to a borrower within the context of their secured interest declared on the land, the Environmental Upgrade Charge (EUC).

The Council: to register a security interest for the lender on the land in the form of declared EUC and collect the EUC as stipulated in the EUA and the Local Government Act.

How can EUAs benefit your council?

EUAs enable capital to go to projects, more importantly, it enables the following in your council region:

- Attracts investment and stimulates economic activity with private sector capital
- Creates affordable opportunities for business to address rising energy costs
- Prevents Capital Leakage from your community
- Contributes to emissions reductions for your community

What do we do?

BBF is your council's shared service provider. We provide our tested and propriety open market platform (BBF Platform) to enable councils to offer EUAs to communities through a simple and streamlined framework which is designed to meet the legislative requirements of EUAs.

Our aim is to create a standardised EUA market, making it easy for stakeholders across multiple jurisdictions to benefit from Environmental Upgrade Finance.



Our Services

Marketing & Awareness

- Dedicated website
- Knowledge sharing and capacity building
- Case studies for signed EUAs
- Marketing collateral
- Events and stakeholder engagement
- One on one engagement with stakeholders

Application processing & Contracts

- Processes, forms and templates
- Client liaison and assistance
- Assessing applications
- Creating EUA documentation for signing
- Project implementation monitoring

Reporting

- Quarterly EUA activity report
- Bi-annual project summary data
- Market data analysis



Why BBF?

We make the entire EUA process easy through the BBF Platform, with templated documentation, efficient and easy to implement processes. Our processes are designed to meet legislative requirements and have been refined over seven years to minimise risks to councils.

To avoid confusion, we're your single point of contact and act on your behalf to answer any questions from stakeholders. BBF is your preferred partner based upon our:

Proven track record

We've been providing shared services for Councils to offer EUAs for over 7 years, so we know exactly how to make EUAs work for your council.

Streamlined and fast approval process

The BBF Platform is a simple, proven and scalable way to grow investment in your municipality in a manner which business profitability can be raised and environmental benefits can accrue.

Low level of risk

The BBF Platform is designed to ensure legislative compliance, so you can be confident that we'll tick all the boxes and councils requirements will be met.

Low cost

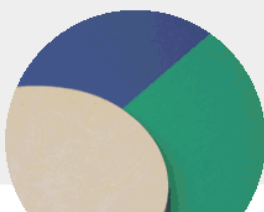
With functions outsourced to BBF, you don't have to worry about any extra costs.

Trusted brand

We are Australia's most trusted and experienced EUA shared service provider, so you can rely on us to do a great job.

Support from all levels of government

We are owned by Local Government, and supported by State and Federal Government.



Helping councils and local businesses alike, EUAs are paving the way to a greener future.
.....
Call Better Building Finance to get started on 03 9658 8740 or email info@betterbuildingfinance.com.au

**8.3 ENVIRONMENTALLY SUSTAINABLE DESIGN (ESD)
BUILDING POLICY****Author:** Environmentally Sustainable Development Officer**Reviewed By:** General Manager City Sustainability and Strategy

PURPOSE

To present the draft of the Darebin ESD Building policy (**Appendix A**) to Councillors prior to finalising the policy.

EXECUTIVE SUMMARY

The Darebin ESD Building Policy 2018 was written in response to the need for council to design and construct buildings that achieve a higher level of Environmental Sustainable Development (ESD) than the minimum requirements.

The policy enables Council to lead by example through its own building construction and management practices in responding to the Climate Emergency. The policy replaces the previous guidelines, with the aim of ensuring ESD is checked for compliance at all stages of the construction process.

To ensure this is implemented as built, ESD will be integrated into the Project Management Framework to become an embedded practice within the organisation. The goal is to create buildings that set an example by reducing energy, water, stormwater and waste, minimise harmful material use, encourage bike riding and maximise vegetation.

Recommendation

That Council:

- (1) Adopt the Darebin ESD Building Policy (Final version May 2018);
- (2) Note that the policy has been reviewed for alignment with the Climate Emergency Plan and the six Council goals 2017 – 2021;
- (3) Note that the policy sets a standard for Council buildings that is equal to or higher than what is expected of planning applicants in Darebin.

BACKGROUND / KEY INFORMATION**Background**

Council has a strong commitment to Environmentally Sustainable Development (ESD) reflected in the Council Plan goal that:

“We will be leaders in creating a sustainable city through local innovation projects that address climate change and facilitating sustainable development.”

Council allocated \$500,000 for ESD upgrades to Council buildings in the 2017/2018 Council budget. The attached draft Darebin ESD Building Policy (the Policy) builds on the previous 2009 internal ESD guidelines - *Darebin ESD Requirements - Sustainable Design for Council Buildings*. The Policy has been adapted following consultation with key stakeholders to ensure better ESD outcomes through consistent standards and aligning the ESD design process with the Project Management Framework.

Darebin has aimed to demonstrate leadership in ESD through its planning functions as a founding member of the Council for the Alliance for Sustainable Built Environment (CASBE). Since 2009 Darebin has been part of the Sustainable Design Assessment in the Planning Process (SDAPP). This involves requesting planning applicants to provide a Sustainable Management Plan (SMP) for developments of 1000sq.m/ 15 or more units or a Sustainable Design Assessment (SDA) for developments of 100sq.m to 5 to 15 units. In general the reports utilise the Built Environment Sustainable Scorecard (BESS) tool and STORM or MUSIC tools for stormwater with minimum scores prescribed. This approach has now been formalised with the adoption of GC42 Environmentally Sustainable Development (ESD) local planning policy, with the limit now applying to unit developments of 3 or more.

Issues

- The draft Policy (**Appendix A**) ensures that Council is imposing the same or better standards in Council projects as would be required by developers through ESD planning requirements. This is important for consistency and establishing Council's reputation as a leader in this area.
- The draft policy sets out ESD standards to be achieved based on project size and includes minimum requirements for all projects.
- An additional 4% project cost is recommended to be included in new capital works projects to meet required standards. This cost component will be reviewed at the project initiation document (PID) stage. This additional cost is expected to be returned over the life cycle of the building through reduced operating costs and greater comfort for building users.
- The newly endorsed Project Management Framework (PMF) has included processes and content that will embed ESD approaches into our project management practice.
- The recently adopted Procurement Policy includes reference to the requirements of the ESD Building Policy.
- The policy is recommended to be reviewed by internal stakeholders after a full year of implementation to fine tune standards, responsibilities and processes to ensure that we are achieving desired outcomes across the organisation.
- The draft policy applies to all building construction projects, major refurbishments and building maintenance works at Darebin City Council. The next step as part of the 2018 review is to develop the standards and process for upgrading existing Council buildings to achieve consistent ESD standards across the entire building portfolio.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

COMMUNICATIONS AND ENGAGEMENT

Consultation

An initial meeting with available Councillors was held in April 2017 and a councillor briefing in September 2017. The following internal stakeholders have been consulted during the development of the policy:

- Executive Management Team
- Leisure and Community Facilities
- Transport and Public Places
- Planning and Strategic Planning
- Major Projects Team
- Enterprise Portfolio Management Office (EPMO)
- Capital Works Team
- Facilities Team
- Environment team
- Darebin Environmental Reference Group

IMPLEMENTATION STRATEGY

Details

- Finalise policy for consideration of Council adoption July 2018.
- Implementation of policy.
- 2019 review of policy and incorporation of standards and process for upgrading existing Council buildings to achieve consistent ESD standards across the entire building portfolio.

Timeline

- Finalise policy for consideration of Council adoption July 2018

Attachments

- Darebin ESD Building Policy (**Appendix A**) [↓](#)

DISCLOSURE OF INTEREST

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.



Darebin ESD Building Policy

Sustainable Design for Council Buildings

Final version

May 2018

Review – April 2019





Darebin ESD Requirements

Sustainable Design for Council Buildings

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Acknowledgement

The Darebin ESD Officer would like to thank the staff of Darebin, Moreland, Yarra and Whittlesea councils and other stakeholders who supplied feedback into the development of this document.

Author: Janine Parker

Review: Libby Hynes

April 2018



1.1 Introduction

The purpose of this document is to facilitate the delivery Environmentally Sustainable Development (ESD) into all building design and construction projects, major refurbishments and building maintenance works at Darebin City Council.

Darebin is responsible for over 400 buildings and structures which are used by staff and community members. There is a continual need for upgrades and new buildings and the policy provides the opportunity to show that Darebin is committed to: ESD, eliminating our carbon footprint, reducing water use, pollution and waste, plus a range of other sustainable initiatives.

This document outlines Council's environmental goals and the responsibilities of project stakeholders in meeting those goals. The requirements of this document should be considered as early as possible in the project development to ensure that adequate funds are included in the budget.

1.2 Context and Key Council strategies

Sustainable development and addressing climate emergency are key goals proposed in the City of Darebin Council Plan (2017-2022). Council's Municipal Strategic Statement (MSS) sets the future direction for Council's decision making about land use planning and includes sustainability and natural environment as key elements, noting that sustainability is an overriding aim of Council's planning policies.

Council's Asset Management Policy 2017 states that Council will develop and implement environmentally sustainable asset management practices. Through the Asset Management Strategy 2015 – 2019 and Asset Management Plans Council will invest and manage assets consistent with this Policy.

Since 2009 Darebin has been part of the Sustainable Design Assessment in the Planning Process (SDAPP). This involves requesting planning applicants to provide a Sustainable Management Plan (SMP) for developments of 1000sq.m/ 15 or more units or a Sustainable Design Assessment (SDA) for developments of 100sq.m to 5 to 15 units. In general the reports utilise the Built Environment Sustainable Scorecard (BESS) tool and STORM or MUSIC tools for stormwater. The Ten Key Sustainable Building categories must also be addressed and include:

1. Indoor Environment Quality
2. Energy Efficiency
3. Water Efficiency
4. Stormwater Management
5. Building Materials
6. Transport
7. Waste Management
8. Urban Ecology
9. Innovation
10. Construction and Building Management



The improved outcomes in developments for daylight, ventilation, water, etc. have been substantial since the implementation of this process.

The *Darebin Environment Policy* states that Darebin Council will aim for its own operations to be ecologically, socially and economically sustainable and that it will promote sustainability within the Darebin community and further afield.

Environmental targets and management actions are developed in the following key Darebin strategies:

- Climate Emergency Plan 2017 - 2022
- Waste and Litter Strategy 2015-2025
- Watershed: Towards a Water Sensitive Darebin Whole of Water Cycle Management Strategy 2015-2025
- Environmental Purchasing Code;
- Natural Heritage Strategy 2015 - 2025
- Transport Strategy (and components);
- Open Space Strategy.
- Green Business Attraction Strategy (2012 – 2017)
- Green Streets Streetscape Strategy (2012 – 2020)
- Heatwave Strategy
- Urban Forest Strategy (2013 – 2028)
- Darebin Public Toilet Strategy

This policy is an opportunity for the council to further demonstrate the benefits of ESD through leading by example and to lead the way to even higher levels of sustainable buildings.

1.3 Objectives and Benefits

Darebin Council wants to demonstrate best practice and the objectives of this policy are:

- To meet environmental goals and targets.
- To demonstrate corporate responsibility and leadership to the community
- To reduce annual operating costs by consuming less energy and water and generating fewer emissions.
- Future proofing councils assets against climate change and rising costs of utilities
- Ensuring healthy indoor environments and improved comfort levels which can lead to increased occupant productivity and reduced absenteeism.
- To reduce water use and achieve best practice stormwater outcomes.
- To ensure waste avoidance, reuse and recycling during demolition and construction.

While the Building Code of Australia has existing energy and water conservation measures in place they are minimum requirements to eliminate worst practice. The BCA also doesn't cover many aspects of sustainable design such as materials and stormwater pollution.



ESD techniques and practices are constantly changing and current best practices have advanced considerably in recent years. A 2013 study by the Green Building Council (GBCA) titled 'The value of Green Star: A decade of environmental benefits of 428 Green Star certified projects compared to standard minimum practice benchmarks' estimates that they achieve:

- 66% less electricity than average Australian buildings
- Produce 62% fewer Greenhouse gas emissions than average Australian buildings.
- Use 51% less potable water than average buildings
- Recycled 96% of their construction and demolition waste compared to 58% for an average building

Benefits for employers and employees include:

- An average of 2.88 fewer sick days
- Boost in office worker productivity by 15%

1.4 Managing Costs of Green Buildings

Different building project types vary in what level of sustainability can be achieved. As ESD is to be discussed at the Project Initiation Document (PID) phase as part of the Project Management Framework there will be time to scope out what ESD objectives could be incorporated and a suitable budget allocated. This will assist in ensuring that best practice sustainability objectives are achieved.

There are many trends that are making ESD easier to achieve/justify due to a range of factors. These include:

- Energy and water prices increasing faster than inflation;
- Lowering of capital cost of ESD technologies such as solar photo voltaic panels, battery storage and water tanks.
- Increases in competition making ESD products and services more mainstream and affordable.
- Aging and outdated energy infrastructure that is costing too much to operate.
- Greater expectations from the community to design and build sustainable buildings.

Many aspects of good ESD design, such as designing compact buildings with good solar orientation and improved insulation, will have minimal or even positive capital and operational cost implications.

Research undertaken by the Green Building Council of Australia (GBCA) in 2016 of Green Star rated buildings revealed that Green Star projects can be delivered for less than 1% of the overall project budget. On average developers/ building owners are spending an additional:

- 1.5% to achieve 4 Stars at average \$3,020 per square metre
- 2.7% to achieve a 5 stars at \$3,536 per square metre
- 3.2% to achieve 6 stars at \$4,588 per square metre

Initial investment in ESD will be returned through cost savings from building operation, management, the reduction in greenhouse gas emissions and stormwater pollution. Green Star case studies have shown the following savings:



Melton Library and learning Hub – Melton City Council (VIC) achieved a 5 Star Green Star – Public Building Design and As Built Rating. The project has achieved annual utility cost savings of \$23,700 for gas and \$5,000 for water compared to non-Green Star buildings.

Council Administration Building – Wollongong City Council (NSW) achieved a Green star Performance rating. A range of initiatives were implemented that have reduced energy consumption by 54.6% and water by 85%.¹

Based on the above factors Darebin Council will incorporate a 4% contingency (ESD budget) additional to the capital project cost to ensure ESD requirements are adequately accounted for at the concept and planning stage. As part of the Project Management Framework (see Appendix A) ESD will be discussed and signed off at the Project Initiation Document (PID) stage, and during this process the percentage may be lowered or raised depending on the range of ESD initiatives that can be practically incorporated into the project. Please note that for smaller and plant specific projects (such as HVAC upgrades) the percentage will need to be increased. For larger buildings of \$10 million onwards that require a Green Star rating, the ESD budget and ESD initiatives must be established at the PID stage before the project can continue.

The ESD budget will not be used for standard project compliance with the Building code or energy efficiency requirements of the National Construction Code (NCC). This will be ensured by establishing ESD gateways into the Project Management Framework.

1.5 Project Management Framework and ESD gateways

To ensure ESD is incorporated into capital works and major projects, phase gates will be set into the Project Management Framework. The PID stage will establish what ESD strategies and technologies will be incorporated into the project and allocate a suitable budget. A SMP/SDA or checklist of the ESD Minimum requirements will be discussed with the ESD Officer and other relevant stakeholders at the PID stage and then checked throughout the project. This will be provided to the Project manager. Further information is available in Appendix A on page 20.

1.6 ESD rating tools

The following rating tools have been incorporated into this policy.

Built Environment Sustainability Scorecard (BESS)

BESS is an assessment tool created by local governments in Victoria. It demonstrates how a proposed development incorporates sustainable design at the planning permit stage. It is easy to use and free of charge to applicants. It can assess residential, non-residential and mixed use developments. Darebin has expected planning applicants of 5 or more units or 100sq.m plus for non-residential, to use the BESS tool since 2016 and prior to this, the STEPS and SDS tools since 2007. It measures and assesses ESD in nine categories; Management, Energy, Water, Stormwater, IEQ, Transport, Waste, Urban Ecology, Innovation. <http://www.bess.net.au/>

Green Star

Green Star is a voluntary sustainability rating system for buildings in Australia. It was launched

¹ <http://new.gbca.org.au/showcase/projects/wollongong-city-council-administration-building/>



in 2003 by the **Green Building Council of Australia (GBCA)**. The **Green Star** rating system assesses the sustainability of projects at all stages of the built environment life cycle. There are four tools available – Communities, Design and as Built, Interiors and Performance. Green Star benchmarks projects against the nine categories of: Management; Indoor Environment Quality; Energy; Transport; Water; Materials; Land Use & Ecology; Emissions and Innovation.

NABERS

National Australian Built Environment Rating System (NABERS) is a performance-based rating system for existing offices, hotels, shopping centres and data centres. It measures the energy efficiency, water usage, waste management and indoor environment quality of an existing building and provides a star rating based on this data. A building must be operational and occupied for at least 12 months prior to an assessment. NABERS has limited scope for application to council buildings except for the office tool. Where it is applicable a 4.5 to 5 star rating should be targeted.

STORM

Stormwater Treatment Objective Relative Measure (STORM) calculator measures if best practice stormwater objectives have been met by measuring the projected reduction in nitrogen pollution. 100% in STORM = 45% reduction in nitrogen. The general public can use the STORM calculator to design stormwater treatment systems for small residential, commercial and industrial developments, ensuring they achieve the stormwater treatment objectives required by state and local government planning provisions. It is easy and free to use, however its use should be limited to sites that only have one or separate stormwater treatment systems. See <http://storm.melbournewater.com.au>

MUSIC

Model for Urban Stormwater Improvement Conceptualisation (MUSIC) can model a wide range of treatment devices to find the best way to capture and reuse stormwater runoff, remove its contaminants, and reduce the frequency of runoff. MUSIC helps you to evaluate these treatment devices until the best combination of cost, hydrology and water quality improvement is achieved. MUSIC is an easy to use modelling tool for both simple and highly complex urban stormwater systems using water sensitive urban design (WSUD). It can simulate urban stormwater systems ranging from a suburban block up to a whole suburb or town (0.01 km² to 100km²). MUSIC is more sophisticated than STORM, allowing you to adjust many design dimensions and model a series of treatments, called a treatment train. The objective is to achieve the CSIRO Urban Stormwater Best practice Environment Guidelines which are Suspended solids – 80% reduction, Total phosphorous (TP) 45% reduction, Total nitrogen (TN) 45% reduction, Litter 70% reduction.



2.1 ESD policy statement

Building Type	Council Building Examples	ESD standard to be used	Process and Review
Major new building All new major building works with a total design and construction value of \$10M or more (GST exc)	Libraries, Aquatic Recreation centres Sports Stadiums, Offices /Town halls Larger Community Centres, Arts and entertainment centres	SMP with certified Green Star 5 star rating as a minimum. A 6 star rating may be considered on an individual project basis. Independent ICA must be included as one of the Green Star credits. 100% on STORM tool or equivalent in MUSIC tool. NABERS assessments where applicable - Energy 5 stars and Water 5 stars	<ul style="list-style-type: none"> Initial internal review including ESD Officer and Energy Projects Officer. Council appointed Independent Commissioning Agent (ICA) and external ESD Consultant with architect
Major upgrade Major upgrade to an existing building with a total design and construction value of \$1M or more to \$10M (GST exc)	Upgrade to buildings listed above	SMP with Green Star 5 Star certified or targeted rating or SMP BESS assessment minimum 60% score. 100% on STORM tool or equivalent in MUSIC tool. NABERS assessments where applicable with minimum Energy 5 stars and Water 5 stars.	<ul style="list-style-type: none"> Initial internal review prior to designer being appointed on ESD to be considered and included with ESD Officer, Energy Projects Officer and Facilities Maintenance Team External ESD Consultant with architect
Medium new building Valued at \$1M to \$10M (GST exc)	Pavilions, Childcare and maternal and child health centres Aged Care/senior citizens centres Neighbourhood Houses, Community centres/halls	SMP Green Star 5 Star certified or targeted rating or SMP with BESS assessment minimum 60% score 100% on STORM tool or equivalent in MUSIC tool	<ul style="list-style-type: none"> Initial internal review including ESD Officer, Energy Projects Officer and Facilities Maintenance Team External ESD Consultant with architect
Medium upgrade/ extension from \$200,000 to \$1M (GST Exc)	Toilets and Small Pavilions Kiosks / Ticket Boxes Depot buildings & Larger Sheds	SMP or SDA with BESS tool minimum score 55% 100% on STORM tool or equivalent where applicable.	<ul style="list-style-type: none"> Internal review including ESD Officer, Energy Projects Officer and Facilities Management team
Minor refurbishment or end of life replacements \$200,000 to \$1M (GST Exc)	Plant and equipment replacement, building maintenance, ESD retrofits	SMP or SDA with BESS tool minimum score 55% 100% on STORM tool or equivalent where applicable.	Internal Review including ESD Officer, Energy Projects Officer and Facilities Management team



Building Type	Council Building Examples	ESD standard to be used	Process and Review
Minor works and maintenance up to \$200,000 (GST Exc)	Retrofit of plant or building	Use <i>Council ESD minimum requirements</i>	Internal Review
Facilities Management Service Contracts	All buildings and structures. Contracts must specify minimum standards for procured products and services where applicable.	Use <i>Council ESD minimum requirements</i>	Internal Review Facilities Management team
Demolition		Minimum 70% to be recycled or reused.	Internal review
Other structures	Sail and shade structures, Stores / Sheds, Shelters, BBQ	Use <i>Council ESD minimum requirements</i>	Internal Review

2.2 Roles and responsibilities

Project management framework		
Project	REQUIREMENT	RESPONSIBILITY
Concept and planning		
Project Initiation Document (PID)	Determine the appropriate sustainability requirements (section 2.4) and other project specific sustainability initiatives and describe in project brief	Project management team and ESD Officer
Functional brief	Include the Sustainable Design Policy under Design Considerations	Project management team
Consultation and design		
Phase 1 - Planning and concept design	Include the SMP or SDA in the concept Design Tender Brief	Project management team ESD Officer
	Discuss ESD expectations with the appointed architect/designer at the beginning of the design process	Project management team and ESD Officer Energy Projects Officer
	Preliminary ESD report to be submitted by the Architect with final concept designs	ESD officer to sign off
Phase 2 – Design development	Ensure all ESD specification are included in the Architectural brief and tender, as determined in step 1 and included in this guide	Project management team



	Experience in Sustainable Building design is a tender criteria. For large projects the ESD officer and ESD consultant to be included in the team.	Project management team and ESD Officer
	Design decisions affecting the ESD result to be quantified and discussed with the project team during the process. Include ESD officer in on gong meetings. <u>For Major New builds Only:</u> ICA to provide technical advice on design decisions affecting ESD outcomes	Project management team ESD Officer
	Final ESD report to be submitted by the architect and ESD consultant <u>For Major New builds Only:</u> ICA to review and provide advice relating to ESD Report	ESD officer and Energy Projects Officer
Procurement and construction		
	Any project changes or substitutions affecting the ESD result to be discussed and quantified by Project control group/ ESD Officer.	Project management team
Documentation and tendering	Any project changes or substitutions affecting the ESD result to be discussed and quantified by Project control group/ ESD Officer/ Energy Project Officer.	Project management team ESD Officer Energy Project Officer
Tender evaluation	All construction projects will include environmental management and/or performance as part of the evaluation criteria. All tenders will be required to include an Environmental Management Plan which will contain as a minimum measures taken to control: stormwater protection; waste and litter management; flora and fauna protection; dust management and noise and vibration;	Project management team
Construction	Building site manager checks to ensure builder compliance with ESD requirements and Environmental Management Plan Any project changes or substitutions affecting the ESD result to be discussed and quantified by Project control group/ ESD Officer.	Project management team ESD Officer
	<u>For Major New builds Only:</u> ICA to review and provide advice relating to ESD compliance	Project management team ESD Officer
Practical completion	Ensure all ESD requirements are achieved by builder before granting practical completion. Any project changes or substitutions affecting the ESD result to be discussed and quantified by Project control group/ ESD Officer.	Project management team ESD officer and Energy Projects Officer



	For Major New builds Only: ICA to review and provide advice relating to ESD, and to provide recommendation for Practical completion	Project management team ESD officer and Energy Projects Officer
Management	Building Users Guide prepared by architect, builder, environment team and Facilities Management team and occupant training where required. Maintenance team requirements for review to start	Environment team Facilities Management team
Warranties	Ensure all warranties are obtained for all ESD components.	Project management team
Handover	Handover documentation to include site specific ESD manual referencing design documents. Ensure all ESD related equipment is working to the highest efficiency.	Project management team Facilities Management team
	For Major New builds Only: ICA to review all documentation and provide recommendation for Handover	Project management team ESD Officer Energy projects officer
Handover and close		
Retention	ESD projects incorporating Monitoring & Verification requirements shall withhold retention monies until signed off.	Project management team. Facilities Management.
Post completion evaluation (6 to 12 months after occupancy)	Project architect or consultants or to provide summary report demonstrating energy and water use and any other relevant ESD targets has met predictions shown in the SMP/SDA and Building users guide (BUG).	Environment team and / or Facilities Management
Building tuning	Checks of systems every quarter at a minimum	Facilities Management
Benefits and realisation		
Case study/ lessons learnt	Case study projects to be documented and put on the Darebin website and provided to Capital Works and Major Projects staff and ESD Officer for future reference, updates to policy, etc. Include any impacts on sustainability performance. Develop a shared list of all ESD items in council buildings for all staff and the community.	Environment team Project manager Facilities management



2.3 – DAREBIN ESD MINIMUM REQUIREMENTS

The ESD minimum requirements outlined below apply as relevant to the mandated scope of works, to all major projects, capital works and building maintenance works. These should be discussed with the ESD Officer and Energy Projects Officer to check which items are feasible for the scope of works. All internal projects will apply this policy from project conception to ensure that initial project scope and budget preparation includes these minimum requirements.

MANAGEMENT			Y/N	Comments
M1	Commissioning Report	<ul style="list-style-type: none"> Where an Independent Commissioning Agent is engaged (an ICA is required for all Major projects), prior to practical completion of any project a commissioning report from the Independent Commissioning Agent must be provided confirming that the specified ESD minimum requirements have been implemented and that systems are performing in accordance with the design intent. 		
M2	Equipment	<ul style="list-style-type: none"> Ensure all equipment such as Building Management System (BMS), HVAC, water tanks, solar panels are maintained and checked to run at peak efficiency with regular check-ups. 		

BUILDING FABRIC			Y/N	Comments
BF 1	Walls, Roofs, Floors, Glazing	<ul style="list-style-type: none"> Entire building envelope insulation R-value to be 25% above BCA requirements, or meet the following R-values: <ul style="list-style-type: none"> Walls R 2.25 minimum Ceilings/ roof R 5. (Upper roof surface solar absorbance value to be not more than 0.4) Floor R2 minimum Vertical edge of any slab on ground R1.25 Refer to : http://icanz.org.au/wp-content/uploads/2013/04/17132_ICANZ_ThermalPerformance.pdf Independent of R-value requirements all external walls, roofs and lightweight floors must have an approved radiant barrier (i.e. Reflective Foil Laminate) 		



		<p>installed that has a NCC (National Construction Code) or a NFPA (National Fire Protection Association) flammability rating.</p> <ul style="list-style-type: none"> • Retrofit insulation wherever possible into renovations and extensions. • All new or replacement glazing in areas with active heating and cooling to be double or triple glazed and have glazing specifications of total system (including frames) to be 10% above BCA glazing calculator compliance, or meet the following two requirements: <ul style="list-style-type: none"> – Glazing systems with a maximum (total system) U-value of 2.8. – Glazing systems with a minimum visual light transmittance of 0.66. • For new buildings and renovations/extensions over 1000 sq.m, JV3 modelling should be undertaken to demonstrate a 25% improvement against the reference building. 		
BF 3	Daylight, shading and windows	<ul style="list-style-type: none"> • Maximise the use of natural light and use passive design principles. • Provide adequate daylight for all spaces. If areas appear to have limited daylight demonstrate a mean daylight factor of at least 2% through modelling or through Daylighting Rules of Thumb by Harvard University or Green Star Daylight Hand Calculation Guide. • Provide fixed or adjustable external shading - generally fixed to north and adjustable to all other orientations. Shading should prevent all direct sunlight entering the building through glazing between the end of October to the end of March between the hours of 9am and 7pm. A shading analysis should be provided to demonstrate compliance. 		
BF 4	Building Sealing	<p>Building Sealing is a requirement under BCA Section J3 Building Sealing.</p> <ul style="list-style-type: none"> • All windows and doors sealed and weather-stripped. • All exhaust fans to be fitted with self-sealing dampers. • Thermal bridging to be avoided 		



Heating Ventilation and Air Conditioning (HVAC)		Y/N	Comments
H1	Natural ventilation and passive cooling		
H2	Passive heating		
H3	HVAC Technology		
H4	Economy features		



H5	Reverse cycle systems	<ul style="list-style-type: none"> • New or replacement systems to be highest energy star rating available for size (kW) and system required. 		
H6	Control Systems	<ul style="list-style-type: none"> • All HVAC changes to include control strategies that demonstrate and follow the load of the building in conjunction with ambient conditions. To be included but not limited to; pump speeds, CO2 sensor limits and thresholds, staging according to conditions. • All systems to utilise variable supply based on occupancy using CO2 monitoring and/or occupancy detection for zone ventilation control. This includes PIR for splits, fan coils, AHU's or VAV's (Projects that do not meet this requirement to submit to Energy projects Officer for approval) • Unitary controls – where systems employ unitary controls only, supplementary control shall be available for high level interface (HLI) to BMS or other systems as required. HLI shall be open protocol per relevant industry standards. • Building Management Systems (BMS) – Any BMS deployed to provide control and / or monitoring of equipment shall be capable of HLI to existing BMS used by council for supervisory control and data acquisition. 		

ENERGY		Y/ N	Comments	
E1	Renewable Energy Systems	<ul style="list-style-type: none"> • For new construction of buildings expected to consume less than 10 MWh/ year (e.g. toilet blocks): To be designed to be energy independent with their own renewable energy source (solar PV and backup). Project executive may delete from the specifications due to financial restraints, subject to a report being tabled documenting the initial and ongoing costs/ efficiencies comparisons based on expected energy use. • All other projects: Installation of a micro-generation renewable energy system to supply a minimum of 25% of annual building energy consumption is required, however where not practical or budget does not allow the Project Executive may delete from the specifications subject to a report being tabled documenting the initial and ongoing costs/ efficiencies comparisons. If solar PV system not feasible, design building to accommodate the installation of solar PV, batteries and battery management system that 		



		maximises solar irradiance at a future stage.		
E2	Separate metering	<ul style="list-style-type: none"> • Install separate metering and zoning for different tenants. 		

	Lighting		Y/N	Comments
L1	Technology	<ul style="list-style-type: none"> • LED technology exclusively for all lighting up to 500 watt input for single luminaires. • LED, Metal Halide (HID) or Induction Fluorescent technology: high output requirements above 500 watt input for single luminaires (typically outdoor area lighting and water activity.) 		
L2	Illumination	<ul style="list-style-type: none"> • Lighting illumination power density (IPD) target of no greater than 5 watts/sq. metre average across the building (indoor lighting). • Low upward light spill ratios (i.e. no deflected or up lighting unless agreed by project team and meets above target) with colour rendering index (CRI) 80 and above. • Design lux levels of between 240 minimum and 280 maximum for general lighting unless otherwise specified, combined with task lighting (e.g. desk lamps, directional spotlights, built in workstation lighting etc.) in specific areas when higher lux levels are required (indoor lighting). Lower lux levels (80) for corridors, walkways, store rooms, etc. • Australian Standards and NCC requirements must be complied with for lighting. 		
L3	Control systems	<ul style="list-style-type: none"> • Lighting control to be linked to building management systems (BMS) and/or security system. • Motion detectors in all areas with inconsistent use such as toilets, stores rooms, meeting rooms, etc. • Sensors to be positioned above the entry of the room facing the activity area. 		
L4	Other	<ul style="list-style-type: none"> • Design for easy access to change lights. • Factor in cost of changing light bulbs and maintenance when costing. 		



EQUIPMENT AND APPLIANCES FITOUT		Y/N	Comments
EA 1	Equipment Efficiency standards <ul style="list-style-type: none"> Refrigeration equipment to be designed so rejected heat can be expelled easily to outside or reused for heating within building. Only high energy efficient hand dryers utilising no heat, high air speed technologies along with air filters to promote hygiene are to be installed in toilets, bathrooms and change rooms. Paper towels and paper towel dispensers are not to be used unless hand dryers are considered to be unsuitable (with supporting evidence). Highest available energy efficient ventilation systems, extraction fans, etc. Equipment used in fit out to be within one star rating of best available technology for energy and water efficiency. i.e. fridge / freezer / dishwasher (5 star water rating and 4 star energy rating minimum) / oven / cook top / range hood/ hot water urns. Gas appliances to be avoided where possible. Install timers on tea and coffee boilers so they switch off over weekends and overnight. No urns to be used. Energy efficiency of appliances can be confirmed on the website www.appliancesonline.com.au with performance ratings based on information provided on the website www.energyrating.gov.au 		

HOT WATER		Y/N	Comments
HW1	Hot Water Technology <ul style="list-style-type: none"> Council has a preference for high efficiency heat pump electric hot water systems that can link to existing, new or future solar PV. Gas hot water should be avoided. Where gas boosted hot water is required this will be acceptable only with agreement by the Project Executive. https://www.rec-registry.gov.au/rec-registry/app/calculators/swh-stc-calculator Hot Water heat pump technology to have Coefficient of Performance (CoP) Ratio 85% or better than the most efficient equivalent capacity unit available. Hot water system gas boosters to be high efficiency and employ condensing technology at or greater than 96% net efficiency (including manifolded arrays where staged multiple units are required). Hot Water storage systems with integral natural gas boosting not to be used. 		



HW2	Pipe insulation	<ul style="list-style-type: none"> All hot water piping (flow and return) above 25mm Outside Diameter (OD) shall be insulated with pre formed sectional glass wool or polyester insulation or similar, having a maximum thermal conductivity of 0.036 W/m2.K at 20°C mean temperature. All exposed pipe work insulation shall be sheathed with 0.5mm thick zinc anneal sheet metal or approved equivalent. All sheathing shall be installed in a manner which resists entry of water and UV light. All hot water pipes (flow and return) 20mm Outside Diameter (OD) or less shall be fully insulated with Armaflex FR 13mm or approved equivalent. All exposed pipe work insulation shall be sheathed in a UV protective coating, i.e. foil tape or equivalent coating. All sheathing shall be installed in a manner which resists entry of water and UV light. <p>Note: Pre-lagged (Kemlag or Polytag) pipe not to be used.</p>		
HW3	Control Systems	<ul style="list-style-type: none"> Ring main hot water systems will include a digital time clock control mechanism that: <ul style="list-style-type: none"> + prevents hot water circulation during non-occupancy hours. + starts ring main at least one hour prior (or greater if required for occupational and health and safety requirements) to building occupancy to circulate any accumulated bacteria through 60 degree water to kill any legionella bacteria. Preference for connection to a Building Management System (BMS) or building security system. 		

WATER EFFICIENCY AND STORMWATER		Y/N	Comments
W1	Fixtures and fittings		
	Other		



W2	appliances	Water efficiency of appliances can be determined by using http://waterrating.gov.vic.au/consumers/index.html		
W3	Rainwater tanks	<ul style="list-style-type: none"> • Rainwater harvesting system to supply toilets, urinals, laundry, landscape irrigation, etc. Match roof capture area and tank size to expected use. The Tankulator tool (http://tankulator.ata.org.au/) can help size tanks appropriately to expected use. • Tanks to have adequate filtration when connected to internal uses. Gutter guards, first flush diverters, etc. need to be considered. 		
W4	Stormwater	<ul style="list-style-type: none"> • Achieve a minimum of 100% in the Melbourne water STORM tool (where applicable) or equivalent in the MUSIC tool. • Achieve at least 75% of car park hardstand area stormwater runoff to be treated by infiltration rain garden or other WSUD feature • Maximise permeable areas. 		

IEQ AND MATERIALS			Y/N	Comments
M1	Materials	<ul style="list-style-type: none"> • Select materials from ecospecifier, GECA or Green Star where possible http://www.ecospecifier.com.au/ http://www.geca.eco/ http://new.qbca.org.au/ • Consider the Life Cycle of all materials - select materials with a low embodied energy, that are durable, low maintenance, have a recycled content, that can be recycled, that have buy back schemes, etc. 		
M2	External surface finishes	<ul style="list-style-type: none"> • Light materials with Solar Reflectance Index (SRI) in accordance with the Green Star criteria for the heat island effect are to be used for roof and external facade to reduce urban heat island effect and reduce cooling load (Roofing material preference: Colorbond Coolmax or approved equivalent) 		
M3	Timber	<ul style="list-style-type: none"> • Where possible all timber used to be FSC (preferred) or PEFC certified or re-used/recycled. • The use of tropical hardwoods such as Merbau, Mirabow, Ipil, Kwila, Vesi are not permitted under any circumstances. 		



		<ul style="list-style-type: none"> All engineered wood products, including office furniture and fit outs to comply with E0 standard for formaldehyde levels. Where no E0 Product is readily available criteria within the Green Star Formaldehyde Minimisation credit can be applied. The use of laminated timber structural members (plantation) will be given precedence over native hardwood structural members. 		
M4	Poly Vinyl Chloride (PVC)	<ul style="list-style-type: none"> To reduce environmental and health impacts for building users, internal plastic materials (e.g. vinyl flooring and carpet underlays) should exclude PVC. Where PVC is used apply Best Practice Guidelines for PVC in the Built Environment by specifying eco-labels (e.g. Global-Mark Certified) that comply with the Green Star PVC credit. A Material Safety Data Sheet is a means of verifying that a product does not contain PVC. https://www.gbca.org.au/green-star/revised-green-star-pvc-credit/2716.htm 		
M5	Internal surfaces and finishes	<ul style="list-style-type: none"> Zero or Low Volatile Organic Compound (VOC) office furnishings, flooring and internal coatings (i.e. paints, adhesives and sealants) in accordance with the Green Star Rating Tool. Plasterboard with recycled content. 		
M6	Concrete	<ul style="list-style-type: none"> All concrete to have a recycled content and use recycled aggregate wherever possible 		
M7	Steel	<ul style="list-style-type: none"> Preference steel suppliers who meet the objectives of Green Star Rating tool i.e have a valid ISO 14001 Environmental Management System certificate and are a member of the World Steel Association (WSA) Climate Action program (CAP). Where possible use steelwork fabricators, steelwork processors and contractors that have signed up to the Environmental Sustainability charter of the Australian Steel Institute (ASI). http://steel.org.au/asi-committees/environmental-sustainability-charter/find-a-charter-member/ 		



TRANSPORT			Y/N	Comments
T1	Bike parking	<ul style="list-style-type: none"> Secure mix of on wall and on ground bicycle parking for staff and visitors in excess of planning scheme and/or to meet BESS Best practice. Covered bike parking wherever possible. Provide showers and change rooms for staff. Continuous and accessible travel to the bike parking area. 		
T2	Electric cars and bikes	<ul style="list-style-type: none"> Allowance for at least 2 single phase sub-circuits (40 Amp capacity) on switch board to allow for e - vehicle recharging for projects over \$5million that have a carpark. 		

WASTE AND RECYCLING			Y/N	Comments
W1	Demolition	<ul style="list-style-type: none"> Where building works require partial or complete demolition at least 70% (by weight) of all demolished materials will be recycled or reused with verification. The Green Star tool has a suitable method of assessing recycling of materials. 		
W2	Recycling	<ul style="list-style-type: none"> Design to maximise recycling inside with double or triple bins and outside with equal access for waste and recycling bins Provide space for green bins and compost bins. All lights to be recycled at the Council Office carpark or make arrangements for recycling on-site. 		



3.1 Monitoring and Reporting

An annual report for the previous financial year will be prepared for Council in October based on the following measures. This evaluation will also be included in the Benefits Realisation process for each project..

Performance measure	Target	Reporting Responsibility
<i>Percentage (%) of capital building projects undertaken during the financial year complying with policy</i>	100%	<i>Infrastructure and Capital Delivery Unit</i>
Performance of upgraded buildings against key environmental performance targets	<i>Reduced energy usage as a %</i> <i>Increased renewable energy in kW</i> <i>Reduced potable water usage in kL</i> <i>Increased Water harvesting/Reuse in kL</i> <i>CSIRO Urban Stormwater Best practice Guidelines have been met and demonstrated through the STORM or MUSIC tools.</i> <i>Sustainable transport infrastructure improvements (# of bike parks etc)</i>	<i>Environment and Sustainable Transport</i>
Waste	<i>Demolition projects achieve 70% of demolished materials recycled or reused.</i> <i>% Recycled content achieved in building materials (by weight)</i>	<i>Infrastructure and Capital Delivery Unit</i>

Exception reporting will occur throughout each project with project manager to liaise with ESD officer where outcomes are unable to be met.



Appendix A Capital Works Portfolio Management Framework



Project Initiation Document (PID) to have approved ESD budget or a minimum of 4% allocated for ESD.

SMP, SDA or ESD minimum requirements list to be checked by ESD officer and other relevant parties.

Architects, building designers, ESD consultants, builders to be approved for ESD experience and knowledge. Design development drawings to be checked by ESD Officer and other relevant parties to ensure all commitments included.

Consultants to be approved for experience with ESD. Working drawings and schedule documents to be checked to ensure all ESD items are included and sustainable procurement guidelines are followed.

All manuals for all systems and appliances, and schedules for maintenance to be given to Facilities Management and Building manager. Building Users Guide to be written by Environment team and given to occupants.

Project manager, Environment and Community Outcomes team and Facilities Management Team to review all benefits articulated in the approved PID 12 months after closure. Benefits and lessons of ESD items to be shared to all stakeholders.



Appendix B Glossary of Terms

BCA	Building Code of Australia
BESS	Built Environment Sustainability Scorecard (BESS) is an assessment tool created by local governments in Victoria. It shows how a proposed development demonstrates sustainable design at the planning permit stage. http://www.bess.net.au/
ESD	Environmental Sustainable Development
Ecospecifier	Sustainable materials and products database. http://www.ecospecifier.com.au/
GBCA	Green Building Council of Australia www.gbca.org.au
GECA	Good Environmental Choice Australia - Sustainable materials and products database. http://www.geca.eco/
GFA	Gross Floor Area – a measure of the size of a building
Green Star	Green Star building environmental rating system administered by the Green Building Council of Australia
HVAC	Heating, Ventilation And Cooling (building systems)
ICA	Independent Commissioning Agents role is to advise monitor and verify the running of building systems such as HVAC. They must be independent from the design and construction of the building.
kWh	Kilowatt Hour - a measure of electricity consumption
MWh	Megawatt Hour- a measure of 1,000 kWh of electricity consumption
MSS	Municipal Strategic Statement
MUSIC	Model for Urban Stormwater Improvement Conceptualisation – A tool that predicts the performance of stormwater quality management systems by measuring the predicted levels of pollution.
NABERS	National Australian Built Environment Rating System is a performance-based rating system for existing offices, hotels, shopping centres and data centres.
NCC	National Construction Code
OH&S	Occupational Health and Safety
PVC	Polyvinyl chloride is a common material used for plumbing pipes and electrical cables. The manufacture requires toxic chemicals and disposal is also toxic
R value	A measure of heat transfer that is used for insulation. The higher the R value the lower the heat loss from inside in winter and heat gain when hot outside.



SDA	Sustainable Design Assessment
SMP	Sustainable Management Plan
STORM	Stormwater Treatment objective relative measure calculator measures if best practice stormwater objectives have been met by measuring the projected reduction in nitrogen pollution. 100% in STORM = 45% reduction in nitrogen. See http://storm.melbournewater.com.au
U value	A measure of the heat transfer from inside to outside that is used for windows. Lower u value = less heat loss.
VOC	Volatile Organic Compounds
WELS	Water Efficiency Labelling Scheme – benchmarks water efficiency and applies a WELS star rating of 1 to 6 stars
WMP	Waste Management Plan
WSUD	Water Sensitive Urban Design

**8.4 ENDORSEMENT OF DAREBIN COMMUNITY AWARDS
ADVISORY COMMITTEE NEW MEMBERS****Author:** Manager Creative Culture and Events**Reviewed By:** General Manager Community

PURPOSE

The purpose of the paper is to seek Council's endorsement of the new committee members for the Darebin Community Awards Advisory Committee.

EXECUTIVE SUMMARY

An Expression of Interest process was undertaken for new sitting members of the Darebin Community Awards Advisory Committee for a two year term to 2019. This report summarises the expressions of interest received and recommends endorsement of submissions based on merit and capacity to fulfil the obligations of a committee member, as conveyed in the Terms of Reference endorsed by Council on 30 April 2018.

The committee will comprise:

- The Mayor of the day, to act as Chairperson
- Two applicants who are current Darebin Aboriginal Advisory Committee (DAAC) members
- A representative of the Darebin Ethnic Communities Council (DECC)
- Four Community Members
- A Council Officer (for administrative purposes)

This report is to advise Council of the people selected by the panel and seeks Council endorsement of new appointees to the Committee, the names of the proposed members are provided to Councillors separately as a confidential document (in accordance with Privacy Legislation).

Recommendation

That Council endorse the recommended committee members, as outlined in the attached **Appendix B**.

BACKGROUND / KEY INFORMATION

This report is following on from Council endorsement of the new Terms of Reference for the Advisory Committee, Notion of Motion No. 8.6 from the Council meeting held on 30 April 2018.

Previous Council Resolution

At its meeting held on 21 August 2017, Council resolved:

'That Council continues to recognise excellence and service in Darebin, renewed as the Darebin Community Awards, and to be awarded on a day other than January 26.'

COMMUNICATIONS AND ENGAGEMENT

Consultation

- Manager, Creative Culture and Events
- Arts Participation Coordinator
- Equity and Diversity Coordinator
- Aboriginal Contact Officer
- Civic Events and Engagement Officer

Communications

A communications plan was approved by the Communications Unit in December 2017.

Publicity and promotion of the awards commenced with a major mail out to all community organisations in Darebin and a media release with a key message from the Mayor, communicating that the awards were now open. Advertisements were also placed in local and state newspapers including CALD press media as advised by the Communications unit, national advertising in Koori Mail and radio carts on 3KND radio. A publicity campaign also ran on Council's social media channels. The communications plan was delivered in phases as follows:

Phase 1

Emphasis was placed on providing information on the five categories of the new Darebin Community Awards which includes the introduction of two new categories recognising and celebrating the achievements of Aboriginal and Torres Strait Islander people who live, work, study or volunteer in Darebin.

Submissions for nominations to the Darebin Community Awards close 31 July 2018.

Phase 2

Closing date reminders that nominations close on 31 July 2018.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 5 - Involving our diverse community

Additionally, the new Darebin Community Awards also aligns with Goal 2 – We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well, and Goal 6 – We will be a leading, modern, and open council to meet our challenges, now and in the future.

The review and revision of the Darebin Community Awards reflects and endorses these goals. The committee reflects the diversity of the Darebin community, which include diversity of age, ethnicity, gender, interest and experience and the new format of the awards supports Councils decision to present the awards on a day other than January 26.

Environmental Sustainability Considerations

There are no factors in this report which impact upon the environment, though it is noted that the Community Awards will be delivered in accordance with the Single Use Plastics Events Policy.

Equity, Inclusion and Wellbeing Considerations

Increasing the diversity of the Darebin Community Awards Advisory Committee will strengthen Council's human rights, equity and inclusion work by ensuring a broader diversity of voices and perspectives to guide Council's decision-making.

Cultural Considerations

The expression of interest for new committee members was open to all residents and community, with a concentrated focus on CALD and Indigenous media during the marketing call out.

Economic Development Considerations

There are no factors in this report which impact upon economic development.

Financial and Resource Implications

The Darebin Community Awards and the advertising and selection of new committee members will be delivered within current financial resources.

Legal and Risk Implications

There are no legal or risk implications.

DISCUSSION

There are two appendices attached to this report. Appendix A is the Terms of Reference for the new committee, endorsed by Council on 30 April and Appendix B is the recommended Darebin Community Awards Committee members.

OPTIONS FOR CONSIDERATION

No further options for consideration.

IMPLEMENTATION STRATEGY

Details

Communication

Upon Council endorsement of recommended committee members, successful and unsuccessful applications will be informed.

Timeline

- 3 July Successful applicants notified
- 11 July First scheduled meeting of the new selection committee
- 8 August Selection committee meeting and selection of winners
- 24 August Darebin Community Awards Presentation night

RELATED DOCUMENTS

- Darebin Community Awards Advisory Committee Terms of Reference
- Council Resolution to renew the Darebin Community Awards – 21 August 2017

Attachments

- Appendix A - Terms of Reference Darebin Community Awards Advisory Committee (**Appendix A**) [↓](#)
- Confidential Attachment - Recommended Darebin Community Awards Committee Members (**Appendix B**) Confidential - enclosed under separate cover

DISCLOSURE OF INTEREST

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.

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

Darebin Community Awards Advisory Committee Terms of Reference

Background

In August 21, 2017 as part of a Council resolution it was agreed that it was time to refresh and renew the current 26 January Awards and in collaboration with Aboriginal and Torres Strait Islander leaders to introduce new categories within the Awards that recognise and celebrate the achievements of Aboriginal and Torres Strait Islander people who live, work, study or volunteer in Darebin.

The Darebin Community Awards recognise the achievement of our community members who have made an outstanding contribution to the Darebin community, and the Awards serve to recognise our citizens. There are now five award categories:

1. Citizen of The Year
2. Young Citizen of the Year
3. Aboriginal & Torres Strait Islander Community Leader of the year
4. Aboriginal & Torres Strait Islander Emerging Community Leader of the year (Under 21 years)
5. Community Group of the Year

Terms of Reference

1. Purpose and Objectives of the Darebin Community Awards Advisory Group

The Committee may, through consensus, elect: not to select an award recipient in a particular category; and/or consider a nominee in a category other than that for which they have been nominated

2. Policy contexts

The revised Darebin Community Awards are aligned with Goal 5 of the Council Plan - Involving our diverse community and goal 5.3 We will be responsive and respectful to the current and emerging aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin, as well as the following policies and strategies:

- Aboriginal Action Plan 2012 – 2017 (Currently in review)
- Anti-Racism Strategy
- Equity and Inclusion Policy

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

Darebin Community Awards Advisory Committee

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

The Darebin Community Awards Advisory Committee will be made up of Councillors, Council Officers and a number of community representatives including two members of the Darebin Aboriginal Advisory Committee. The four community representatives are local residents appointed through an expression of interest process.

Council has established and appointed the Mayor as chair to the Darebin Community Awards Advisory Committee.

Awards are presented to recipients of the Darebin Community Awards at an event held at a Council venue during the month of August each year. Council staff will coordinate the presentation of the awards in conjunction with the Committee.

The Committee is expected to meet up to two to three times between March and August plus attend the Awards evening.

3. Membership of Darebin Community Awards Committee will consist of:

- The Mayor of the day, to act as the Chairperson
- Two members of the Darebin Aboriginal Advisory Committee (DAAC)
- A representative of the Darebin Ethnic Communities Council (DECC)
- Four Community Representatives
- One Council officer (for administration purposes only)

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

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

Role of Members:

Darebin Community Awards Advisory Committee members will fulfil their role by:

- Attending meetings and making a commitment to actively contribute to the activities of the Committee.

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

4. Method of Nomination

Nomination for appointments of community members and a representative of the Darebin Ethnic Communities Council for the Darebin Community Awards Advisory Committee will be through an expression of interest process which will then be reviewed by an internal Council selection panel. The process will be advertised widely through promotion in local newspapers and promotion on Council's website.

DACC members will be appointed by experience and longevity on advisement by the Aboriginal Contact Officer. To allow diversity in participation and taking into account the multiple responsibilities that Aboriginal people have to their cultural obligations both in their work roles and wider community responsibilities and to also acknowledge and value Aboriginal member's cultural knowledge, advice and guidance, the council will provide Aboriginal members with a sitting fee of \$60.00.

5. Terms of Appointments

Appointments to the committee will be for a period of two years. Three months prior to the end of the term, the Council's Civic Events and Engagement Officer will review appointments and a subsequent expression of interest process will be undertaken. Members will have the option to reapply for a further two years (once only).

- All appointments will be determined by Council.
- At least one meeting will be held once nominations close in order for the committee to review and select award recipients. If additional meetings are required, a suitable time will be scheduled with Committee members.
- Councillor representation is decided by Council
- Community members are two year appointments, with all members eligible to reapply for membership at the end of the two year term.
- Members can serve for a maximum of two consecutive terms

6. Meetings and Procedures

AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

VOTING

In selecting the award recipients, the Mayor and committee members have voting rights. In the event of an inequality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees. Council staff will provide support and advice to the Committee only and have NO voting rights.

- The Darebin Community Awards Committee will meet at Council's offices a minimum of once a year, with the possibility to organise additional meetings as required.

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

- Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a range of people across the municipality.
- Meeting will be held in the Council chambers (unless otherwise notified) and will be from 6.00pm to 8.00 pm (unless otherwise notified)
- Should a change in meeting room or time be required committee will be notified by Darebin Council staff
- Members unable to attend a scheduled meeting are required to notify the meeting organiser prior to the meeting taking place
- Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the Form should be forwarded to the Manager – Governance within 5 working days of the meeting.

7. Chairperson

The Mayor of the day will act as Chair of the Committee, guiding the meeting according to the agenda and the time available.

8. Officer support

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

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

9. Authority and Decision Making

The role of the Darebin Community Awards Committee is to review nominations and decide on the winners.

The Committee reviews nominations and makes a final decision on the winners – this decision is not put to Council. Reference and referee checks are conducted on all award winning members.

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

The decision of the Darebin Community Awards Committee is final and no correspondence will be entered into in regards to that decision.

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

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

10. Conduct of Committee members

Members will:

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

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting and addressed accordingly.

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

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

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

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

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

11. Induction

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

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

- Meeting schedule
- Terms of Reference
- Relevant Council Strategies
- Council Structure – including organisational chart and councillors
- Community Profile
- Membership list
- Officer contact details

12. Conflict of Interest

- 1.1. If a member believes they have a conflict of interest in a matter before the Reference Group, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting.
- 1.2. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter. Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed.

Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

8.5 BUNDOORA HOMESTEAD BOARD MEMBERSHIP**Author:** Manager Creative Culture and Events**Reviewed By:** General Manager Community

PURPOSE

To seek Council's endorsement of second term tenures for seven Bundoora Homestead Board of Management members and to appoint Cathy Henderson, General Manager Community, as the senior Council staff member to the Board.

EXECUTIVE SUMMARY

- The Bundoora Homestead Board of Management is a Section 86 Special Committee of the Local Government Act. The Charter (**Appendix A**) sets out the membership of the Board as three Councillors, one Council officer and between five and eleven external members.
- Eleven external (community) members were appointed by Council on 16 May 2016 for a two year term. The Charter provides for the opportunity for Council to extend membership terms for a further two years.
- Four community members resigned during or at the end of their first term.
- Seven community members would like to continue in their Board role for a further two years.
- This report seeks Council's endorsement of second term tenures for seven Bundoora Homestead Board of Management members and to appoint Cathy Henderson, General Manager Community, as the senior Council staff member to the Board.
- An Expression of Interest process will then be implemented to recruit four new Board members to the remaining community member spaces on the Board.

Recommendation

That Council:

- (1) Endorse Kirsten Mathews, Valentina Maxwell-Tansley, Kade McDonald, JD Mittman, Lyndel Wischer, Angela Bailey and Janette Lewis as members of the Bundoora Homestead Board of Management for a second two year term from 2 July 2018 to 1 July 2020.
 - (2) Endorse Cathy Henderson, General Manager Community, as a member of the Bundoora Homestead Board of Management to be reviewed at the Special Meeting of Council each year.
-

BACKGROUND / KEY INFORMATION

The Bundoora Homestead Board of Management is a Section 86 Special Committee of the Local Government Act. It is comprised of three Councillors, one General Manager and eleven community members as per the Charter at **Appendix A**.

The eleven community members were appointed to the Board on 16 May 2016 for a two year tenure. Their first term of tenure ended on 16 May 2018. Board members can be appointed to a second term at the discretion of Council.

Four community members resigned before or at the end of their first term. These members are Michael Brennan, Giacomina Pradolin, Alice Park and Christina Lew.

Seven community members have expressed a commitment to continue for a second term. These members are:

- Kirsten Matthews (current Chair)
- Valentina Maxwell-Tansley
- Kade McDonald
- JD Mittman
- Lyndel Wischer
- Angela Bailey
- Janette Lewis

The continuation of tenure for these Board members requires a Council resolution. It is recommended that the Board members noted are appointed to a second two-year term, as per the Charter, from the date of Council's resolution.

In relation to the remaining vacant positions on the board, the members above have identified skills gaps in the continuing membership. An Expression of Interest process will look to fill the four vacant community members' positions aligned to the following identified skills: Practising Accountant, Education, Heritage and Business Development.

It is recommended that the above listed Board members, once appointed for their second term, assist in the recruitment process with secretariat support provided by Council staff. A report to Council will be tabled following the recruitment process. An overview of applications and shortlist of candidate recommendations will be presented for decision.

Previous Council Resolution

At its 16 May 2016 meeting, Council resolved to:

- (1) *Adopt the revised Bundoora Homestead Board of Management Charter attached (Appendix A) with a change to point 2(1) to increase to the number of community members from eight to eleven.*
- (2) *Appoint Giacomina Pradolin, Valentina Maxwell-Tansley, Alice Park, Lyndal Wischer, Michael Brennan, Kirsten Mathews, Kade McDonald, Christina Lew, Janette Lewis, JD Mittman and Angela Bailey as community representatives to the Bundoora Homestead Board of Management for a 24 month period in alignment with the Charter.*

COMMUNICATIONS AND ENGAGEMENT

Consultation

Current Board members have been consulted on the expression of interest process to fill the remaining vacant positions.

Communications

A detailed communications plan for the recruitment of remaining members is being drafted with the assistance of the Communications team.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Bundoora Homestead Art Centre Operations Plan

Creative Darebin: Darebin Arts Strategy 2014-2020

Environmental Sustainability Considerations

This process mainly concerns communications rather than physical or operational requirements, because of this there are few environmental considerations.

All information for the forthcoming expression of interest process will be made available online, including the application form, thereby reducing the use of paper and ink.

Equity, Inclusion and Wellbeing Considerations

Current Board members are keen to diversify Board membership. Advertising will occur on 3ZZZ radio, Melbourne's culturally diverse radio station and 3KND, our local Indigenous broadcaster.

The Equity and Diversity team have been consulted on ways to attract appropriate applications from diverse community members and on ways to advertise or reach out to these groups. The team will support the Expression of Interest process to reach diverse community applicants.

Cultural Considerations

The process for the recruitment of the remaining community positions is being led by the Gallery Director at Bundoora Homestead Art Centre with the support of the Manager Creative Culture and Events and the General Manager Community Division.

Expert advice is also being providing by existing Board members of the Bundoora Homestead Board of Management and information will be shared with the Arts Ambassadors.

Economic Development Considerations

In terms of recruitment for the remaining community positions, Economic Development has been consulted on the best ways to provide access to this opportunity for local business people.

Financial and Resource Implications

The financial implications are within current budget.

Legal and Risk Implications

As the Bundoora Homestead Board of Management is a Section 86 Special Committee under the Local Government Act the Gallery Director has consulted with the Governance team on meeting all statutory requirements of recruitment to the Board. The Governance team have provided feedback that the Expression of Interest process proposed is appropriate.

DISCUSSION

Bundoora Homestead Board of Management is a Section 86 Special Committee under the Local Government Act and as such all appointments to the board must be endorsed by Council.

There are currently seven members of the Board who wish to take up the second term of their tenure and it is requested that Council approve these tenure extensions.

The Senior Officer position on the board also needs to be appointed.

If this report's recommendation is adopted by Council, there will be up to four vacant positions remaining on the Board and it is requested that Council note the Expression of Interest plan outlined in this report.

OPTIONS FOR CONSIDERATION

To reappoint seven community members for a second term to be able to meet the obligations of the Bundoora Homestead Board of Management as set out in the Charter.

To appoint the General Manager Community, to the Bundoora Homestead Board of Management as outlined in this report.

Council notes an Expression of Interest process to recruit four new community members.

IMPLEMENTATION STRATEGY

Details

For the recruitment of remaining positions on the Board, a Communications Plan will be implemented.

Collaboration with Governance, Economic Development and Equity and Diversity.

Implementation of Expression of Interest plan as outlined in this report and in the draft Communications Plan.

Communication

Key aspects of the Communication Plan include:

- Identification of key target audiences and key internal stakeholders
- Key Messages that outline the opportunity, the process, the aspirations of the Board, and legal/governance requirements for membership
- Risks and opportunities
- Advertising plan and timelines including Council channels and social media.

Timeline

The recruitment for remaining community positions on the Bundoora Homestead Board of Management is as follows:

- Council Briefing: 9 July – introduction of process for recruitment and continuing tenure
- Council Meeting: 13 August – introduction of process for recruitment and continuing tenure
- Campaign Start: 20 August – advertising and recruitment campaign for new members
- Campaign Finish: 9 September
- Council Meeting: 15 October – resolution to adopt new members

RELATED DOCUMENTS

- Nil

Attachments

- Bundoora Homestead Board of Management Charter (**Appendix A**) [↓](#)

DISCLOSURE OF INTEREST

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.



**Bundoora
Homestead
Art Centre**

BUNDOORA HOMESTEAD BOARD OF MANAGEMENT CHARTER

1 Purpose

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

2 Membership

- (1) Three Councillors, one Council Officer and a minimum of five and maximum of eleven external members.
- (2) The external members appointed by Council are to be natural persons with relevant skills, experience or expertise.
- (3) The external members are to be appointed for a two-year term with an option for a further two-year term at Council's discretion, the further term to expire at the conclusion of the Council term of office.
- (4) The members will nominate a Chairperson at the first meeting of each calendar year for a term of 12 months.
- (5) All Standing Committees of the Council are reviewed at a special meeting of the Council in November or December each year.

3 Quorum

- (1) Five Committee members.

4 Meeting Frequency

- (1) Quarterly, however additional meetings can be called if required.

5 Scope of Activity:

- (1) The objectives of the Committee are to:
 - (a) Ensure effective management of Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
 - (b) Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.



**Bundoora
Homestead
Art Centre**

- (c) Enable accessibility and foster an appreciation of the arts by all sections of the community.
 - (d) Celebrate through the Board's programs, the diverse cultures of the municipality of the City of Darebin.
 - (e) Enhance the position of the City of Darebin as a place proud to foster and assist with the appreciation and development of arts and cultural activities
 - (f) Facilitate and support community involvement in the program and operations of the Homestead.
 - (g) Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.
- (2) The responsibilities of the Committee are to:
- (a) Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre Business Plan.
 - (b) Adopt policies and strategies for Bundoora Homestead Art Centre.
 - (c) Overview financial operations of the Centre.
 - (d) Explore and obtain external funding contributions to Bundoora Homestead Art Centre through grants, sponsorships, gifts and donations.

6 Reporting

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

7 Delegated Authority

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

9. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS

Nil

10. NOTICES OF MOTION

Nil

11. REPORTS OF STANDING COMMITTEES

Nil

12. RECORDS OF ASSEMBLIES OF COUNCILLORS

12.1 ASSEMBLIES OF COUNCILLORS HELD

An Assembly of Councillors is defined in section 3 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:

- Aged Care Reforms Working Group – 14 May 2018
- Councillor Briefing Session – 4 June 2018
- Councillor Briefing Session – 5 June 2018
- DACC Meeting – 13 June 2018

Recommendation

That the record of the Assembly of Councillors held on 14 May and 4, 5 and 13 June 2018 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

Related Documents

- *Local Government Act 1989*

Attachments

- Assembly of Councillors - 2 July 2018 (**Appendix A**) [↓](#)



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Aged Care Reforms Working Group
	Date:	Monday 14 May 2018
	Location:	Conference Room, Darebin Civic Centre
PRESENT:	Councillors:	Cr Kim Le Cerf (Mayor), Cr. Susan Rennie Cr. Suzanne Newton, Cr. Steph Amir.
	Council Staff:	Cathy Henderson. Shadi Hanna
	Other:	
APOLOGIES:		

The Assembly commenced at 4.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Council Report - Age Friendly Darebin Review: Process for Decision-making and Response to Petition 1. Terms of Reference 2. Communications	No disclosures were made

ASSEMBLY OF COUNCILLORS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
2	Ideas Hack report	No disclosures were made
3	Northern Councils Market Sounding project	No disclosures were made
4	Commonwealth Contract Extension	No disclosures were made
5	Future meeting	No disclosures were made

The Assembly concluded at 5.00 pm

RECORD COMPLETED BY:	Officer Name:	Shadi Hanna
	Officer Title:	Manager Aged and Disability



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	Monday 4 June 2018
	Location:	Council Chambers, Darebin Civic Centre
PRESENT:	Councillors:	Cr Kim Le Cerf (Mayor), Cr Lina Messina, Cr Gaetano Greco (arrived 6pm), Cr Steph Amir, Cr Susanne Newton, Cr Susan Rennie, Cr Trent McCarthy (arrived 6pm), Cr Tim Laurence (arrived 7.10pm)
	Council Staff:	Sue Wilkinson, Rachel Ollivier, Cathy Henderson, Vito Albicini, Ingrid Bishop, Melinda Viksne, Allan Cochrane, John Limbach & Darren Rudd
	Other:	Nil
APOLOGIES:		Cr Julie Williams

The Assembly commenced at 5.45 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Planning Committee Briefing (5.45pm – 5.55pm) 1 agenda item	No disclosures or interests declared
2.	5 minute break	
2	Discussion of the submissions received to the Proposed Budget 2018/19 (6pm) <ul style="list-style-type: none"> • Submissions received • Officer recommendations regarding the submissions received 	Submission 47.0 – Mayer Park – Cr Tim Laurence declared a conflict of interest by close association and left the meeting at 8.45pm while this item was discussed and returned at 8.50pm after the discussion of this item concluded.

The Assembly concluded at 10.05 pm

Assembly of Councillors – Councillor Briefing Session

4 June 2018

RECORD COMPLETED BY:	Officer Name:	Allan Cochrane
	Officer Title:	Manager Finance



ASSEMBLY OF COUNCILLORS PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Councillor Briefing Session
	Date:	5 June 2018
	Location:	Council Chamber, Darebin Civic Centre
PRESENT:	Councillors:	Councillors Kim Le Cerf (Mayor), Lina Messina (Deputy Mayor), Susan Rennie, Gaetano Greco, Steph Amir, Susanne Newton, Trent McCarthy (via phone until 6.57 pm)
	Council Staff:	Sue Wilkinson, Cathy Henderson, Vito Albicini
	Other:	
APOLOGIES:		Crs Julie Williams & Tim Laurence

The Assembly commenced at 6.08 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	State Election Advocacy Including <ul style="list-style-type: none"> • Public Transport • Recreation Facilities • Preston Market 	No Disclosures

The Assembly concluded at 7.25 pm

RECORD COMPLETED BY:	Officer Name:	Sue Wilkinson
	Officer Title:	Chief Executive Officer



ASSEMBLY OF COUNCILLORS

PUBLIC RECORD

ASSEMBLY DETAILS:	Title:	Darebin Aboriginal Advisory Committee
	Date:	Wednesday 13 June 2018
	Location:	Council Chambers, 350 High Street, Preston
PRESENT:	Councillors:	Cr. Susan Rennie Cr. Susanne Newton
	Council Staff:	CEO - Sue Wilkinson, Mandy Bathgate, Stuart McFarlane, Marie Dugan, Bronwyn Ryan-Mercer, Kobi Austin, Jemima Potter
	Other:	Members of the Darebin Aboriginal Advisory Committee Ellie Jean Singh, Carol Harrison, Charles Pakana, Jenaya Kastamonitis
APOLOGIES:		Terry Mason(DAAC), Alan Brown(DAAC), Cr. Gaetano Greco, Erica Higgins(DAAC)

The Assembly commenced at 4.00 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	Agenda	No disclosures were made
1	Aboriginal protocols, Aboriginal action plan update and Council rooms - Naming in Woiwurung language	
2	Darebin Aboriginal and Torres Strait Islander Employment Strategy update.	
3	Introduction of CEO Sue Wilkinson to DAAC members	
4	Facilitated planning session for 1 st September Darebin wide community event – 'Celebration of World's Oldest Living Culture' – 'Wattle Day'	

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5	Meeting Close	No disclosures were made

The Assembly concluded at 6.00 pm

RECORD COMPLETED BY:	Officer Name:	Stuart McFarlane
	Officer Title:	Aboriginal Contact Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Unit within 3 working days for inclusion in a register available for public inspection.

13. REPORTS BY MAYOR AND COUNCILLORS

Recommendation

That Council note the Reports by Mayor and Councillors.

14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

15. CLOSE OF MEETING