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# AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 24 July 2023 at 6.00pm.

**This Council Meeting will be held in the Council Chamber, 350 High Street, Preston.**

**This meeting is a scheduled hybrid meeting, at which both Councillors and members of the public may participate either in person or virtually.**

**The meeting will be livestreamed and may be accessed from Councils website [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au).**

Persons wishing to submit a 'Public Question' may do so online by 12.00 noon on the day of the meeting via the Question and Submissions form.



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

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land we now call Darebin and pays respect to their Elders, past, present and emerging.

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

These are the Minutes for the Council Meeting. For assistance with any of the items in the minutes, please telephone 8470 8888.

### Arabic

هذه هي محاضر اجتماع المجلس. للحصول على المساعدة في أي من البنود في المحاضر، يرجى الاتصال بالهاتف 8470 8888.

### Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

### Greek

Αυτά είναι τα Πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα στα πρακτικά, παρακαλείστε να καλέσετε το 8470 8888.

### Hindi

ये काउंसिल की बैठक का सारांश है। सारांश के किसी भी आइटम में सहायता के लिए, कृपया 8470 8888 पर टेलीफोन करें।

### Italian

Questo è il verbale della riunione del Comune. Per assistenza con qualsiasi punto del verbale, si prega di chiamare il numero 8470 8888.

### Macedonian

Ова е Записникот од состанокот на Општинскиот одбор. За помош во врска со која и да било точка од записникот, ве молиме телефонирајте на 8470 8888.

### Nepali

यी परिषद्को बैठकका माइन्युटहरू हुन्। माइन्युटका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

### Punjabi

ਇਹ ਕੌਂਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਹੈ। ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਵਿਚਲੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

### Somali

Kuwaani waa qodobadii lagaga wada hadlay Fadhiga Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriiir 8470 8888.

### Spanish

Estas son las Actas de la Reunión del Concejo. Para recibir ayuda acerca de algún tema de las actas, llame al teléfono 8470 8888.

### Urdu

یہ کاؤنسل کی میٹنگ کا ایجنڈا ہے۔ ایجنڈے کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

### Vietnamese

Đây là những Biên bản Họp Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong biên bản họp, xin quý vị gọi điện thoại số 8470 8888.

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# Agenda

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## 1. OPENING OF MEETING AND MEMBERSHIP

Cr. Julie Williams (Mayor) (Chairperson)  
Cr. Susanne Newton (Deputy Mayor)  
Cr. Emily Dimitriadis  
Cr. Gaetano Greco  
Cr. Tom Hannan  
Cr. Tim Laurence  
Cr. Trent McCarthy  
Cr. Lina Messina  
Cr. Susan Rennie

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

## 3. APOLOGIES

## 4. DISCLOSURES OF CONFLICTS OF INTEREST

## 5. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
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**That** the Minutes of the Council Meeting held on 26 June 2023 be confirmed as a correct record of business transacted.

## 6. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

## 7. 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 three (3) questions at an Ordinary Council meeting. Members of the public wishing to ask a question must register their question using the Questions and Submission Time Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and **no questions will be taken from people *in attendance* on the night of the Council Meeting.**

In accordance with the Council Governance Rules 2020, the Chairperson may disallow a question if it:

- a) relates to a matter outside the duties, functions or powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c) may lead to a breach of Council's statutory obligations;
- d) relates to a Notice of Motion, Petition or item of urgent business;
- e) deals with a subject matter already answered;
- f) is aimed at embarrassing a Councillor or an Officer; or
- g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the *Local Government Act 2020*.

No questions directed at an individual Councillor or Officer will be allowed

### **SUBMISSIONS**

Members of the public wishing to make a 2 minute submission on a report listed on the Agenda (unless not permitted pursuant to the Councils Governance Rules) must register online before 12 noon on the day of the Ordinary Council Meeting or Hearing of Submissions Meeting and be in attendance on the day of the Meeting to make their submission.

If the person wishing to make a submission or their representative is not in attendance (including virtual attendance for a scheduled hybrid meeting) when the Agenda item is to be considered, their submission will not be read out.

The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

No member of the public can make a submission to a Notice of Motion, Petition (unless originator of petition, Governance Rule 16.3(6)) or item of Urgent Business presented at a Council meeting.

**HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION**

Members of the public who wish to ask a question, or make a submission to an agenda item, at an Ordinary Council Meeting may register their question or intent to make a submission before 12.00 noon on the day of the meeting in one of the following ways:

- (a) online at [darebin.vic.gov.au](https://darebin.vic.gov.au); or
- (b) by mail to PO Box 91, Preston 3072.

Council meetings can be viewed at the 'Watch Council and Planning Committee' meetings page via Council's website.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page up to 6 days prior to the date of the meeting.

**8. PETITIONS**

## 9. CONSIDERATION OF REPORTS

### 9.1 DAREBIN ABORIGINAL ADVISORY COMMITTEE ADVICE TO COUNCIL ON THE VOICE TO PARLIAMENT REFERENDUM

**Author:** Aboriginal Partnerships Officer  
Diversity Policy Officer  
Acting Manager Equity and Wellbeing

**Reviewed By:** General Manager Community

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#### EXECUTIVE SUMMARY

A referendum to alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice to Parliament will be held in 2023. This proposed change is generating considerable community interest, among non-Aboriginal and Aboriginal communities.

On 24 April 2023, the Darebin Aboriginal Advisory Committee (DAAC) asked Council to be patient in regard to providing advice on the Voice to Parliament and to respect DAAC's leadership in this matter out of respect for the right to self-determination.

On 12 July 2023, the DAAC unanimously endorsed advice to Council regarding the Voice to Parliament Referendum (**Appendix A**).

Based on extensive engagement, DAAC's advice primarily acknowledges that there is a diversity of views within the local Aboriginal and Torres Strait Islander community, reflecting a diversity of experiences, knowledge, and perspective.

Rather than advocating for a position, the DAAC advice recommends that Council takes an active role in the provision of information and support the facilitation of respectful, inclusive, and culturally safe conversations to raise awareness about the Voice to Parliament, so all community members can participate in the referendum process and make an informed personal decision.

An important aspect to this advice is the consideration for the spiritual and emotional wellbeing of Aboriginal and Torres Strait Islander people, including DAAC members, Darebin City Council employees and local Darebin community that is culturally safe during the referendum campaign.

DAAC has asked that Council embrace this advice in its entirety and commit to actions within three areas:

1. Support Aboriginal and Torres Strait Islander people over the next few months as the Referendum campaign plays out.
2. Encourage the whole of Darebin community to inform and educate themselves about the Voice to Parliament and support them to do so.
3. Continue to work towards truth telling and stand up against racism, as this is the foundation for progress towards self-determination and Treaty.

Council has allocated \$20,000, if it chooses to deliver the actions outlined in DAAC's advice.

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**Officer Recommendation****That Council:**

- (1) Endorses the advice prepared by the Darebin Aboriginal Advisory Committee on the Voice to Parliament referendum and supports the recommendations made by the Darebin Aboriginal Advisory Committee as outlined in **Appendix A**, as Council's formal position on the matter.
- (2) Thanks, the Aboriginal members of the Darebin Aboriginal Advisory Committee for their sustained, robust, and always principled support and guidance, and express particular gratitude to them in preparing this advice to Council, acknowledging the challenges around cultural load and cultural safety on this matter.
- (3) Requests and authorises the CEO to make operational arrangements to implement DAAC's recommendations.

**BACKGROUND / KEY INFORMATION**

Earlier this year, the Federal Government announced it would seek to hold a Referendum, the first in 24 years, to alter the constitution to both recognise Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia and to give them a say in matters that affect them through the establishment of an Aboriginal and Torres Strait Islander Voice to Parliament. Legislation passed Parliament on 20 June 2023 to allow for the Referendum; it is expected to be held between October and December 2023.

The 2019 Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people states that "Council acknowledges the powerful call contained in the 2017 Uluru Statement from the Heart and its aspirations for justice, truth-telling, Makarrata (agreement-making) and a voice. Council hears this call and will continue to seek guidance from Traditional Owners and Aboriginal and Torres Strait Islander communities on, and respect their leadership towards, self-determination."

The Darebin Aboriginal Advisory Committee's (DAAC) advice about the Voice to Parliament referendum is in line with the purpose of the Terms of Reference, which outlines DAAC is to provide advice and recommendations to Council in relation to:

- Issues and barriers affecting Aboriginal and Torres Strait Islander community in the Darebin region.
- Input into Council's policy and decision-making processes.
- Informing, monitoring the implementation, and evaluating plans including the Darebin Aboriginal Employment Strategy and the Darebin Aboriginal Action Plan.
- Assisting in the development of future action plans.

**Previous Council Resolution**

While not related to the advice from the DAAC, Council at its meeting held on 24 April 2023 resolved in relation to the Voice to Parliament:-

*'That consideration of Item 11.6 – Voice to Parliament be deferred to the 28 August 2023 Council Meeting.'*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.1 We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds

1.2 We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered

1.5 We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin

1.8 We will work towards a discrimination-free, and systemic racism-free Darebin, and reduce the impact of poverty and disadvantage

**DISCUSSION**

Darebin Aboriginal Advisory Committee (DAAC) members have undertaken extensive engagement over several months within the local Aboriginal community to develop advice to Council on the Voice to Parliament referendum. The advice on such a complex issue, mirrors the diversity of views within the local Aboriginal community, including that of DAAC members.

DAAC is aware that for many people in Darebin and across the State, the priority is the Victorian Treaty and Yoorrook truth-telling process which is well underway. This is having an influencing impact on how the Voice to Parliament is viewed and potential level of engagement.

The DAAC recommendations ask Council to play a facilitatory role with a focus on:

- Raising awareness to increase participation in the referendum process.
- Sharing information on the Voice to Parliament for community members to make an informed decision.
- Providing platforms for engagement and access to information for both Aboriginal and non-Aboriginal communities in ways that are culturally safe for all.

**Responding to the DAAC recommendations**

If Council endorsed the three key action areas listed by the DAAC, officers believe that the following actions could be implemented over the next few months in the lead up to the Referendum within the budget allocated by Council, with the support of partners, networks, and community leaders.

*Support Aboriginal and Torres Strait Islander people over the next few months as the Referendum campaign plays out.*

- In consultation with DAAC, officers could work to ensure that there are opportunities for facilitated information sessions that are respectful and culturally safe for Aboriginal and Torres Strait Islander community members to learn more about the Voice to Parliament. These sessions could be delivered in partnership with aligned organisations and may include the use of Council facilities.
- Council could work in partnership with key organisations to facilitate and support the health and wellbeing of the local Aboriginal community.
- As an employer, Council will provide support to all Aboriginal and Torres Strait Islander staff and volunteers in the lead up to, and after, the Referendum.

*Encourage the whole of Darebin community to inform and educate themselves about the Voice to Parliament and support them to do so.*

- Council could promote the Australian Electoral Commission (AEC) information about registering on the electoral roll and about the Referendum to residents using its venues including libraries, the Intercultural Centre, community and youth hubs and other facilities; and via communication channels such as Council's website, newsletters and through our partners. The AEC information is available in multiple languages and offers access to interpreters.
- Council could work across its network of partners, business community and advisory committees to reach residents, including a focus on multicultural communities and young people to raise awareness and share information about the Referendum.
- Council could internally encourage staff to participate in the Referendum.
- Council could provide frontline staff including customer service staff with support and information to share with community members about the Voice to Parliament Referendum.

*Continue to work towards truth telling and stand up against racism, as this is the foundation for progress towards self-determination and Treaty.*

- Council has a clear stance on discrimination and racism and promotes the Victorian Human Rights and Equal Opportunity Commission's online reporting tool Report Racism.
- Council can continue to ensure that commentary on Council's social media channels is moderated to support a culturally safe, respectful, inclusive conversation.
- In delivering annual events such as the Yarning Conference and Ganbu Gulin, Council could share DAAC's advice as part of truth telling activities.

### **Raising awareness about a referendum**

Council is currently working towards the highest level of Welcoming Cities accreditation and is required to provide evidence and demonstrate how it works to educate and encourage local community members to enrol and vote in elections. DAAC's advice provides the direction for Council to take an active role in increasing participation of the Darebin community in the referendum.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

A \$20,000 operating budget has been allocated to this matter in 2023/24.

### Community Engagement

Council's Community Engagement Policy adopted in February 2023 outlines that Aboriginal and Torres Strait Islander communities must always have the authorising voice in any thinking and decisions in matters which will affect them and their communities. DAAC's advice is based on extensive engagement with local Aboriginal community.

Direct engagement with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) as Traditional Owners and custodians has been undertaken by officers. At this stage, the WWCHAC have not confirmed a position regarding the Voice to Parliament Referendum.

### Other Principles for consideration

Recognising Traditional Owners (and Aboriginal communities more broadly) as part of the municipal community is mandated under Local Government Act 2020 (Vic).

### Other Principles for consideration

Recognising Traditional Owners (and Aboriginal communities more broadly) as part of the municipal community is mandated under Local Government Act 2020 (Vic).

### Overarching Governance Principles and Supporting Principles

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

### Public Transparency Principles

- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) Public awareness of the availability of Council information must be facilitated

### Service Performance Principles

- (b) services should be accessible to the members of the municipal community for whom the services are intended;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

There are no environmental sustainability considerations associated with this advice.



**Equity, Inclusion, Wellbeing and Human Rights Considerations**

Listening to local Aboriginal voices is aligned with the principles of Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029, and Council's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019.

**Economic Development and Cultural Considerations**

Cultural safety for Aboriginal people is a consideration within DAAC's advice.

**Operational Impacts**

The DAAC recommendations should be able to be absorbed, however some reprioritisation might have to occur in the Aboriginal Affairs portfolio.

**Legal and Risk Implications**

There are no legal or risk implications with this report.

**IMPLEMENTATION ACTIONS**

Should Council endorse DAAC's advice and its recommendations, a project plan will be developed to implement the actions recommended across the three focus areas:

1. Support Aboriginal and Torres Strait Islander people over the next few months as the Referendum campaign plays out.
2. Encourage the whole of Darebin community to inform and educate themselves about the Voice to Parliament and support them to do so; and
3. Continue to work towards truth telling and stand up against racism, as this is the foundation for progress towards self-determination and Treaty.

**Communication**

- Initial communications could include the development of a dedicated page on Council's website sharing DAAC's advice.
- Based on the DAAC recommendations, a communications and community engagement plan would be developed.


**Timeline**

- Plan and implement the recommendations over the next few months in the lead up to the referendum, seeking guidance from DAAC members as required.

**RELATED DOCUMENTS**

- Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019
- Towards Equality: Equity, Inclusion and Human Rights Framework 2019-29
- <https://www.darebin.vic.gov.au/about-council/contact-us/social-media-terms-of-use>

**Attachments**

- Appendix A - Darebin Aboriginal Advisory Committee Advice to Council on the Voice to Parliament Referendum (**Appendix A**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

## Advice from Darebin Aboriginal Advisory Committee

to

### Darebin City Council

#### Endorsed by the Darebin Aboriginal Advisory Committee on 12 July 2023

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DAAC wishes to firstly acknowledge and pay respects to the Traditional custodians, the Wurundjeri Woi-wurrung people, and acknowledge Elders past, present and emerging. We pay our respects to all other Aboriginal and Torres Strait Islander Brothers and Sisters.

Aboriginal peoples have stood on the lands and waters now called Australia from time immemorial.

In what is now known as Darebin, the Wurundjeri Woi-wurrung people have lived for millennia, practising their customs and ceremonies, maintaining their living culture and caring for Country.

Countless other Aboriginal and Torres Strait Islander people and communities have had, and continue to play, a unique role in the life of the Darebin municipality with Darebin being an important gathering place for Aboriginal and Torres Strait Islander people and the homeland of many significant Aboriginal peak bodies, organisations and businesses.

For over 20 years, Darebin Aboriginal Advisory Committee (DAAC), has been providing advice and recommendations to Council on matters affecting local Aboriginal and Torres Strait Islander communities. In matters regarding Country, we defer to Wurundjeri Woi-wurrung people as Traditional Owners - ensuring cultural protocol is observed and respected. As a cultural authority entrusted to represent the views and interests of Aboriginal and Torres Strait Islander people and communities in Darebin, we undertake this role with great commitment, care and respect.

In the context of the Voice to Parliament DAAC offers the following advice that we trust will be embraced by Council:

Foremost we wish to acknowledge and recognise that there are a diversity of views within the Darebin Aboriginal and Torres Strait Islander community, including that of DAAC members, and which reflects our own diversity of experience, knowledge and perspective.

DAAC is aware that for many people in Darebin and across the State, the priority is the Victorian Treaty and Yoorrook truth-telling process which is well underway. This is having an influencing impact on how the Voice to Parliament is viewed and potential level of engagement.

*"We know that many kitchen table conversations amongst the local community have been around the Victorian Treaty and Yoorrook truth-telling process," Uncle Alan Brown, Chairperson, DAAC.*

Regardless of where we sit on the spectrum of opinions and views, all of us are united in the clear understanding that DAAC offers the following advice as an accurate mirror of the local Darebin Aboriginal people and community:

- since invasion, Aboriginal peoples have made clear we never ceded sovereignty and our right to self-determination.
- not every Aboriginal person nor every Aboriginal body will have a position. Some people will vote 'Yes', some will vote 'No', some will be undecided, and others disengaged. The diversity

of views within the Aboriginal and Torres Strait Islander community must be acknowledged and respected with time for deliberation and reflection.

- while there will be diversity of experience, we want all people in Darebin to be well informed, be involved, encouraged to find out more and with the opportunity to be engaged in Referendum discussions.
- platforms for engagement and access to information for both Aboriginal and non-Aboriginal communities should be made available and in ways that are culturally safe for all.
- non-Aboriginal people are encouraged to learn about the Voice to Parliament while being mindful that engagement with Aboriginal people or organisations can create an emotional and cultural load.
- racism and vitriol increasing during this time must be tackled with appropriate supports and access to programs that help empower communities such as Victorian Human Rights and Equal Opportunity Commission (VHREOC) online tool *Report Racism*.
- sovereignty, justice, truth-telling and progression towards Treaty are paramount and must be upheld, as part of this referendum campaign and going forward, in years to come.
- the foremost consideration is for the spiritual and emotional wellbeing of Aboriginal and Torres Strait Islander people, including DAAC members, Darebin City Council employees and local Darebin community that is culturally safe.
- the Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islanders People remains a key guiding document.

In this spirit, we call on Darebin Council to commit to the following actions:

- 1. In consultation with DAAC, support Aboriginal and Torres Strait Islander people over the next few months as the Referendum campaign plays out, including:**
  - remaining responsive to needs the local community acknowledging local priorities and the local conversations.
  - facilitating conversations that are inclusive, respectful and culturally safe for Aboriginal and Torres Strait Islander community members and organisations to learn more about the Voice to Parliament.
  - supporting participation that promotes health and wellbeing.
  - ensuring referral information is made available for people seeking support and advice as duty of care.
- 2. Encourage the whole of Darebin community to inform and educate themselves about the Voice to Parliament and support them to do so by:**
  - providing access to accurate information and facilitating processes such as registration on the electoral roll utilising Council platforms and resources such as libraries, community centres/hubs and newsletters.
  - disseminating and promoting relevant and accurate information e.g. through a dedicated page/section on Council's website and in partnership with other local stakeholders;
  - supporting learning and awareness-raising within the broader community through platforms such as libraries, community centres and hubs and newsletters
  - reaching out to, and engaging with, existing networks, including advisory committees, notably (but not limited to) interfaith and multicultural communities;

- encouraging all residents, businesses and staff to participate in the processes leading up to the referendum.
- ensuring Council front line staff have required information and are well supported in their roles.

Across all this work, ensure adequate resourcing is provided.

**3. Continue to work towards truth-telling and stand up against racism, as this is the foundation for progress towards self-determination and Treaty.**

As we expressed it in the 'Our Black Lives Matter collective statement' of June 2020, "every Australian rests and rises on Aboriginal land", so "there is no better time than now for all Australians to join with us in the struggle to bring to an end the centuries-long racism and social inequity that has been forced upon Aboriginal and Torres Strait Islander people of this country."

Three years on, this remains just as true and regardless of referendum outcomes, the work continues.

**We trust this advice is understood and embraced by all Councillors and support DAAC's advice.**

-end-

**9.2                      OPTIONS TO RETAIN TREES IN GLADSTONE AVENUE,  
NORTHCOTE****Author:**                      Coordinator – Natural Environment**Reviewed By:**              General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

This Report provides information on options to retain 3 trees in Gladstone Avenue Northcote. A wide range of options have been explored as outlined in this report. Council officers have discussed options with and considered ideas and feedback from local residents as part of investigations. Unfortunately, investigations have not identified a legal and safe option that also retains the trees and canopy cover.

A 2020 audit, carried out by Energy Safe Victoria (ESV), identified three street trees located at 43, 45 & 53 Gladstone Avenue in Northcote as non-compliant with the Electricity Safety Regulations 2020. Compliance with these Regulations ensures appropriate standards of electrical safety are reached. Failing to apply the Code of the Electrical Line Clearance (ELC) may result in outcomes that include electrocution and fire or that may affect the reliability of electricity supply. Significant financial penalties are applicable for non-compliance.

Opportunities to retain and manage these trees in line with the ELC regulations have been explored with assessments carried out by both internal and external arborists. Options included: installation of Aerial Bundled Cable (ABC); selective pruning works; installation of kerb outstands; redirection of existing wires and undergrounding of overhead cables.

None of the options have found a legal and safe option that would also retain the trees and canopy cover. Redirection of existing wires could retain the trees, but would result in a net loss of canopy cover due to substantial pruning required of other trees and is not recommended even before costs are considered. The trees have all been assessed as having relatively short useful life expectancies (ULE) and officers note that an advantage of replacing them sooner is that new trees will establish sooner.

It is recommended that the trees be removed and replaced with trees of a more suitable species. This would provide long-lasting benefits to the streetscape and achieve required compliance. The replacement species is fast growing and is expected to establish quickly.

Council's Tree Management team has been engaging with residents of Gladstone Avenue for an extended period to investigate options for retention. Council initiated a street meeting for residents of Gladstone Avenue and has undertaken several rounds of consultation and communication regarding the trees in question.

**Officer Recommendation**

**That Council:**

- (1) Notes the requirement for compliance with the *Electricity Safety Act 1998* and *Electricity Safety (Electric Line Clearance) Regulations*, which Council achieves through its Electrical Line Clearance Program.
- (2) Writes to the Minister for Energy and Resources requesting the next review of the *Electricity Safety Act 1998* and *Electricity Safety (Electric Line Clearance) Regulations* to give consideration to changing requirements for maintaining trees within an urban setting with the aim of retaining more canopy in these areas.
- (3) Notes that officers will remove and replace the three (3) trees in question with a suitable native species (*Corymbia scentuous*).
- (4) Notes that officers will communicate the outcome of Council’s decision and the reasons for it with local residents.

**BACKGROUND / KEY INFORMATION**

There is an ongoing requirement for councils to manage trees around electrical wires in accordance with the Electricity Safety Regulations 2020 which includes the Code of Practice for Electric Line Clearance. This Code prescribes standards and practices to be adopted and observed in tree cutting, pruning or removal in the vicinity of electric lines and the keeping of the whole or any part of a tree clear of electric lines. The purpose of the Electrical Line Clearance (ELC) regulations is to prevent vegetation from growing close to electric lines. Failing to maintain vegetation away from the lines puts Council in a liable position with heightened safety risks such as electrocution, fire (including bushfire) and diminished reliability of electricity supply. Section 84C of the Act requires that:

*‘A council responsible for the management of public land in an area of land declared under section 81 of the Act is responsible for the keeping of the whole or any part of a tree situated on that land clear of an electric line that is not a private electric line.’*

In 2020, an audit of Darebin street trees was carried out by Energy Safe Victoria. Among other trees, the report identified three Brittle Gums (*Eucalyptus mannifera*) located in front of 43, 45 and 53 Gladstone Avenue, Northcote as in breach of the Electrical Line Safety Regulations. Two of the trees are in hard contact with the lines, the other is growing in close proximity of the electrical lines, posing a safety risk to the public. Council has since been notified and is required by law to clear the vegetation from the electrical lines. Compliance must be achieved as Energy Safe Victoria will issue fines for breaches of the Electrical Safety Act.

45 and 43 Gladstone Av, Northcote	74173	74413	NC	38	0	insulated	Council Euc structural limb at 45 contacting and diverting LVABC. Council Euc at 43 <u>trunk</u> less than 300mm from LVABC
49, 51, 53, and 60 Gladstone Av, Northcote	74413	74414	HRNC	38	0	LV, insulated	Council Eucs and Gleditsia contacting LV and less than 0.5m from LV, including structural limbs. <u>Also</u> large limb contact on service wire to 60

*Figure 1: Extract from the report entitled, " The City of Darebin, Low Bushfire Area Electric Line Clearance Field Inspection Report 2020"*

The trees have been inspected by external consulting arborists and Council's own internal arborists with the following assessments being made:

**Brittle Gum in front of 43 Gladstone Avenue, Northcote**

Conflict with the conductors is with the trunk, pruning for compliance is not achievable in accordance with AS4373-2007 *Pruning of Amenity Trees* and would result in lopping of the main stem. Lopping is not an approved arboricultural practice.

**Brittle Gum in front of 45 Gladstone Avenue, Northcote**

Removal of the southern stem to achieve clearance compliance will leave only the northern stem remaining. This stem has several wounds and is within the box clearance requirement over the roadway. This is likely to exacerbate health decline and reduce useful life expectancy even further. Pruning to achieve clearance will result in an unviable tree.

**Brittle Gum in front of 53 Gladstone Avenue, Northcote**

Major reduction of the southern scaffold to create clearance will leave an asymmetric canopy with the largest remaining stem being the northern scaffold with the defect, probable to fail. Based on the poor branch structure and the large portion of canopy likely to be lost if the northern scaffold fails, the tree has a short useful life expectancy and further reduction is likely to leave the tree unviable.

Having notified residents of the need to remove the trees, Council received strong advocacy for the trees to be retained. Council's Tree Management Team has subsequently investigated alternatives to avoid complete removal of these trees. Having assessed all alternatives to removal, officers have concluded that none of these options are feasible considering the following constraints:

- Growing conditions within the streetscape of Gladstone Avenue (limited root space, impermeable surfaces, overhead cables);
- Low life expectancy and current health of the trees;
- Disproportionate costs associated with mitigation options; and
- Legislation requirements of the ELC Act 2020.

**Previous Council Resolution**

At its meeting held on 29 May 2023, Council resolved:

*'That Council:*

- 1) *Calls for a report at the June Council Meeting on options to retain trees in Gladstone Ave, Northcote that have been identified for removal, following an audit by Energy Safe Victoria. The report should consider and advise on a range of options, including physical infrastructure (e.g. Brackets to reposition electricity lines), requests for exemption by Energy Safe Victoria, reassessment by Energy Safe Victoria and/or an independent assessment by a qualified professional, and appropriate action by the Minister for Energy and Resources.*
- 2) *Writes to the Minister for Energy and Resources to request that in the next review of the Electricity Safety Act 1998 and Electricity Safety (Electric Line Clearance) Regulations and incorporated Code of Practice, consideration be given to maintaining and increasing tree canopy in urban settings, such as Darebin.'*



**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future.

**DISCUSSION**

Opportunities to retain the trees and establish new canopy within Gladstone Avenue, Northcote have been explored as follows:

**Request for an exemption to the Electrical Line Clearance Regulations**

There is an ongoing requirement for councils to manage trees around electrical wires in accordance with the Electrical Safety Regulations 2020. Darebin City Council has on multiple occasions, sought an exemption in writing from Energy Safe Victoria (ESV) in regard to the three trees in Gladstone Avenue. No exemption has been granted for these trees by ESV. Additionally, Darebin City Council has joined other Councils in writing to ESV to ask for the reconsideration of its clearance requirements of structural limbs around electrical assets. ESV has recently written to Council to confirm that a request for exemption has been denied (**See Appendix A**).

**Aerial bundling and undergrounding of cables**

Alternatives such as aerial bundling or undergrounding of cables have been explored. Trees 43 and 45 already have aerial bundling cable (ABC) and still remain non-complaint. Tree 53 has been rated as high-risk non-compliant and currently has LV wires running overhead. The structure of the tree is such that even ABC would not achieve required compliance in this instance. Undergrounding of overhead wires is not considered a viable option in Gladstone Avenue given the specific site constraints, the likely health impacts on surrounding trees and the disproportionate financial outlay required. Early estimates suggest that the costs associated with undergrounding overhead wires would be in the vicinity of \$450,000.

**Selective pruning**

The trees have several structural limbs that are in hard contact with wires or within the required clearance space (minimum clearance 1 meter plus growing space of approximately 500mm). The pruning of these main branches to achieve compliance, is in direct conflict with Australian Standards (AS 4373-2007: Pruning of amenity trees) and would severely impact the health and longevity of the trees. Their decline would be accelerated reaching their end of life even sooner than expected which is currently assessed to be less than 5 years.

**Kerb outstands**

Darebin City Council's Traffic Management Team has identified 5 possible locations within the street where kerb outstands could be constructed to include additional larger canopy trees. This option would not enable retention of the trees. This option is instead related to what could be replanted at the end of life of the existing trees. The option would enable replanting of trees with large canopy on the northern side of the road. Cost estimates are approx. \$25,000 per outstand; however, it is noted that this location is not considered a high priority when compared to other streetscape locations across Darebin. Additionally, no existing budget has been provided to support works of this nature. Any future outstand works would be subject to future transport engineering assessments and would require consultation regarding potential loss of car parking within Gladstone Avenue.

**Redirection of existing wires (Including extension arm)**

Council have been in contact with CitiPower to explore options for relocation of existing wires. Preliminary investigations were undertaken which indicated a substantial cost requirement and the need to heavily prune two trees on the non-wire side of Gladstone Avenue. Quotes of approx. \$60,000 have been received in consideration for this option. It's important to note that any relocation of existing wires would require significant pruning to previously unaffected tree canopies, resulting in a net loss of canopy cover within the street. This option could retain the existing trees, but could not retain the existing canopy cover, and overall it would result in a net loss of community benefit and is therefore not recommended (even if the cost were not a consideration). Covering the cost for works like this would also require not funding other higher priority infrastructure works in other parts of the City.

The trees have all been assessed as having relatively short useful life expectancies (ULE) and officers note that an advantage of replacing them is that new trees will establish sooner.

**Tree removal and replacement**

Removing the trees would achieve compliance with the ELC Act 2020 which has been established for public safety reasons. This option would not retain the current trees, however replacement trees would have the opportunity to establish promptly, bring benefits from canopy cover as they mature. There is opportunity to replace these three trees within weeks of removal with *Corymbia Scintuous* which will establish quickly and suitably within the constraints of the existing Gladstone Avenue streetscape.

*Corymbia Scintuous* is a medium sized native tree that was selected by the residents of Gladstone Avenue as an appropriate replacement species during a whole street consultation process in 2019. This species has been planted in all available locations since 2019 and is establishing well given the street constraints.

Officers have not found an option that could protect the existing trees and canopy cover and which is legal and safe. Officers recommend removal of the trees and replacement. This would provide new trees the maximum time to establish and the new trees would have a much longer useful life compared to the current trees which have short useful life expectancies, so would be there to provide benefits for the long term. This option is also low cost and does not create an opportunity cost in regards to other community priorities as a result.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

The officer recommendation can be delivered utilising existing operational budgets. Alternative measures such as aerial bundling, undergrounding or relocation of overhead wires, are cost prohibitive and would require significant additional budget to be made available. Details in the discussion section above.

### Community Engagement

The following table outlines the engagement activities undertaken with the residents between 39 and 124 Gladstone Avenue regarding the requirement to achieve regulatory compliance under the Act (1998)

Engagement Activity	Number of participants/ people engaged	Target group	Demographic information
Mail out to all residents of Gladstone Avenue (St Georges Rd – Railway line) Monday 19 September 2022	All households from 39-124.	Residents in the street	Local residents
Email correspondence with key stakeholders in Gladstone Avenue who had previously communicated with Council regarding the trees Monday 19 September 2022	Approximately 30 residents of Gladstone Avenue	Residents in the street	Local residents
Responded by email to residents with options and outcomes Various dates	Approximately 10 residents who sent in feedback and enquiries	Residents in the street	Local residents
Street meeting - 1:00pm Friday 30 September 2022	All street invited – approximately 35 people attended	Residents in street	Local residents, local MPs, Council officers including GM
Email and mail out to Gladstone Street including Canopy Advocates 14 April 2023	All households from 39-124.	Residents in street	Local residents

A letter will be emailed to all residents of Gladstone Avenue to inform them of the outcome of this report.

### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;

### Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

**Strategic Planning Principles**

(d) strategic planning must identify and address the risks to effective implementation;

**Service Performance Principles**

(a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

With increasing canopy cover being a primary focus for Council, the removal of three trees in Gladstone Avenue will result in a minor, short term loss of canopy cover. A suitable offset and replacement plan has been provided and more suitable species that won't require continuous pruning to ensure compliance will result in a net increase of canopy over time.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Not applicable

**Economic Development and Cultural Considerations**

Not applicable

**Operational Impacts**

The current situation in Gladstone Avenue is preventing officers from delivering on the actions outlined and endorsed in Council's Electric Lines Clearance Management Plan (2023). Non-compliance is a risk to Council and should be mitigated immediately.

**Legal and Risk Implications**

Council is currently non-compliant with the regulations set out by Energy safe Victoria. This is a significant organisational risk that must be mitigated as a priority. Removal of the three trees in question would immediately address the risks and ensure compliance.

**IMPLEMENTATION ACTIONS**

Pending the outcome of this report, Council officers would look to achieve compliance with the Regulations as a highest priority. If supported, the three trees in Gladstone Avenue would be removed immediately and replaced with suitable species as part of the current planting season.

**RELATED DOCUMENTS**

- The City of Darebin, Low Bushfire Area Electric Line Clearance Field Inspection Report 2020

**Attachments**

- Response from ESV regarding Gladstone Ave Trees (**Appendix A**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.



Our Ref: CM-10046

4 July 2023

Mr Lee McKenzie  
Manager Parks and Open Space  
Darebin City Council  
PO Box 91  
PRESTON VIC 3072

Dear Mr McKenzie

**RE: REQUEST FOR CLEARANCE EXEMPTION – GLADSTONE AVENUE, NORTHCOTE**

Further to correspondence received 16 May 2023, Energy Safe Victoria (ESV) provides the following advice.

**Background**

ESV is Victoria's independent safety regulator for electricity, gas and pipelines. Our role is to ensure Victorian gas and electricity industries are safe and meet community expectations.

Among its responsibilities are the administration of the Act and the *Electricity Safety (Electric Line Clearance) Regulations 2020 (the Regulations)*, which adopts the Code of Practice for Electric Line Clearance (**the Code**).

The purpose of the Regulations and the Code is to prevent vegetation growing too close to electric lines and becoming unsafe. Failing to comply with the Code can result in electrocution, fire and diminished reliability of electricity supply. It can also affect the safety of vegetation management workers that are engaged to complete electric line clearance work.

**ESV electric line clearance inspections**

Section 84C of the Act identifies DAREBIN as being responsible for keeping trees on the public land it manages in declared areas clear of electric lines.

As part of ESV's ongoing safety regulation program, ESV conducted electric line clearance inspections in DAREBIN, commencing 9 June 2020 and concluding 18 June 2020. The inspections were made with reference to the Code and considered the vegetation clearance standards of all regulated entities in the focus area, including DAREBIN.

On 9 July 2020, ESV provided DAREBIN with a report detailing the findings of its inspections. The report included detail of noncompliant vegetation ESV identified in Gladstone Avenue, Northcote.

Subsequently, ESV issued a notice pursuant to section 86(1) of the Electricity Safety Act 1998 to DAREBIN that required it to undertake action at each location identified as affected by noncompliant vegetation. This included noncompliant vegetation in Gladstone Avenue.

Energy Safe Victoria

The section 86 notice did not specify the vegetation must be pruned or removed to achieve compliance. It did, however, specify that DAREBIN needs to make each location compliant in accordance with the Code, in a manner that would create and maintain the minimum clearance space required under the Code.

Following issue of the report and the section 86 notice ESV provided DAREBIN guidance in relation to options available to achieve compliance. Implementing those options would minimise or eliminate the need for pruning or removing trees and includes, but may not be limited to:

- application of conductor covers
- installing aerial bundled cable
- realignment of the existing overhead electric lines
- placing the electric lines underground.

Additionally, ESV encouraged DAREBIN to consult with, CitiPower Pty Ltd (**CitiPower**) to identify what electricity network engineering solutions could be implemented to achieve compliance.

In administering the issued noncompliance ESV granted DAREBIN several rectification timeframe extensions, as it actively sought engineering solutions through CitiPower to achieve compliance. ESV eventually closed the inspection project for DAREBIN on 9 March 2021 based on advice from DAREBIN that, in relation to Gladstone Avenue:

*“Quote obtained from Citipower. Management to decide if to progress with rectification works or remove tree due to small ULE (useful life expectancy) and very small nature strips not suitable to large trees”.*

It is ESVs understanding that DAREBIN's management decision is that the only cost-effective solution to achieve compliance in Gladstone Avenue is to remove the established noncompliant trees. However, given the objections that have been received in relation to the removal of those trees, DAREBIN may choose to review its position on the matter and reconsider the other solutions that are available to it to achieve compliance.

#### **Minimum Clearance Space**

In your letter dated 10 March 2023 it states:

*“Since the electrical safety regulations have been increased following the Black Saturday fires, trees that have been growing safely alongside electrical assets for many years are now in danger of complete removal”.*

I would like to clarify that for low bush fire risk areas such as Northcote there have been no increases to the minimum clearance space requirements of the Code. The noncompliant vegetation in Gladstone Avenue exists because of a historical failure to comply with the Code and is not due a change in regulatory standards.

In fact, both the 2015 and 2020 revisions of the Regulations and the Code provided scenarios that permitted vegetation to enter the minimum clearance space for particular electric lines. ESV has communicated the nature of these scenarios to DAREBIN, to assist it to determine if they may be applicable in the instance of Gladstone Avenue.

#### **Exemptions**

Under regulation 11 of the Regulations ESV may grant an exemption to any responsible person on any of the requirements of the Regulations. Historically ESV has only approved exemptions where:

- changes to the Code have created noncompliance where it did not otherwise exist and where issuing of the exemption has provided a transition period to allow the responsible person to comply with the changed requirements

Energy Safe Victoria

- applying strict Code clearance requirements would have a detrimental effect on vegetation of cultural, environmental, or historical significance, as it is defined by the Regulations.

In the instance of the vegetation of concern in Gladstone Avenue, ESV does not believe a change to the Regulations or the Code has made that vegetation noncompliant where it was previously compliant. Nor does it believe the vegetation is of cultural, environmental or historical significance, as defined by the Regulations.

Further, DAREBIN has various other options available to it that will allow it to achieve compliance with the Code and to rectify the safety concerns caused by the noncompliant vegetation.

For these reasons and in this instance, ESV does not consider it appropriate to provide an exemption to the Regulations.

If you require further information, please contact Dan Tulen – Advisor, Line Clearance Assurance at [dan.tulen@energysafe.vic.gov.au](mailto:dan.tulen@energysafe.vic.gov.au) or telephone (03) 9203 9717.

Yours sincerely



Gary Wright  
**HEAD OF LINE CLEARANCE ASSURANCE**

cc David Smith, Principal - Tree Management



**9.3 COMMUNITY COMPLAINTS ABOUT A COUNCILLOR POLICY****Author:** Coordinator Governance Services**Reviewed By:** General Manager, Governance and Engagement

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**EXECUTIVE SUMMARY**

To seek Council endorsement of the draft Community Complaints about a Councillor Policy (Policy) following online community consultation and targeted discussions with the Italian Seniors Citizen's Club of Preston and Vietnamese Senior's Club during the month of June 2023.

<b>Officer Recommendation</b>
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**That** Council endorse the Community Complaints about a Councillor Policy attached at **Appendix A** to this report.

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**BACKGROUND / KEY INFORMATION**

The *Local Government Act 2020* (Vic) ('the Act') requires Councils to develop and maintain a complaints policy for dealing with complaints made to the Council.

The Community Complaints about a Councillor Policy (Policy) only applies to external complaints about Councillors. Disputes between Councillors and between Councillors and staff are dealt through the dispute resolution procedures within the Councillor Code of Conduct.

During the community consultation period there were 184 views of the policy and 21 contributors both online and through targeted discussions.

The Policy (**Appendix A**) incorporates two minor updates as a result of community feedback:

- Definition of Complaint was expanded to include the standards of conduct set out in Schedule 1 of the *Local Government (Governance and Integrity) Regulations 2020*.
- Who can make a complaint was extended to community groups / advisory groups rather than just individual members of the public. As such the definition of 'complainant' was also updated to reflect the chairperson or president of the community or advisory group is the one who can lodge the complaint on their behalf.

Very minor administrative updates were also made to the policy.

## Previous Council Resolution

At its meeting held on 27 March 2023, Council resolved:

*That Council:*

- (1) *Endorses the draft 'Community Complaints about a Councillor Policy' to proceed to community consultation.*
- (2) *Notes the 'Community Complaints about a Councillor Draft Policy' will be reported to Council at a later meeting in 2023 for adoption, with consideration given to feedback received through community consultation.*

## ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

## ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

## DISCUSSION

Council receives complaints lodged by the community in relation to Councillors. While the Mayor is responsible for dealing with such complaints, previously there were no clear mechanisms to guide the end-to-end process.

The establishment of this policy provides individuals, community and advisory groups an opportunity to make a complaint about a councillor(s) behaviour that does not align with the standards of conduct set out in Schedule 1 of the *Local Government (Governance and Integrity) Regulations 2020*.

The Policy also provides a streamlined and consistent internal mechanism for dealing with any complaint, should one be lodged.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

There are no financial implications with the implementation of this policy.

### Community Engagement

The consultation activities between 6-23 June 2023 included a survey on Your Say page that attracted 184 views and 11 contributors (**Appendix B and C**). In additional targeted discussions were held with the Italian Senior Citizen's Club of Preston Inc (21 June) and Vietnamese Senior's club (23 June) with a total of 10 participants.

The Your Say survey covered questions such as:

- Does the draft Policy provide enough information for you to know how to make a complaint about a Councillor?
- What other information or support do you think you would need?
- Does the draft Policy provide enough information for you to understand how a complaint about a councillor will be processed?
- What other information should this policy provide for you to understand how a complaint about a Councillor will be processed?
- Do you think that we should also provide an online form for making complaints about Councillors?
- Do you think we need to provide any other ways of making a complaint?

Similar questions were asked at the targeted discussion sessions. At these sessions we also provided a hard copy of the draft Policy and a 2 page hand out summarising the Policy (**Appendix D**).

Overall, the feedback received was positive, and two minor updates made to the Policy resulting from the feedback.

### **Other Principles for consideration**

Good governance and integrity underpin local government democracy, accountability, and conduct. Adherence to these principles enables our community to hold the Council to account for its performance and reflects the obligations of the *Local Government Act 2020* (Vic).

### **Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

### **Service Performance Principles**

- (e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

There are no environmental sustainability considerations required for this Policy.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The development of the Policy, survey and targeted discussion sessions were undertaken with an equity and inclusion lens applied. The Policy and associated engagement documents were reviewed by Council's Diverse Communications and Engagement team to ensure they were written in plain English.

**Economic Development and Cultural Considerations**

Not applicable

**Operational Impacts**

There will be minimal operation impacts with the implementation of this Policy

**Legal and Risk Implications**

There are no legal or risk implications with the proposed Policy





**IMPLEMENTATION ACTIONS**

The Policy will be made available on Council's web site in an accessible format.

**RELATED DOCUMENTS**

- *Local Government Act 2020* (Vic)
- *Local Government (Governance and Integrity) Regulations 2020*
- Victorian Ombudsman, Councils and complaints – A good practice guide (2<sup>nd</sup> ed. July 2021)

**Attachments**

- Community Complaints about a Councillor Policy (**Appendix A**) [↓](#) 
- Community Consultation Summary Results Report (**Appendix B**) [↓](#) 
- Summary - Question Results (**Appendix C**) [↓](#) 
- Summary Points of the Policy (**Appendix D**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.



# Community Complaints About a Councillor Policy

A policy is the guiding principle that helps the organisation to take logical decisions. It is a set of common rules to inform decisions and behaviors and commonly has supporting procedures and guidelines.

<b>Purpose</b>	<p>The purpose of this Policy is to:</p> <ul style="list-style-type: none"> <li>• provide a framework for the open, fair, objective and transparent handling of complaints about a Councillor</li> <li>• maintain high standards of good governance and transparency</li> <li>• ensure alignment with the Local Government Act 2020 ('the Act').</li> </ul>
<b>Scope</b>	<p>This Policy applies to all external complaints about Councillors.</p> <p>Disputes between Councillors and between Councillors and Darebin staff are dealt with through the dispute resolution procedures within the Councillor Code of Conduct.</p>
<b>Definitions and Abbreviations</b>	<p>In this Policy:</p> <p><b>Act</b> means the <i>Local Government Act 2020</i> (Vic).</p> <p><b>Chief Executive Officer (CEO)</b> means the person appointed by Council to be its Chief Executive Officer, or any person acting in that position.</p> <p><b>City</b> means the Darebin City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> (Vic).</p> <p><b>Complaint</b> means an expression of dissatisfaction with the quality of behaviour of a Councillor or group of Councillors that is contrary to the standards of conduct set out in Schedule 1 of <i>Local Government (Governance and Integrity) Regulations 2020</i>.</p> <p><b>Complainant</b> means an individual person affected by the behaviour of a Councillor who brings this to the notice of the Council. Should an entity, including a community or advisory group wish to make a complaint, the office bearer, chair or president must make the complaint on behalf of the entity, community or advisory group.</p> <p><b>Complaint handing process</b> means the way individual complaints are dealt with by the Council, including policy, procedure, technology, reporting, evaluation and improvement.</p> <p><b>Council</b> means the Darebin City Council being all the Councillors collectively.</p> <p><b>Councillor</b> means a person holding the office of member of Darebin City Council.</p> <p><b>Delegated Committee</b> means delegated committees defined under section 63 of the <i>Local Government Act 2020</i> (Vic).</p> <p><b>Delegated Committee member</b> means a person appointed to a Delegated Committee.</p>

February 2023



	<p><b>Frivolous</b> means a complaint that is of little or no weight, worth, or importance; not worthy of serious notice.</p> <p><b>Mayor</b> means the Councillor elected to the Office of Mayor of the City or any person appointed by Council to be acting as Mayor.</p> <p><b>Member of Council staff</b> means a natural person appointed by the CEO (other than an independent contractor under a contract for services or a volunteer) to enable the functions of the City to be carried out. The Chief Executive Officer is also a member of Council staff.</p> <p><b>Misconduct</b> has the meaning as defined by the Act and replicated in Attachment One.</p> <p><b>Municipality</b> means the Darebin City Council municipality.</p> <p><b>Role of a Councillor</b> means the role as defined by section 28 of the <i>Local Government Act 2020</i> (Vic) and replicated in the responsibilities section of this Policy.</p> <p><b>Serious Misconduct</b> has the meaning as defined by the <i>Local Government Act 2020</i> (Vic) and replicated in Attachment One.</p> <p><b>Vexatious</b> means a complaint instituted without sufficient grounds, and serving only to cause annoyance.</p>
<p><b>Policy Statement(s)</b></p>	<p>Darebin City Council recognises that members of the public have the right to complain about the behaviour of its elected representatives and is committed to a Councillor complaint handling system that reflects the needs, expectations and rights of members of the community and accords all parties natural justice.</p> <p>In doing this, the Council will recognise, promote and protect our resident's rights, including the right to comment and complain; ensure that the system for resolving Councillor complaints is fair, easily accessible and efficient; and, importantly, are informed by complaints.</p>
<p><b>Responsibilities</b></p>	<p>In performing their role as a member of Council staff, officers must:</p> <ul style="list-style-type: none"> <li>• record and escalate all Complaints about a Councillor</li> <li>• report any concerns relating to Councillor misconduct to their General Manager or the CEO.</li> </ul> <p>The General Manager or the CEO</p> <ul style="list-style-type: none"> <li>• must provide the Complaint to the Head of Corporate Governance once advised of the Complaint.</li> </ul> <p>The Head of Corporate Governance must:</p> <ul style="list-style-type: none"> <li>• undertake a preliminary check prior to forwarding the Complaint on to the Mayor. If the complaint is about the Mayor or the Mayor is conflicted or on approved leave of absence it will be sent to the Deputy Mayor.</li> <li>• Send the Complaint immediately to the IBAC if it constitutes a Public Interest Disclosure.</li> <li>• If the Complaint alleges a crime has been committed by the Councillor, the Head of Corporate Governance and/or the CEO must support the Complainant to take the Complaint to the Police for investigation.</li> </ul> <p>The Chief Executive Officer (or delegate) must:</p>

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	<ul style="list-style-type: none"> <li>• Assist the Mayor (or Deputy Mayor) to undertake the Initial Assessment of Complaints</li> <li>• Offer advice to the subject of a Complaint on record keeping, the Complaint handling process and their rights and responsibilities</li> <li>• Support the Internal Investigation process, as requested</li> </ul> <p>The Mayor (or Deputy Mayor) must:</p> <ul style="list-style-type: none"> <li>• Manage the complaint resolution impartially, transparently, fairly, and with confidentiality</li> <li>• Liaise with the Chief Executive Officer (or delegate) and Head of Corporate Governance as required</li> </ul>
<p><b>How to make a complaint</b></p>	<p>A person can make a complaint (written or verbal) in several ways either by telephone, email or face-to-face interaction.</p> <p>Mail Darebin City Council PO Box 91 Preston Vic 3072</p> <p>Telephone 03 8470 888</p> <p>Multilingual phone line 03 8470 8470</p> <p>Residents can call the Multilingual Telephone Line and mention their preferred language and be connected to a Language Aide or an interpreter</p> <p>In Person Main office Municipal Offices 274 Gower Street, Preston 8.30am – 5pm</p> <p>Northcote Customer Service Centre 32-38 Separation Street, Northcote 10am – 5pm</p> <p>Reservoir Community &amp; Learning Centre 23 Edwardes Street, Reservoir 10am – 5pm</p> <p>Email <a href="mailto:mayor@darebin.vic.gov.au">mayor@darebin.vic.gov.au</a></p>

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	<p>or</p> <p>If the complaint relates to the Mayor</p> <p><a href="mailto:ceooffice@darebin.vic.gov.au">ceooffice@darebin.vic.gov.au</a></p> <p>or</p> <p><a href="mailto:pidcoordinator@darebin.vic.gov.au">pidcoordinator@darebin.vic.gov.au</a></p>
<b>Who can make a complaint</b>	<ul style="list-style-type: none"> <li>• Any member of the public, community groups or advisory groups who has been affected by the behaviour of a Councillor or group of Councillors can make a Complaint.</li> <li>• City of Darebin employees cannot make a complaint under this policy. They must raise their complaint with their General Manager or Council’s Public Interest Disclosure Coordinator.</li> <li>• Complaints will be received in the format that is most appropriate and comfortable for the Complainant. Complaints can be made through multiple channels, and outside business hours.</li> <li>• Anonymous Complaints will not be accepted.</li> <li>• Complainants who wish to have their identity protected are entitled to lodge a Complaint through Council’s Public Interest Disclosure Coordinator via <a href="mailto:pidcoordinator@darebin.vic.gov.au">pidcoordinator@darebin.vic.gov.au</a>.</li> <li>• If required, an interpreter will be provided to facilitate lodging a Complaint.</li> <li>• A Complainant may use an advocate or authorised personal representative to progress their complaint provided the authorisation is in writing.</li> </ul>
<b>Complaint handling procedure</b>	<p>Darebin takes a four-tiered approach to complaint handling, as follows:</p> <ol style="list-style-type: none"> <li>1. Receive and clarify the Complaint</li> <li>2. Initial assessment and actions</li> <li>3. Investigation             <ol style="list-style-type: none"> <li>a. Internal investigation</li> <li>b. Internal arbitration</li> <li>c. Councillor Conduct Panel</li> </ol> </li> <li>4. Review             <ol style="list-style-type: none"> <li>a. Internal review</li> <li>b. VCAT</li> </ol> </li> </ol> <p>The Template File Note, at Attachment Two, provides a convenient resource to record the Complaint, the assessment and the internal investigation, as well as a checklist for required actions at each step.</p>
<b>Receiving a complaint</b>	<p>The Mayor or CEO or Head of Corporate Governance may be the first point of contact in receiving a complaint against a Councillor from a community member.</p>

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	<p>All complaints about a Councillor must be referred immediately to the Head of Corporate Governance.</p> <p>The Head of Corporate Governance will receive, clarify, and record a Complaint and capture:</p> <ul style="list-style-type: none"> <li>• The Complainant’s details including contact details (if provided)</li> <li>• How the complaint was received</li> <li>• A description of the complaint (i.e. date, location)</li> <li>• The Complainants desired outcome (if known)</li> </ul> <p>All information gathered must be uploaded in Objective with appropriate security levels.</p> <p>Complainants must receive an acknowledgement of the Complaint details, in writing, within ten (10) working days. Where a Complaint has been received via email to the Mayor or CEO email, the EA to the Mayor &amp; Councillors or the EA to the CEO must acknowledge the Complaint, in writing, within ten (10) working days, and then immediately refer it to the Head of Corporate Governance.</p> <p>All Complaints about Councillors lodged within the Customer Request Pathway system must be allocated to the Head of Corporate Governance.</p>
<p><b>Initial assessment and actions</b></p>	<p>The Head of Corporate Governance must undertake a preliminary check to determine:</p> <ol style="list-style-type: none"> <li>1. The Complaint meets the definition of a Complaint (as opposed to a service request etc.)</li> <li>2. If the Complaint is directly related to acceptable speech/debate by a Councillor in the Chamber</li> <li>3. If there is sufficient information provided to proceed. If there is insufficient information, the Complainant will be contacted to provide additional information.</li> <li>4. If the matter should be referred or reported to an external body i.e. Local Government Inspectorate, Ombudsman, IBAC or Victoria Police</li> <li>5. If the Complaint should be dealt with as a Public Interest Disclosure</li> </ol> <p>Should the Complaint not fall within points 4 or 5 above, the Head of Corporate Governance will then forward the complaint and outcome of the preliminary assessment for an initial assessment to:</p> <ol style="list-style-type: none"> <li>1. The Mayor, in consultation with the Chief Executive Officer; or</li> <li>2. The Deputy Mayor, in consultation with the Chief Executive Officer, if the complaint is about the Mayor.</li> </ol> <p>The initial assessment must determine and document:</p> <ol style="list-style-type: none"> <li>1. If the Complaint is deemed frivolous, vexatious, misconceived or lacking in substance;</li> <li>2. If the Complaint should be referred by the Complainant for external investigation (refer Attachment 3);</li> <li>3. If the Complaint may be dealt with formally;</li> <li>4. If the Complaint should proceed to internal investigation;</li> <li>5. If, in the opinion of the Mayor and Chief Executive Officer, there is sufficient information provided that may amount to a breach of Councillor Code of Conduct and the Act of:             <ol style="list-style-type: none"> <li>a. Misconduct – the investigation may be escalated directly to the Internal Arbitration Process as per section 141 of the Act.</li> </ol> </li> </ol>

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	<p>b. Serious misconduct – the investigation may be escalated directly to the Councillor Conduct Panel as per section 154 of the Act.</p> <p>In addition to the initial assessment the:</p> <ol style="list-style-type: none"> <li>1. Mayor must notify the subject of the Complaint that a Complaint has been made against them without going into detail or releasing the name of the complainant.</li> <li>2. The Chief Executive Officer and/or Head of Corporate Governance must offer the subject of Complaint advice in relation to record keeping, the Complaint handling process and their rights and responsibilities</li> </ol>
<p><b>Investigation</b></p>	<p><b>Internal Investigation</b></p> <ul style="list-style-type: none"> <li>• The current Mayor and Deputy Mayor* with the support of the Chief Executive Officer, or if required an external party appointed by the Chief Executive Officer, will investigate the Complaint.</li> <li>• The outcome of the internal investigation will be provided in writing to the Complainant including advice on how to escalate the complaint should the Complainant be unhappy with the outcome of the complaint handling process.</li> <li>• Complainants must receive notice of the outcome, in writing, within twenty (20) working days.</li> <li>• The Councillor(s) who the Complaint has been raised against will be afforded the opportunity to respond to the Complaint prior to the Mayor and Deputy Mayor providing the outcome of their internal review to relevant parties</li> </ul> <p><small>*Where the complaint relates to the current Mayor or Deputy Mayor the immediate former Mayor or Deputy Mayor will replace the Mayor or Deputy Mayor for that particular investigation.</small></p> <p><b>Internal Arbitration – alleged misconduct</b></p> <ul style="list-style-type: none"> <li>• At any stage in the complaint handling process the Complaint may be elevated to the Internal Arbitration Process by the Council following a resolution of the Council or by a Councillor or group of Councillors within three (3) months of the alleged misconduct occurring, and in accordance with the application process outlined in section 143 of the Act.</li> </ul> <p><b>Councillor Conduct Panel – alleged serious misconduct</b></p> <ul style="list-style-type: none"> <li>• At any stage in the complaint handling process the Complaint may be elevated to the Councillor Conduct Panel by the Council following a resolution of the Council or by a Councillor or group of Councillors within twelve (12) months of the alleged misconduct occurring, and in accordance with the application process outlined in section 154 of the Act.</li> </ul>
<p><b>Review</b></p>	<p><b>Internal Review of Investigation Outcome</b></p> <ul style="list-style-type: none"> <li>• An internal review of the Internal Investigation may be requested by a person who is affected by the decision.</li> <li>• The internal review will be undertaken by the Head of Corporate Governance in consultation with the General Manager Governance and Engagement.</li> </ul>

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	<ul style="list-style-type: none"> <li>The internal review must be completed, and all affected parties notified within a further twenty 20 working days.</li> </ul> <p><b>Internal Review of Investigation Timelines</b></p> <ul style="list-style-type: none"> <li>If the complaint is not resolved in twenty (20) working days, it will be subject to a review.</li> <li>The internal review will be undertaken by the Councillor Conduct Officer.</li> <li>The internal review must be completed, and all affected parties notified within a further five (5) working days advising in writing:             <ul style="list-style-type: none"> <li>How and when the internal investigation will be completed</li> <li>Why the internal investigation was not completed within the twenty (20) working days.</li> </ul> </li> </ul> <p><b>Councillor Conduct Panel Review</b></p> <ul style="list-style-type: none"> <li>Under s170 of the Act a person who is affected by the decision made by a Councillor Conduct Panel may apply to VCAT for a review of the decision.</li> </ul>
<p><b>Confidentiality &amp; Fairness</b></p>	<p>Councillor(s) who are subject of a complaint:</p> <ol style="list-style-type: none"> <li>Will be notified by Mayor upon receipt of the Complaint.</li> <li>Will be offered advice from the Chief Executive Officer and/or Head of Corporate Governance in relation to record keeping, the complaint handling process and their rights and responsibilities.</li> <li>Will be afforded the opportunity to respond to the Complaint prior to the Mayor and Deputy Mayor providing the outcome of their internal review to relevant parties.</li> <li>Will be advised of the outcome of the Complaint in writing. The letter will detail:             <ol style="list-style-type: none"> <li>If the complaint was upheld, partly upheld or not upheld</li> <li>What recommendations the internal review made for the Councillor(s) to act on</li> <li>If the Complaint has been escalated to an external review</li> </ol> </li> </ol> <p>All complaints received about Councillors will be kept confidential.</p>
<p><b>Transparency &amp; Fairness</b></p>	<p>When gathering information to respond to a complaint, the City will only:</p> <ul style="list-style-type: none"> <li>Use it to deal with the complaint or to address issues arising from the complaint</li> <li>Disclose it in a de-identified format when disclosing data to the public</li> <li>Share it with council staff on a need to know basis</li> </ul> <p>Complainants will, within ten (10) working days of receipt of the Complaint, receive an acknowledgement in writing confirming:</p> <ul style="list-style-type: none"> <li>How the complaint was received</li> <li>A description of the complaint (i.e. date, location)*</li> <li>The Complainants desired outcome (if known)</li> <li>That the City will aim to resolve the complaint within twenty (20) working days</li> <li>Who to contact in relation to their complaint</li> <li>The review process that will occur if the complaint is not resolved within twenty (20) working days</li> </ul>

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	<p>*In the instance of a complaint not being assessed as a complaint against a Councillor how the Council will respond to the matter.</p> <p>Once the internal investigation process has been completed the Complainant will receive an outcome letter in writing confirming:</p> <ul style="list-style-type: none"> <li>• If the complaint was upheld, partly upheld or not upheld</li> <li>• Any changes to services, policy and/or procedures as a result of the Complaint</li> <li>• If the Complaint has been escalated</li> <li>• What recommendations the internal investigation made that the Councillor(s) must act on</li> <li>• How the Complainant can escalate their Complaint if they are unhappy with the outcome of their complaint.</li> </ul> <p>If the complaint is not resolved within twenty (20) working days, it will be subject to a review in accordance with the Internal Review of Investigation Timeliness listed within the Review section above.</p>
<p><b>Record Keeping</b></p>	<p>All complaints received about Councillors will be kept confidential.</p> <p>When gathering information to respond to a complaint, the City will only:</p> <ul style="list-style-type: none"> <li>• Use it to deal with the complaint or to address issues arising from the complaint</li> <li>• Disclose it in a de-identified format when disclosing data to the public</li> <li>• Share it with council staff on a need to know basis</li> </ul> <p>The Complaint records must be captured in:</p> <ul style="list-style-type: none"> <li>• The document management system Objective</li> </ul>
<p><b>Reporting</b></p>	<p>The following performance indicators will be reported on the monitor and evaluate our complaint handling processes:</p> <ul style="list-style-type: none"> <li>• Quantity of Complaints received</li> <li>• Proportion of Complaints:             <ul style="list-style-type: none"> <li>(a) At Preliminary Check                 <ul style="list-style-type: none"> <li>i. Do not proceed due to insufficient information</li> <li>ii. Do not proceed due to reclassification</li> <li>iii. Proceed</li> </ul> </li> <li>(b) At Initial Assessment:                 <ul style="list-style-type: none"> <li>i. Do not proceed due to frivolous, vexatious, misconceived or lacking in substance determination</li> <li>ii. Are dealt with informally</li> <li>iii. Proceed to internal investigation</li> <li>iv. Proceed under Misconduct provisions of the Act</li> <li>v. Proceed under Serious Misconduct provisions of the Act</li> </ul> </li> <li>(c) At Internal Investigation                 <ul style="list-style-type: none"> <li>i. Are upheld, partially upheld, not upheld</li> </ul> </li> <li>(d) At Internal Review                 <ul style="list-style-type: none"> <li>i. Referred for outcome or lateness</li> </ul> </li> </ul> </li> </ul>

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	<p style="text-align: center;">ii. Overturned or sustained</p> <p>Average and individual response times for acknowledgement, investigation outcome and internal review</p> <p>Details of charges made to services, policy and or processes</p>
<p><b>Attachments</b></p>	<ul style="list-style-type: none"> <li>• Attachment 1 – Definition Misconduct and Serious Misconduct from the Act</li> <li>• Attachment 2 – Template File Note</li> <li>• Attachment 3 – External Investigation Organisations</li> </ul> <p><b>Attachment 1 - Definitions from the Act</b></p> <p><b>Misconduct</b> by a Councillor means any breach by a Councillor of the prescribed standards of conduct included in the Councillor Code of Conduct.</p> <p><b>Serious misconduct</b> by a Councillor means any of the following:</p> <ol style="list-style-type: none"> <li>a) the failure by a Councillor to comply with the Council's internal arbitration process;</li> <li>b) the failure by a Councillor to comply with a direction given to the Councillor by an arbiter under section 147;</li> <li>c) the failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor;</li> <li>d) the failure of a Councillor to comply with a direction of a Councillor Conduct Panel;</li> <li>e) continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an arbiter or by a Councillor Conduct Panel under section 167(1)(b);</li> <li>f) bullying by a Councillor of another Councillor or a member of Council staff;</li> <li>g) conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or a member of Council staff;</li> <li>h) the disclosure by a Councillor of information the Councillor knows, or should reasonably know, is confidential information;</li> <li>i) conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff;</li> <li>j) the failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision-making process when required to do so in accordance with this Act.</li> </ol> <p><b>Attachment 2</b></p> <p><a href="#">Template File Note</a></p> <p><b>Attachment 3 – External Investigation Organisations</b></p> <p><b>Independent Broad-Based Anti-Corruption Commission (IBAC)</b></p>

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	<p>IBAC accepts complaints about suspected corruption and misconduct including:</p> <ul style="list-style-type: none"> <li>• taking or offering bribes</li> <li>• using a position of influence dishonestly</li> <li>• committing fraud or theft</li> <li>• misusing information or material acquired from the work place</li> <li>• conspiring or attempting to engage in the above corrupt activity</li> </ul> <p>IBAC does not handle complaints about:</p> <ul style="list-style-type: none"> <li>• issues from other States or Territories or Federal matters</li> <li>• matters in the private sector, unless it relates to a Victorian public sector employee</li> <li>• rudeness or poor customer service</li> </ul> <p><a href="http://www.ibac.vic.gov.au/report">www.ibac.vic.gov.au/report</a> or 1300 735 135</p> <p><b>Local Government Inspectorate</b></p> <p>The Inspectorate accepts complaints about council operations and potential breaches of the Local Government Act, including:</p> <ul style="list-style-type: none"> <li>• misuse of position</li> <li>• conflict of interest</li> <li>• disclosure of confidential information</li> <li>• electoral offences</li> </ul> <p>The Inspectorate does not investigate complaints relating to councils' decisions or democratic processes, unless there is a breach of the Act. It does not look at services issues such as bins not being collected, rate charges being too high or parking infringements.</p> <p><a href="http://www.vic.gov.au/lgi/complaints">www.vic.gov.au/lgi/complaints</a> or 1800 469 359</p> <p><b>Victorian Ombudsman</b></p> <p>The Ombudsman investigates the actions, decisions or conduct of public sector organisations and their staff. It also looks at whether a public sector organisation has acted in accordance with the <i>Charter of Human Rights and Responsibilities Act 2006</i>.</p> <p>The Ombudsman will generally not become involved in a complaint when:</p> <ul style="list-style-type: none"> <li>• you have not yet attempted to resolve it with the organisation directly</li> <li>• the matter may be decided by a court or tribunal</li> <li>• the complaint is more than 12 months old</li> </ul> <p><a href="http://www.ombudsman.vic.gov.au/complaints">www.ombudsman.vic.gov.au/complaints</a> or (03) 9613 6222</p>
<p><b>Breach of Policy</b></p>	<p>Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the owner of this policy.</p>

**GOVERNANCE**

<p><b>Parent Strategy/ Plan</b></p>	<p>Customer Experience Strategy</p>
<p><b>Related Documents</b></p>	<p>The following documents are related to this Policy:</p> <ul style="list-style-type: none"> <li>• Councillor Code of Conduct</li> <li>• Employee Code of Conduct</li> </ul>

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	<ul style="list-style-type: none"> <li>Complaint Handling Policy</li> </ul>
<b>Supporting Procedures and Guidelines</b>	Victorian Ombudsman: Councils and complaints – A good practice guide 2 <sup>nd</sup> edition
<b>Legislation/ Regulation</b>	<ul style="list-style-type: none"> <li>Local Government Act 2020 (Vic)</li> <li>Human Rights Compatibility</li> </ul> <p>The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.</p>
<b>Author</b>	Jacinta Stevens, Manager Corporate Governance
<b>Policy Owner/ Sponsor</b>	Jodie Watson, General Manager Governance & Engagement
<b>Date Effective</b>	XXX i.e. Date adopted by Council
<b>Review Date</b>	The policy will be reviewed within 12 months of each municipal election.
<b>Version Number</b>	0.1
<b>Document ID</b>	A6497292
<b>Content enquiries</b>	Jacinta Stevens, Manager Corporate Governance

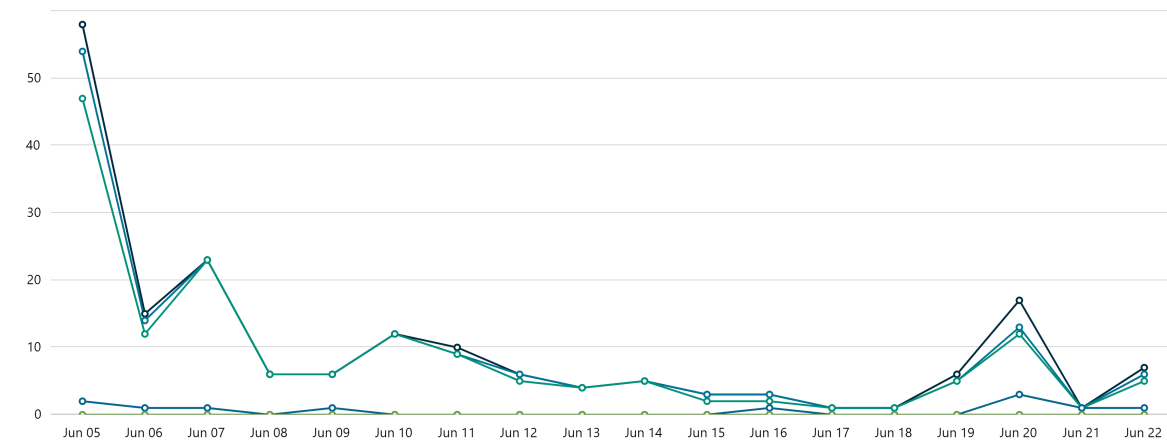
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## Your Say Darebin

Report Type: Project  
 Project Name: Draft Community Complaints about a Councillor Policy  
 Date Range: 05-06-2023 - 22-06-2023  
 Exported: 23-06-2023 12:33:10

### Performance Summary

Information regarding key visitation and utilisation metrics for your Site or projects.



**184**  
Views

**172**  
Visits

**140**  
Visitors

**11**  
Contributions

**11**  
Contributors

**0**  
Followers

**Views** - The number of times a Visitor views any page on a Site.

**Visits** - The number of end-user sessions associated with a single Visitor.

**Visitors** - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.

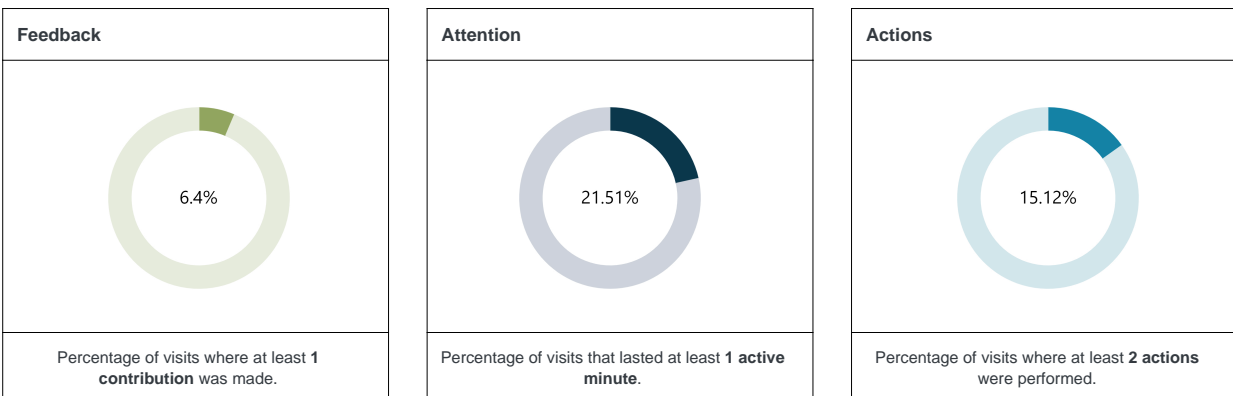
**Contributions** - The total number of responses or feedback collected through the participation tools.

**Contributors** - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.

**Followers** - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.

### Conversions


Information regarding how well your engagement websites converted Visitors to perform defined key actions.






### Participation

Information regarding how people have participated in your projects and activities.

Contributions by Activity			
Contributions by Activity is a breakdown of contributions across each tool			
Activity	Contributions		%
 Form	11	<div style="width: 100%;"></div>	100%

Top Activities			
Top Activities is the top 5 tools that received the highest contributions			
Activity	Page Name	Contributions	Contributors
 Form	Draft Community Complaints about a Councillor Policy	11	11

### Projects

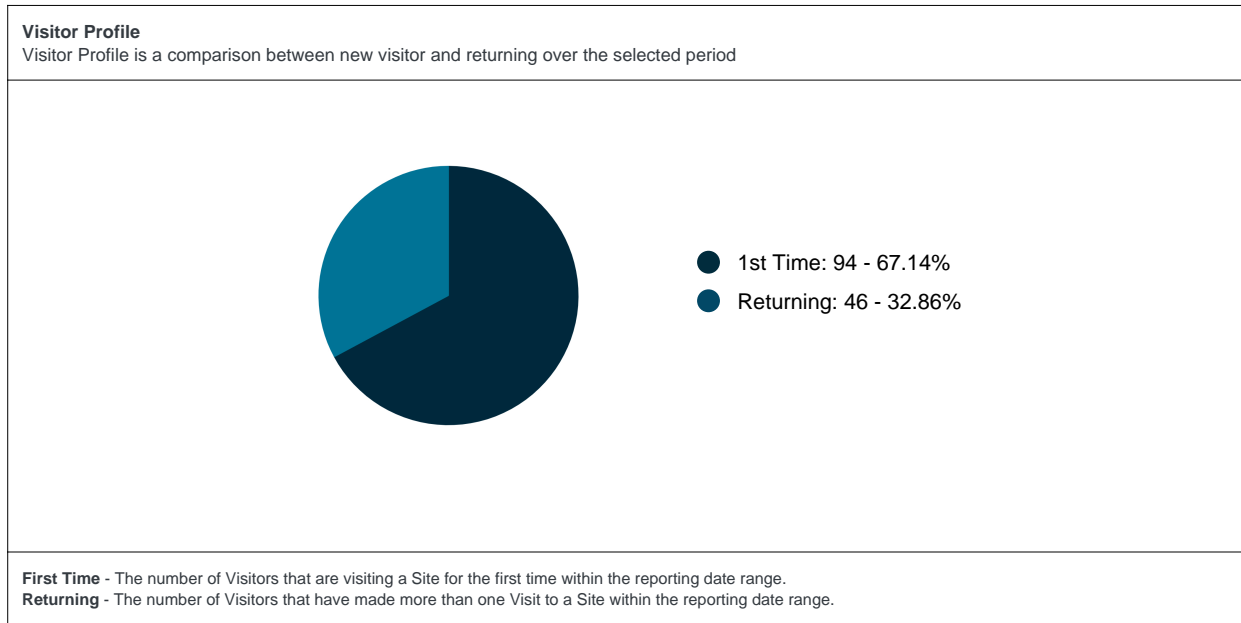
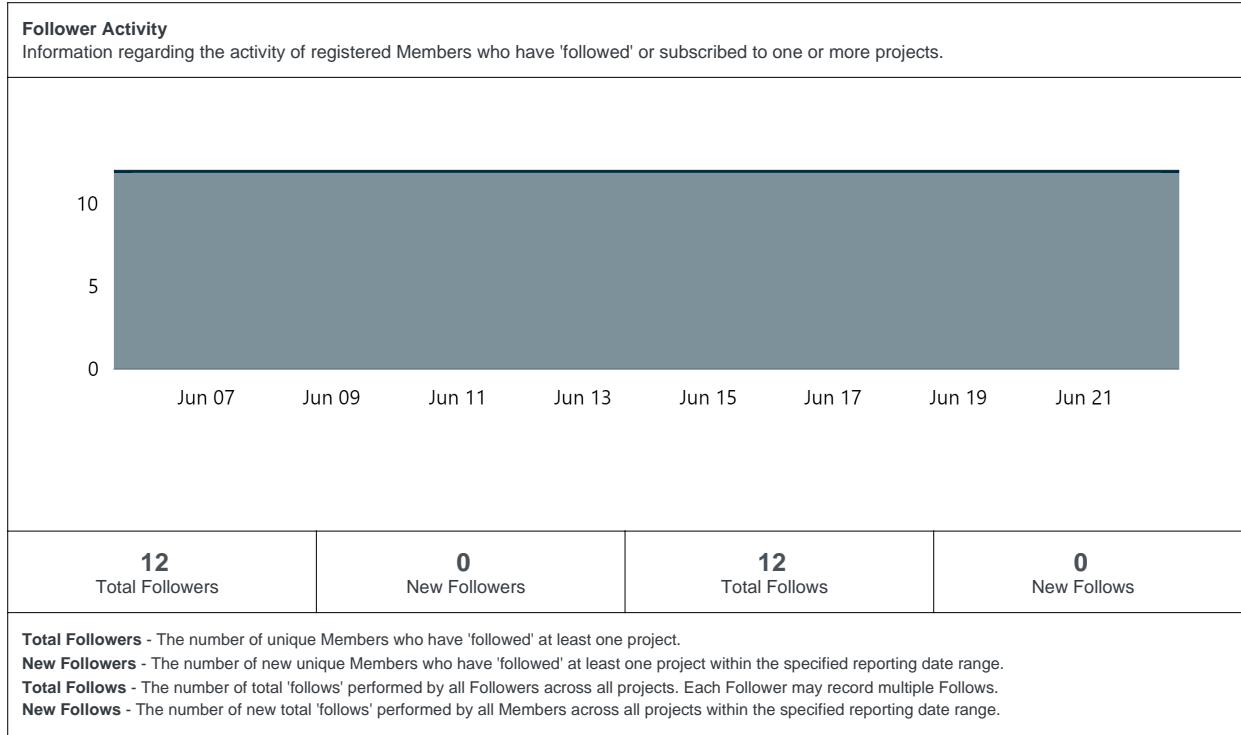
The current number and status of your Site's projects (e.g. engagement websites)

Engagement Time		
<b>0</b> Days	<b>3</b> Hours	<b>5</b> Minutes
<b>Jun 5th 2023</b> Peak Visitation Date	<b>Monday</b> Peak Visitation Day	

Top Visited Pages			
Summary information for the top five most visited Pages.			
Page Name	Visitation %	Visits	Visitors
Draft Community Complaints about a Councillor Policy	100%	172	140

**People**

Information regarding who has participated in your projects and activities.

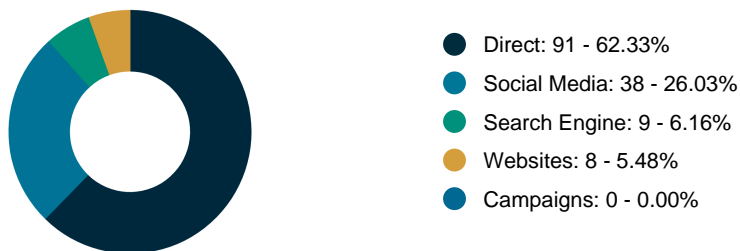


### Acquisition

Information regarding the method by which Visitors arrived to your Site or projects.

#### Referral Types

Referral traffic is the segment of traffic that arrives on your website through another source, like through a link on another domain.



**Direct** - Visitors who have arrived at a Site by entering the exact web address or URL of the page.

**Search Engine** - Visitors who have arrived at a Site via a search engine. Such as Google, Yahoo, etc.

**Websites** - Visitors who have arrived at the Site after clicking a link located on an external website.

**Social Media** - Visitors who have arrived at a Site by clicking a link from a known social media site such as Facebook, Twitter, LinkedIn, etc.

**Campaigns** - Visitors who have arrived through a campaign (using a UTM). See your email campaign report for more details on campaigns sent from this platform.

### Downloads




Information regarding your downloads, the total set of unique documents downloaded, total downloads of all files, and your top downloads.

 <b>1</b> Total Documents	 <b>13</b> Total Downloads
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Top Downloads		
Top file downloads in your selection, ordered by the number of downloads.		
File Title	File Type	Downloads
Community Complaints about Councillors Draft Policy.pdf	PDF	13

### Email Campaigns

Information regarding your email campaigns, your total campaigns, the total number of recipients, and your top campaigns by click-through rate (clicks as a percentage of total recipients).

 <b>0</b> Email Campaigns Sent	 <b>0</b> Total Recipients	 <b>0%</b> Click-through Rate
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No Data Available

## Your Say Darebin

Report Type: Form Results Summary

Date Range: 05-06-2023 - 22-06-2023

Exported: 23-06-2023 12:18:39

Open

Draft Community Complaints about a Councillor Policy survey

[Draft Community Complaints about a Councillor Policy](#)

11  
Contributors

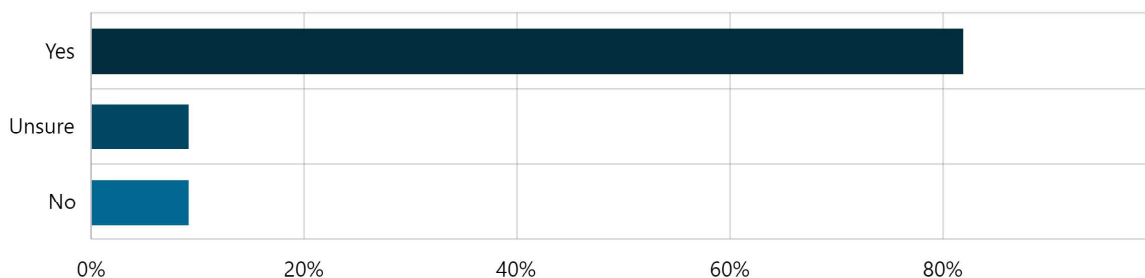
11  
Contributions

### Contribution Summary

#### 1. Does this draft Policy provide enough information for you to know how to make a complaint about a Councillor?

Required

Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Yes	81.82%	9
Unsure	9.09%	1
No	9.09%	1
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**2. What other information or support do you think you would need? Required**

Long Text | Skipped: 9 | Answered: 2 (18.2%)

**Sentiment**

No sentiment data

**Tags**

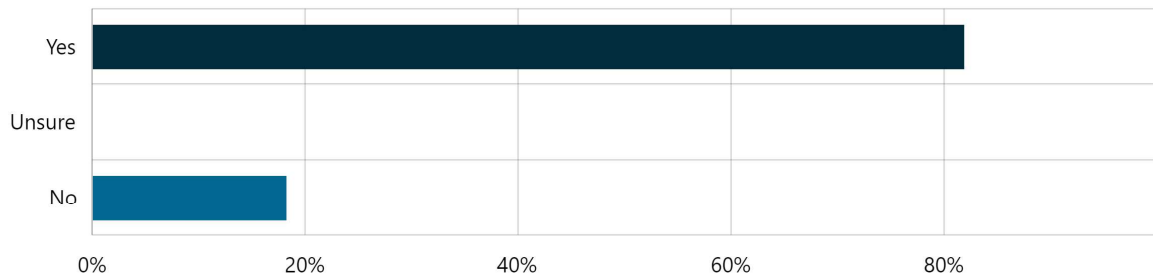
No tag data

**Featured Contributions**

No featured contributions

**3. Does this draft Policy provide enough information for you to understand how a complaint about a Councillor will be processed? Required**

Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Yes	81.82%	9
Unsure	0%	0
No	18.18%	2
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**4. What other information should this Policy should provide for you to understand how a complaint about a Councillor will be processed?** Required

Long Text | Skipped: 9 | Answered: 2 (18.2%)

**Sentiment**

No sentiment data

**Tags**

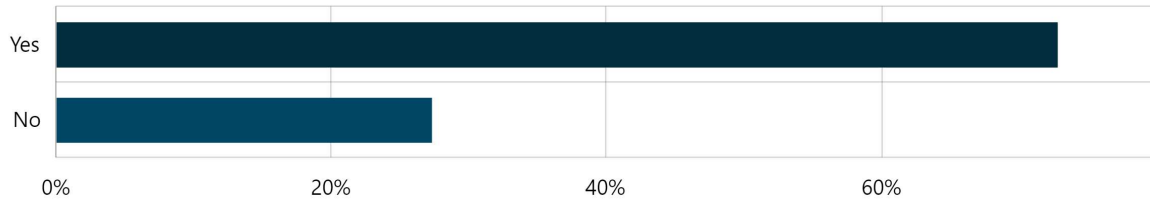
No tag data

**Featured Contributions**

No featured contributions



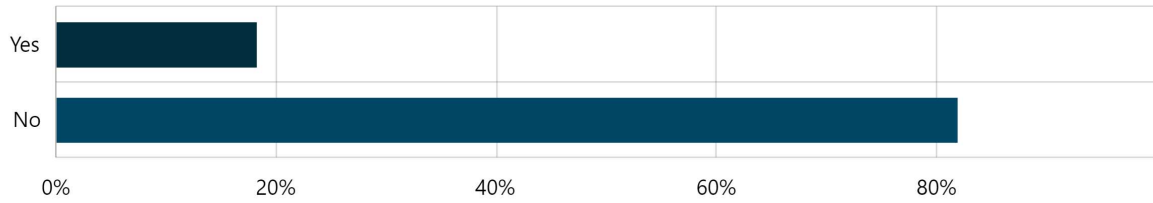
**5. Do you think that we should also provide an online form for making complaints about Councillors?** Required  
 Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Yes	72.73%	8
No	27.27%	3
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**6. Do you think we need to provide any other ways of making a complaint? Required**

Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Yes	18.18%	2
No	81.82%	9
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**7. What other way(s) of making a complaint do you suggest?** Required  
Short Text | Skipped: 9 | Answered: 2 (18.2%)

**Sentiment**

No sentiment data

**Tags**

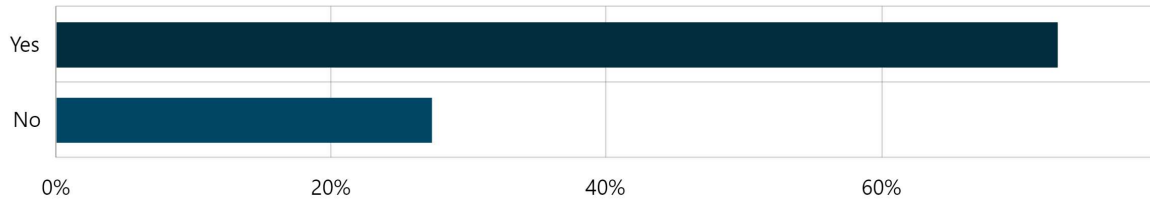
No tag data

**Featured Contributions**

No featured contributions

**8. Do you think it is an appropriate amount of time? Required**

Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Yes	72.73%	8
No	27.27%	3
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**9. What timeframe do you think is appropriate?** Required

Short Text | Skipped: 8 | Answered: 3 (27.3%)

**Sentiment**

No sentiment data

**Tags**

No tag data

**Featured Contributions**

No featured contributions

**10. If you have any other feedback about the draft policy, please share it below. Required**  
Long Text | Skipped: 4 | Answered: 7 (63.6%)

**Sentiment**

No sentiment data

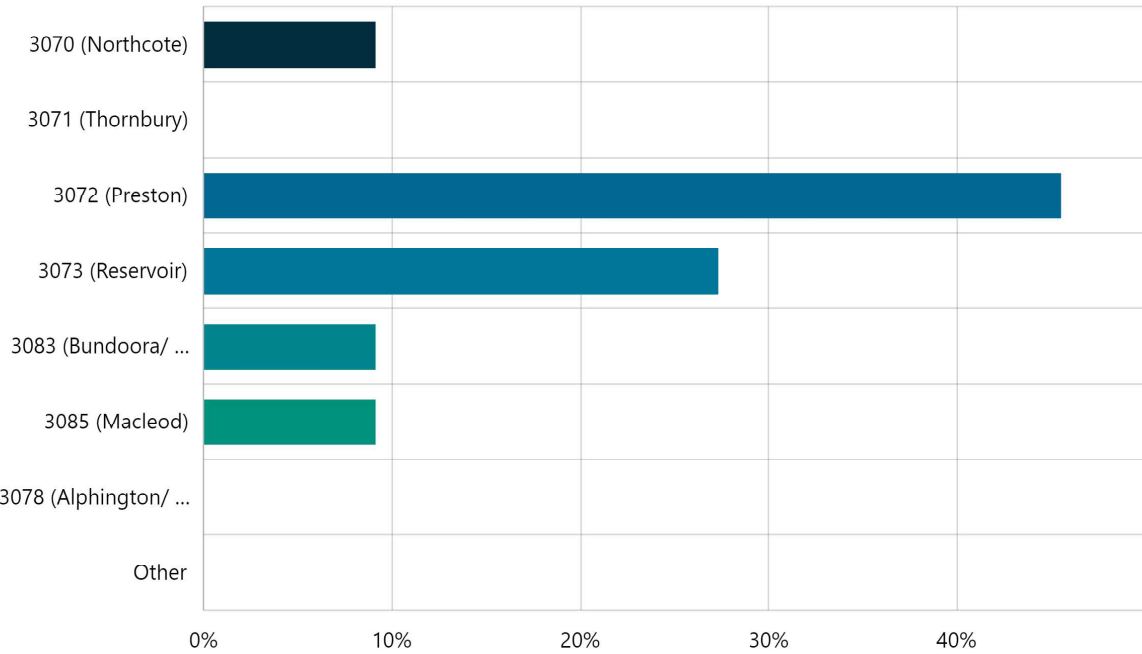
**Tags**

No tag data

**Featured Contributions**

No featured contributions

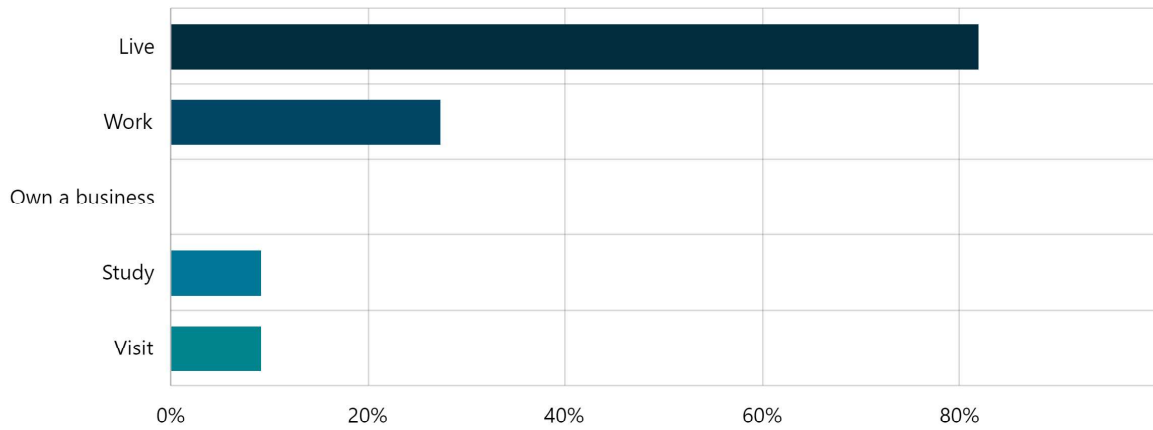
**11. What is your postcode? Required**  
 Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
3070 (Northcote)	9.09%	1
3071 (Thornbury)	0%	0
3072 (Preston)	45.45%	5
3073 (Reservoir)	27.27%	3
3083 (Bundoora/ Kingsbury)	9.09%	1
3085 (Macleod)	9.09%	1
3078 (Alphington/ Fairfield)	0%	0
Other	0%	0
<b>Total</b>	<b>100.00%</b>	<b>11</b>

**12. What is your connection to Darebin? Required**

Multi Choice | Skipped: 0 | Answered: 11 (100%)



Answer choices	Percent	Count
Live	81.82%	9
Work	27.27%	3
Own a business	0%	0
Study	9.09%	1
Visit	9.09%	1



**13. Name**

Short Text | Skipped: 6 | Answered: 5 (45.5%)

**Sentiment**

No sentiment data

**Tags**

No tag data

**Featured Contributions**

No featured contributions

Points about the draft Community Complaints about Councillor policy

1. This policy provides information about how community members can make a complaint about behaviour of a councillor or group of councillors.

Policy is a document that provides Council with a structured way to respond to different issues and make decisions about these issues.

2. This policy is not about how to make complaints about Council services.

There are different policies that help community members learn how to raise issues about services they receive from Council.

3. Darebin City Council (we) are required by law (noted in the Local Government Act 2020 (Vic)) to have this policy.

4. We accept that members of the public have the right to complain about behaviour of Councillors. We deal with all complaints in just and fair way.

5. Any community member can make a complaint, but complaints cannot be anonymous.

When a community member makes a complaint they will need to provide their name and contact details for us to examine the complaint.

6. Community members can make a complaint (in writing or verbally) in several ways via:

- Mail
- Telephone
- Multilingual phone line
- In Person
- Email.

7. The Manager of Corporate Governance reviews all complaints against Councillors.

This means that the Manager of Corporate Governance checks all complaints to make sure there is enough information to investigate/look into the complaint. They will check whether issue raised:

- is truly a complaint (meets the definition of a complaint)
- is related to Councillor's speech or debate that took place in the Council Chamber and
- should be investigated internally or externally by other organisations.

8. After the review, the Manager of Corporate Governance passes the complaint for assessment and investigation to the Mayor. The Mayor will do this with the help of the Chief Executive Officer.

9. If the complaint is about the Mayor, it is assessed and investigated by The Deputy Mayor with the help of the Chief Executive Officer.

10. Some complaints may need to be referred to external organisations such as Local Government Inspectorate, Ombudsman, IBAC or Victoria Police.

These organisations deal with deal with complaints about misusing Councillor's position, conflict of interest, taking bribes, corruption, theft or the complaint has not been addressed directly.

11. Once the complaint has been investigated by Council, we will send the person who made the complaint information about the outcome in writing. This has to happen within 20 days of Council getting the complaint.

12. Any person who is affected by the outcome of the investigation of the complaint can ask for an internal review by Council.

13. The Manager of Corporate Governance will do this review with the help of the General Manager Governance and Engagement.

14. The review has to finish within 20 days and the results have to be sent in writing to all people involved.

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**9.4 PRESTON MARKET RESPONSE TO NOM ON SUPPORTING MARKET TRADERS****Author:** Place Manager**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

This report responds to elements of Council's 24 April 2023 resolution to the Notice of Motion:

*'That Council:*

- 1) *Notes points 1, 3 and 4 of Item 11.3 - Preston Market.*
- 2) *Calls for a report by June 2023 that outlines options for supporting Preston Market Traders, including advocacy, and convening a committee that would invite traders, a representative from Salta and Councillor/s and staff.*
- 3) *Writes to the Minister for Planning for Salta to provide a Market Business Continuity Plan, to the satisfaction of the Responsible Authority.'*

A report was presented to Councillors in June 2023 and a briefing of Councillors was also held in June 2023 in relation to part 2 of this Council decision.

This Council report outlines two options for supporting Preston Market traders through the establishment of a committee.

Discussions are ongoing with Councillors in relation to advocacy and communication associated with the Preston Market.

A letter was sent to the Minister for Planning on 29 May 2023 in response to part 3 of this Council decision requesting a business continuity plan for the Preston market.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Notes the two committee options available to Council to support Preston Market Traders during a time of business uncertainty.
  - (2) Endorses Committee Option 2 – Provides Support to the trader-initiated Preston Market Traders Group which has recently been established.
  - (3) Requests that the Chief Executive Officer (or delegate) advises the Preston Market Traders Group and Salta of this Council decision.
  - (4) Requests that the Chief Executive Officer (or delegate) continues to provide support to the Preston Market Traders Group by providing consistent and regular information at meetings by invitation of the Preston Market Traders Group and also if requested, assist the Preston Market Traders Group to become an independent body with membership of diverse Preston business voices and stakeholders working to the benefit of all market traders through formal articles of association.
-

## BACKGROUND / KEY INFORMATION

This report responds to Council's 24 April 2023 resolution which sought advice from officers on options for convening a committee to support Preston Market traders, including advocacy and communication strategies.

It is understood that a newly formed (and Market Trader initiated) Preston Market Trader Group (the Group) met on 17 May 2023.

A letter was sent to the Minister for Planning on 29 May 2023 in response to part 3 of this Council decision requesting a business continuity plan for the Preston market.

### Previous Council Resolution

At its meeting on 24 April 2023 Council resolved through Item 11.4:

*'That Council:*

- (1) Notes points 1, 3 and 4 of Item 11.3 - Preston Market*
- (2) Calls for a report by June 2023 that outlines options for supporting Preston Market Traders, including advocacy and convening a committee that would invite traders, a representative from Salta and Councillor/s and staff.*
- (3) Writes to the Minister for Planning for Salta to provide a Market Business Continuity Plan, to the satisfaction of the Responsible Authority.'*

Item 11.3 – points 1, 3 and 4 includes: -

- (1) Notes that on the 3 April 2023 the Minister for Planning announced:
  - a. That new planning controls, including a Heritage Overlay, will now be introduced to protect Preston Market's heritage, and put beyond any doubt the importance of the market to the community.**
- (3) Notes that contrary to the developer's statements, the VPA Standing Advisory Committee did not find that the market would have to be closed during construction. It recommends a staging/continuity plan to manage temporary development impacts to minimise trader disruption.*
- (4) Notes that Council's construction and staging expert demonstrated how Council's plan (market retention with surrounding development) could be staged to ensure ongoing operation of the market.'*

## ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 2: Prosperous, Liveable and Flourishing.

## ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 2: Prosperous, Liveable and Flourishing.

## ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

2.4 We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally.

## DISCUSSION

### Preston Market

Promoted as a traditional food and general merchandise market, the Preston Market (the Market) abuts Cramer Street and Murray Road Preston and delivers a place of commerce, employment and meeting hub to the Darebin community and surrounds. This privately-owned Market precinct includes multiple and separate owners, promoted online as currently having more than 100 traders and 7 vacant leasing opportunities. 16 stalls or shopfronts on the site are owned by individual property owners.

### Market Traders

Officers are aware that recently one market stallholder has taken the lead seeking support of traders to establish a new Group. Officers understand that sixteen nominations were received to form this new Group with good representation from each block. Keen to create a Group that has the interests of all market traders, the Group is considering how to progress to a more formal body by deciding on their legal frameworks. Officers have provided some information and also referred the Group to connect with the Preston Central Business Association, that may provide further insight into governance models and considerations regarding a formal association or independent body.

### Preston Central Business Association

The Preston Central Business Association comprises the 344 businesses from High Street Preston and surrounds including 121 of the Preston Market Properties. These businesses are charged the Preston Central Special Rate, this is collected by Council and managed by Preston Central Business Association (PCBA). These annual funds (\$112,521) support the funding of place-based promotional, marketing, business, and economic development initiatives to encourage the economic success and vibrancy for all Preston Central businesses, including Preston Market.

Recent learnings from the disruption during the Preston/Bell Level Crossing Upgrade 2020-2023 highlighted good communication and engagement strategies such as:

- Council provided timely and relevant information such as Small Business Victoria and disruption support, acting as a trusted broker of information and advice.
- Council officers convened / attended regular trader meetings and supported regular engagement events providing further opportunities for discussion, information sharing and understanding the pressures on traders at that time.

### Trader Engagement

Officers have outlined two options that Council could consider with respect to establishing a committee for the purpose of Preston Market trader engagement. These are outlined below.

#### Option 1.

#### **Establish a Preston Market Traders Advisory Committee chaired by the Mayor or an independent facilitator.**

This model aligns with other Council advisory committees. A draft Terms of Reference is at **Appendix A**. An expression of interest process in alignment with the Terms of Reference would be the first step to establish a Preston Market Traders Advisory Committee chaired by the Mayor or independent facilitator with representation from other Councillors.

Membership as noted in the Terms of Reference invites members from a diversity of Preston Market traders, a representative from Salta and other key stakeholders. The benefit of this option is that Council can align the agenda with its advocacy efforts and discussions with the broader Preston Central Business Association. It can also be delivered within existing resources (unless an external facilitator was Council's preferred model, as this would require additional funds).

Should the right independent facilitator be found, they could help bring profile to the group and potentially further support advocacy activities. An independent facilitator would need to be a paid role, and this is not allocated in the draft 2023-2024 Budget.

The challenge with Option 1 is that it may be difficult for Council to recruit members, given a traders-initiated group has emerged. It may also be more difficult for Council to engage with other interested stakeholders about the Preston Market in this model.

## **Option 2.**

### **Continue to support the Market initiated Preston Market Traders Group (the Group) (recommended option)**

One market stallholder has taken the lead seeking support of traders to establish a new and independent Group. Officers understand there are sixteen traders keen to create a Group that has the interests of all market traders and meetings have already progressed. The Group is currently considering how to progress to a more formal body by deciding on their legal frameworks.

Should Council endorse this option, officers can continue to support traders through this Group by providing consistent and regular information at meetings by invitation of the Group and also if requested, assist the Group to become an independent body with membership of diverse Preston business voices and stakeholders working to the benefit of all market traders through formal articles of association. The benefit of this option is it is trader led and there is already energy and effort occurring, which Council could potentially look to support and amplify. It may also be easier for Council to engage with other interested stakeholders about the Preston Market.

The challenge with Option 2 is that Council involvement relies on being invited in by the Market Traders Committee and Council would not lead the agenda for the Group.

On balance, Option 2 is the option recommended by officers as it is trader led; does not replicate activities already being undertaken by traders and is more likely to enable Council to engage with other interested stakeholders more easily than Option 1.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Should Council choose Option 1, costs associated with procurement of a facilitator is not within existing budget allocations and this would need to be costed and considered by Council through a quarterly budget reconsideration.

## Community Engagement

Council's Economic Recovery and Resilience team will continue to engage and support Preston Central traders, including the market traders to address their immediate redevelopment concerns. This also includes ongoing advice and information sharing regarding connection to the Victorian Small Business Commission that can facilitate guidance to landlords or tenants regarding their rights and responsibilities under the Retail Leases Act including mediation and dispute resolution. This also captures High Street businesses and market surrounds.

## Other Principles for consideration

### Overarching Governance Principles and Supporting Principles

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

### Public Transparency Principles

- (b) Council information must be publicly available unless (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest;

### Strategic Planning Principles

- (c) Strategic planning must take into account the resources needed for effective implementation;

### Service Performance Principles

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

Access to affordable, culturally relevant and seasonal food along a transport precinct enables a range of outcomes that enable a safe, healthy and environmentally sustainable city.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

An EIA is not forecast in direct response to this report.

### Economic Development and Cultural Considerations

The contributions to the prosperity of our city are enabled by a diverse and vibrant ecosystem of small and independent traders and businesses. These local businesses offer an equally diverse and culturally inclusive offering to local and regional communities. Preston Central is driven by a much-loved market precinct that has a strong reputation as a destination driven by and for multicultural communities, improving the overall health and prosperity of Darebin.



### Operational Impacts

The Economic Recovery and Resilience department will provide secretariat functions should a Council or independent convened option be decided. Should alternative options be decided the current support delivered by the department will continue to support independence, good governance and connections as appropriate.

### Legal and Risk Implications


Risk associated with the development of a committee or other entity will be managed as part of Council's overarching risk management frameworks.

### IMPLEMENTATION ACTIONS

Key Milestone	Timelines
Economic Recovery and Resilience (ERR) officers will continue to support and advocate for all Preston Market traders.	Ongoing
ERR officers will advise the Preston Central Market Group & Salta of the outcome of Council's decision.	July / August 2023 onwards
ERR officers will implement the Council decision	August 2023 onwards
ERR Officers will continue working together with Preston Market management and PCBA for the benefit of all Preston Central traders	Ongoing
Review and revise communications plan	Ongoing

### RELATED DOCUMENTS

#### Attachments

- Terms of Reference - Preston Market Traders Advisory Committee (Draft) (**Appendix A**) [↓](#) 

### DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



***Draft Preston Market Traders Advisory Committee***

<p><b>1. Application of these Terms of Reference</b></p>	<p>These Model Terms of Reference apply to all Community Advisory Committees, Community Reference Groups and similar groups formally constituted by resolution of Darebin City Council. For the purpose of this Model Terms of Reference, all such groups and committees are referred to as “the Committee”.</p>
<p><b>2. Purpose and Scope</b></p>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (where appropriate) to Council in relation to the matters specified in <b>Appendix A</b></p> <p>In conducting its activities associated with its purpose and scope the Committee will;</p> <ul style="list-style-type: none"> <li>○ Conduct itself according to, and within, the Terms of Reference and any relevant Council resolution;</li> <li>○ Inform itself of issues, opportunities, constraints and urgent actions relating to maintenance and promotion of the Committee;</li> <li>○ Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making;</li> <li>○ Provide advice on strategic and other planning work to help set short and longer-term direction and action;</li> <li>○ Foster a Committee culture that seeks to understand and explore diverse views of Committee members so that advice to Council reflects such diversity of views, and;</li> <li>○ Report to Council periodically on its work, in order to ensure accountability for its conduct.</li> </ul> <p>In providing advice, all members will be given every opportunity, encouragement and support to put their views before the Committee and that this will be considered in Darebin’s policy, program and project development.</p> <p>The <i>scope</i> of this Committee is to act in an advisory capacity to the Council only and has no delegated authority to make decisions.</p> <p>The Committee does not have an operational role and neither it, nor its members, may direct Council staff in the performance of their duties.</p> <p>The Committee shall have regard to and act in accordance with Council’s strategic objectives and priorities. Specifically, the Committee will have regard to the strategies, plans, frameworks,</p>

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>policies and plans referenced in <b>Appendix A</b>.</p>
<p><b>3. Committee Specific Protocols and Operating Practices</b></p>	<p>It is acknowledged that these model Terms of Reference may not in all instances provide the required or adequate clarity regarding a Committees functioning. To this extent, Committees may develop specific protocols and operating practices to supplement these ToR.</p> <p>These protocols and operating practices may deal with any matters that the Committee determines are relevant to the efficient and effective functioning of the Committee and may include matters such as consideration of the social and cultural diversity of the Darebin community, inclusiveness of multicultural, educational, indigenous, religious, disability, youth, aged, sexual and gender communities, Aboriginal and Torres Strait Islander peoples, membership numbers, support for members to facilitate participation and consideration of sitting fees.</p> <p>Any such protocols and operating practices must not conflict with these ToR and must be endorsed by the Committee, the relevant General Manager and be attached to these ToR when formally adopted by Council. Should agreement not be reached by the Committee and the relevant General Manager, this will be escalated to the Chief Executive Officer.</p>
<p><b>4. Composition, Recruitment, Appointment and Tenure</b></p>	<p>This Committee comprises Councillor(s) appointed by Council annually and a Council Officer nominated by the Chief Executive Officer (both non-voting) and any other persons, and representatives of organisations as determined by resolution of Council and as specified in <b>Appendix A</b>.</p> <p>All Advisory Committees will sunset on 30 June following each General Council election, unless they have been re-established in the new Council term or the work of an Advisory Committee has been completed prior to this date.</p> <p>Specified members of Committees (excluding Councillors) shall be appointed to a Committee for the term specified in <b>Appendix A</b>. All appointments will be for an initial period of 2 years with the option for a further maximum period through to the 30 June in the year following each General Election upon re application.</p> <p>If the Council Officer (in consultation with existing Committee members) believes that staggered appointment terms are appropriate for the Committee, these may be instituted within the parameters of the 2 years period.</p> <p>Where a member is appointed to the Committee as a representative of a particular organisation a proxy may attend meeting on their behalf if the nominated person cannot attend.</p> <p>Council will appoint one proxy Councillor to each Committee annually. Councillors appointed as a proxy through the annual</p>

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>appointment process may attend Committee meetings.</p> <p>All vacancies shall be publicly advertised by Council prior to appointment.</p> <p>Prospective candidates shall submit an Expression of Interest in a form and manner prescribed by Council to enable Council to consider their appointment to the Committee. The criteria for the appointment of members will be developed by the Council Officer based on the required skills and knowledge and the existing Council policy and practices that promote diversity and inclusion. The Council Officer will consult with the Committee regarding any skill or experience deficiency or gap in the existing Committee that may need to be specifically considered during a recruitment and appointment process.</p> <p>Where vacancies occur 'mid-term', a replacement Committee member may be appointed by Council's Chief Executive Officer, subject to an Expression of Interest process as above.</p> <p>Committee members appointed as a result of a 'mid-term' vacancy will serve the balance of the former Committee member's term.</p> <p>Notwithstanding any of the above, Council may at any time by resolution set a date or a milestone that when reached or completed causes the cessation of the Committee and the expiry of Committee members' terms.</p> <p>A member may not complete more than 2 successive Council terms i.e. 8 years unless exceptional circumstances supporting the continuation of the members participation are demonstrated.</p>
<p><b>5. Responsibilities, Duties and Conduct of Members</b></p>	<p>In performing the purpose of the Committee, members must act honestly, treat others with respect, exercise reasonable care and diligence, and not make improper use of their position or make improper use of information acquired because of their position.</p> <p>The expectation of members' behaviour is that they will behave with respect and openness by listening to one another and by allowing all members to have a voice. Respectful behaviour is inclusive of all Committee meetings, emails, correspondence, telephone calls and on-line meetings.</p> <p>Members must work co-operatively with other members, respect the authority of the Chair and meeting procedures and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.</p> <p>Members must respect the confidential and sensitivity of</p>

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>information as appropriate.</p> <p>Committee members will be required to participate in an induction workshop arranged by Council and may be required to participate in specified training relevant to the work of the Committee from time to time.</p> <p>Upon appointment, Chairs including Co-Chairs must undertake or demonstrate relevant recent training and proficiency in running effective meetings.</p> <p>Committee members must not speak for Council and are not authorised to speak to the media in respect of the Committee’s activities and deliberations.</p> <p>Committee Members are required to abide by Council’s Employee Code of Conduct to the extent applicable to volunteers and the Council’s Volunteer Policy. Failure to abide by the conduct principles, (and relevant Council policies, including Council’s Occupational Health and Safety Guidelines) will result in the member being deemed to be in breach of their obligations and may result in their removal from the Committee by a Council resolution, or in urgent circumstances by Council’s Chief Executive Officer if the Chief Executive Officer considers that such action is necessary.</p>
<p><b>6. Meetings</b></p>	<p>Attendance at Committee meetings is expected in normal circumstances and is critical to fulfilment of appointment as a member.</p> <p>The Chairperson shall be appointed as specified in <b>Appendix A</b></p> <p>Meetings will be held quarterly unless determined by the Committee Chair and Council Officer in order to allow for the timely consideration and provision of advice to Council on particular, time-sensitive matters from time to time. Committees may, with the approval of the relevant General Manager, meet more frequently on a limited and specific basis (if required).</p> <p>Working Groups may be established as required for a specific purpose and on a limited timeframe to enable a focus on a specific task or project. These are subject to the approval by the relevant General Manager after consideration of their specific need, the availability of resources to support their operation and their agreed timeframes and tenure.</p> <p>If the Chairperson is not present at a meeting, the Committee members will determine to appoint a Chairperson for the purposes of conducting the meeting.</p>

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>The appointed Council officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.</p> <p>Committee agendas will be forward to Committee members by email no later than five working days before a scheduled meeting.</p> <p>Minutes will be provided to Committee members and all Councillors no later than 10 working days of the meeting and will include a summary of discussions, details of any conflicts of interest disclosed and any decisions made. The Chair, including Co-Chairs, shall ratify the minutes of the meeting prior to their distribution. Formal endorsement of the minutes will occur at the subsequent Committee meeting.</p> <p>Committee agenda items will be identified by Council Officers in consultation with the Chairperson. Members are able to request items to be listed subject to them being raised with the Council Officer and with the Chairpersons consent.</p> <p>Notice of any additional Committee meetings will be provided 2 weeks in advance.</p> <p>Committee meetings may be held virtually.</p> <p>Committee meetings are closed to the public.</p> <p>Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair, including Co-Chairs and Council officer.</p> <p>A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position or recommendation to be made to Council if appropriate.</p> <p>Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.</p> <p>Any Conflicts of Interest must be declared and recorded at the commencement of the meeting. A member who has a conflict of interest must leave the meeting when the item is discussed.</p>
<p><b>7. Transparency</b></p>	<p>In order to maintain transparency of Committee operations and in alignment with Council's Governance rules the following information is to be published on Council website in respect of</p>

**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>each Committee.</p> <ol style="list-style-type: none"> <li>a) The Terms of Reference</li> <li>b) The names of all members</li> <li>c) Minutes of Advisory Committee meetings</li> </ol> <p>Reports of Committee activities (as reported biannually to Council) as prepared by Council Officers</p>
<b>8. Opportunities for Cross Collaboration and Induction of Committee members</b>	<p>Council may, from time to time, facilitate meetings, forums, workshops and the like to enable the members of the various Committees to come together for knowledge sharing, professional development and the collaborative provision of advice as appropriate.</p> <p>Committees and new Committee members will be provided with an appropriate induction at the commencement of their term that includes an overview of the Council's structure and functions, the relationship of the Committee with Councillors and the community and any other matters to ensure they are well supported.</p>
<b>9. Reporting, Monitoring and Evaluation</b>	<p>The specific advice of a Committee in relation to a particular matter will be communicated to Council by the relevant Council officer in an appropriate format if and when required. The progress and activities of a Committee will be reported biannually through a combined six-monthly Council meeting report on the progress and activities of all Committees to be prepared by Council Officers. The operation of the Committee will be evaluated annually via a number of methods including self-evaluation of the Committee (arranged by the Council Officer) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.</p>



**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



**APPENDIX A**

<b>Name of Committee</b>	Preston Market Traders Advisory Committee
<b>ToR Clause 2</b>	<ul style="list-style-type: none"> <li>○ To improve the flow of information and raise awareness of key matters regarding Preston Market redevelopment.</li> <li>○ Provide a platform for traders to raise questions, opportunities, and challenges specific to Preston Market traders impacted by the redevelopment and construction phases.</li> <li>○ Advise on ways key stakeholders can work collaboratively towards better outcomes during the market redevelopment.</li> </ul> <p>The Preston Market Traders Advisory Committee will:</p> <ul style="list-style-type: none"> <li>a) consider a range of trader opinions and views on information relating to the proposed Preston Market developments, guided by the State Minister for Planning's final decision on the amendment and property owner intentions.</li> <li>b) provide a platform that is designed to support market traders through Preston Market planning processes, developments, construction timelines and its operations.</li> <li>c) provide feedback to Council on matters pertaining to proposed Preston Market stallholder developments, the impact on traders and the future of the market stallholders.</li> <li>d) notify the Committee of any conflicts of interest that may arise during their participation in the Advisory Committee.</li> </ul> <p>The Committee does not have any authority to make decisions about the commercial operation or development of Preston Market.</p>
<b>ToR Clause 3</b>	The Advisory Committee will meet once a month for the first three months, then quarterly (to be agreed upon in collaboration with the Committee, Council and Preston Market).
<b>ToR Clause 4</b>	<p>Committee members will be recruited through an expression of interest process coordinated by the Economic Recovery and Resilience team. Appointments to the group will be authorised by Council via Council report and resolution.</p> <p>Committee members will serve for a term of 1 year with the opportunity to serve for a further second term (1 year) through extension.</p> <p>Proposed membership to include:</p> <ul style="list-style-type: none"> <li>○ Mayor (Chairperson) and relevant ward Councillor or independent facilitator.</li> <li>○ Council Officer as secretary.</li> </ul>



**MODEL TERMS OF REFERENCE for  
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	<ul style="list-style-type: none"> <li>○ A minimum of 12 members will be recruited via Expression of Interest and meeting skill sets identified by the Panel or by Council. This will consist of:             <ul style="list-style-type: none"> <li>○ Two representatives from Preston Market owners or management team,</li> <li>○ Ten Preston Market business owners (or their representatives) that operate stalls at the market, this can include businesses who are part of the Preston Central Business Association.</li> </ul> </li> <li>a) All members of the Committee will need to adhere to the Code of Conduct.</li> <li>b) A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position or recommendation to be made to Council if appropriate.</li> <li>c) Specialist knowledge will be sourced as needed to respond to the Committees questions or topics (including officers from Economic Recovery and Resilience, Statutory and Strategic Planning and Advocacy).</li> </ul> <p>Where member(s) of the Preston Market Traders Advisory Committee do not meet one or more of the Terms of Reference (TOR) they may be excluded from attending any subsequent meetings.</p> <p>Traders and community representatives will be selected through an Expression of Interest (EOI), with a view to representing the broad range of views about the future of Preston Market. Membership of the Committee is volunteer-based and members will not be reimbursed for their time. Interested community representatives and stall holders/ traders who wish to nominate for the advisory committee will register their interest through an EOI process.</p> <p>Criteria for appointment includes:</p> <ul style="list-style-type: none"> <li>○ demonstrated interest,</li> <li>○ a commitment to make a constructive contribution,</li> <li>○ availability,</li> <li>○ representation of Preston Market trader interests.</li> </ul>
<p><b>TOR Clause 6</b></p>	<p>The Advisory Committee will be chaired by the Mayor or an independent facilitator. If the Mayor or the independent facilitator is not available; then the Committee will be chaired by the appointed representative from Preston Market or Ward Councillor who has</p>

**MODEL TERMS OF REFERENCE for  
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	<p>been chosen as the Deputy Chair.</p> <p>The Committee Chairperson shall be.</p> <ul style="list-style-type: none"> <li>○ a Councillor or independent facilitator</li> <li>○ a Councillor with a Preston Market member as Co-Chair or Ward Councillor.</li> </ul> <p>The secretary is responsible for organising the meetings, setting the agenda items and providing Council updates to the group and advice and recommendations to Council.</p> <p>The Advisory Committee will meet once a month for the first three months, then quarterly (to be agreed upon in collaboration with the Committee, Council and Preston Market).</p> <ul style="list-style-type: none"> <li>○ Meetings will be hybrid, held at Council’s Preston Office and virtually. (unless otherwise arranged)</li> <li>○ Participants can expect meetings to take a maximum of two hours.</li> <li>○ Actions from meetings will be recorded and distributed to the Committee within two weeks of the meeting date.</li> <li>○ Agenda items should be emailed to the Secretary at least one week prior to the meeting along with any supporting information.</li> <li>○ At the final meeting, members of the Committee will evaluate whether it should continue. The final decision rests with Council and the Preston Market.</li> <li>○ Council will cover all meeting costs including room hire and refreshments.</li> </ul> <p>It is expected that all members:</p> <ul style="list-style-type: none"> <li>● listen to each other.</li> <li>● are accepting of differences of opinion.</li> <li>● are respectful and courteous to others that may not share your views.</li> <li>● act in a co-operative, collaborative and positive manner at all times during the meetings.</li> <li>● will not disseminate confidential information that is discussed at the Committee meetings such as issues of a sensitive commercial nature.</li> <li>● will not make any media comment in relation to the project on behalf of the Advisory Committee.</li> <li>● Will not use social media in any way to distribute or solicit defamatory or material which discredits, or comment regarding Council or any member associated with the Advisory Committee.</li> </ul> <p>The Code of Conduct will also be confirmed at the inaugural meeting.</p>
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**MODEL TERMS OF REFERENCE for  
Community Advisory Committees and  
Community Reference Groups**



	<p>Where member(s) of the Preston Market Traders Advisory Committee do not meet one or more of the Codes of Conduct, the Mayor or independent facilitator as Chairperson may decide whether a member is excluded from attending any subsequent meetings.</p>
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**9.5 DRAFT DAREBIN ART COLLECTION POLICY****Author:** Art and Collections Coordinator**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of the Draft Art and Collection Policy 2022-2026.

The Darebin Art Collection Policy (**Appendix A**) provides a framework for the acquisition and management of artworks and heritage items that comprise the Darebin Art Collection 'the collection'.

The policy is internal facing and owned by the Creative Culture and Events Department.

<b>Officer Recommendation</b>
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**That Council:**

Endorse the Draft Art and Collection Policy 2022-2026 and delegate to the Chief Executive Officer the ability to make minor editorial changes that do not alter the substantive elements of the Policy (if required).

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**BACKGROUND / KEY INFORMATION**

The Darebin Art Collection Policy was last endorsed by the former section 86 Bundoora Homestead Board of Management in April 2018 and now requires renewal. As an industry standard, cultural collection policies are reviewed every 3-5 years.

The Bundoora Homestead Board of Management special committee was dissolved by Council on 7 April 2020 and re-established under a new governance model as Council's Art & Heritage Advisory Committee. This Policy is informed by the expertise of the Art & Heritage Advisory Committee.

The policy is internal facing and provides guidance to Council on the acquisition of art works and the ongoing management of the collection. The policy outlines the processes for managing the collection aligned with best practice Collections management standards as defined by the industry peak body, Australian Museums and Galleries Association (AMAGA). The policy supports the ongoing development of the collection recognising its significance as a civic, cultural, and financial asset.

The renewal of the policy included an Equity Impact Assessment, and the policy reflects the assessment in its commitment to an equitable and inclusive approach to the development of the collection. Officers have undertaken benchmarking of collection policies of several local Councils with similar community demographics. This policy aligns with the approaches of other Councils in its adherence to best practice in collection management. Further information is provided in the relevant sections of this briefing.

**Previous Council Resolution**

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

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.3 We will embrace diversity and ensure everyone is included in our society, and no one is left behind – by combating discrimination, and championing equity, inclusivity and diversity

1.5 We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin

4.2 We will ensure our assets are optimised for the benefit of our community

**DISCUSSION****Benchmarking**

The policy has been developed through benchmarking of several local government areas with collection policies and collections of a similar size to Darebin. These include, Banyule, Casey, Hume, Maribyrnong, Melbourne, Merri-bek and Nillumbik. At a national level, the Sydney, Brisbane and Hobart arts and culture strategies and policies were noted, however, the scale of these collections and related documentation did not provide specific guidance for the future development of Darebin's collection policy.

**Engagement**

The draft policy has been reviewed by the Equity and Wellbeing team using the EIA assessment tool. The draft policy has also been reviewed by the Darebin Art and Heritage Advisory Committee.

**Acquisition process**

Acquisitions to the collection are made by Council purchasing or commissioning artworks. They may also be acquired through bequests or donations. In addition, artwork may be acquired through the biennial Darebin Art Prize.

Decisions on artworks to be acquired into the Darebin Art Collection are made by the Darebin Acquisitions panel. The Acquisition Panel is temporary and made up of two members of the Art and Heritage Advisory Committee who have significant visual arts expertise, the Art and Collections Unit Coordinator and Curator, with the option of an additional co-opted member who is a leading visual arts or heritage specialist.

### Key collecting areas

Reflecting Council's commitment to diversity, in developing the collection, priority will be given to works:

- By culturally and linguistically diverse artists.
- By Aboriginal and Torres Strait Islander artists and other First Nations artists.
- By artists living in Darebin.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

The policy will be delivered within the CapEx budget.

### **Community Engagement**

Internally, consultation and engagement has occurred across business units.

Externally engagement has been with:

- Darebin Art and Heritage Advisory Committee.

### **Other Principles for consideration**

The draft Darebin Art Collection Policy seeks to align with best practice professional standards in developing and maintaining the collection within the capacity and capability of resources including staff, infrastructure and ongoing budget allocation for acquisition.

### **Overarching Governance Principles and Supporting Principles**

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (i) the transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

### **Strategic Planning Principles**

- (b) strategic planning must address the Community Vision;

### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The collection requires specific environmental controls for conservation and preservation of works. Works will not be displayed where environmental conditions risk damaging works including lighting and other risks of loss or damage. The management of the collection monitors for waste and endeavours to manage the collection to sustainable standards.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

Considerations from the EIA/GIA have been incorporated into the criteria for acquisition of works to the collection with an emphasis on acquiring works from diverse artist including artists living in Darebin. Access to the collection will be enhanced through the establishment of a permanent gallery space at Bundoora Homestead Arts Centre enabling more of the collection to be on public display more frequently.

### Economic Development and Cultural Considerations

These considerations were made during the renewal of the policy with the criteria of acquisition including purchasing works by local artists thereby contributing to supporting the creative economy at a local level. Further, acquisition criteria include a commitment to the collection representing diverse cultures.

### Operational Impacts

No operational impacts are anticipated.

### Legal and Risk Implications

The development and delivery of the policy reflects professional standards and protocols relating to collection acquisition, management, maintenance and deaccessioning. Legal and risk management is considered in all processes and procedures.

## IMPLEMENTATION ACTIONS

- Council Meeting 26 June

The delivery of the policy in the development and management of the collection will be the responsibility of the Art and Collections Unit team. The policy will be reviewed in three years in line with the 2026 - 2030 Council Plan.

### Timeline

- Council Meeting 26 June 2023
- Development of long-list for new acquisitions for FY 2024 – September-December 2023
- Rotation of Collections displays in Council's civic buildings/public spaces - January 2024
- Collections Acquisitions Meeting - February 2024
- Procurement of new Acquisitions to the collection - March 2024

## RELATED DOCUMENTS

### Attachments

- Darebin Art Collection Policy Draft (**Appendix A**) [↓](#) 

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.





<b>Darebin City Council Art Collection Policy 2023-2026 DRAFT</b>	
<b>1. Purpose</b>	<p>This Policy provides a framework for the acquisition and management of artworks and heritage items that comprise the Darebin art Collection (herein known as “the collection”). Darebin Council acknowledges the valuable social and cultural heritage of the collection.</p> <p>The collection inspires, informs, engages, and connects our community in an appreciation of contemporary visual arts and heritage. The collection forms a visual record of the issues and ideas that are important to the community at a particular time.</p>
<b>2. Scope</b>	<p>Darebin City Council owns and manages the collection and acts as a custodian on behalf of the Darebin community.</p> <p>The policy scope applies to:</p> <ul style="list-style-type: none"> <li>• Further developing the collection aligned with acquisition criteria.</li> <li>• Increasing access and engagement with, and knowledge of the collection through exhibitions and public programs.</li> <li>• Maintaining, preserving and conserving the collection.</li> <li>• Documenting the collection.</li> <li>• Positioning Darebin City Council as a leader in supporting contemporary visual arts through the delivery of its acquisitive art award, the Darebin Art Prize.</li> <li>• Increasing funding and donations to grow the collection.</li> <li>• Delivering public gallery professional standards in collection management.</li> </ul> <p>Internally facing, the policy outlines the purpose and management of the collection using best practice principles and processes. The policy provides guidance on the collection acquisition, conservation, access, display, borrowing and loaning and de-accessioning.</p>
<b>3. Policy context</b>	<p>Darebin Council Plan 2021-2025 Darebin 2041 Community Vision</p> <p><b>Darebin’s Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people</b></p> <p>Darebin City Council acknowledges the Wurundjeri Woi-wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi-wurrung people have lived on this land for millennia, practising their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders, past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language. Council respects and recognises Aboriginal and Torres Strait Islander communities’ values, living culture and</p>



	<p>practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities. Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.</p> <p><i>Extract from Darebin City Council's Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019.</i></p> <p><b>Darebin's Diversity Statement</b></p> <p>Situated on the traditional lands of the Wurundjeri Woi-wurrung people, the City of Darebin is now home to a diverse community of people with different socio-economic status, gender, age, ability, race, culture, ethnicity, language, sexuality, sex characteristics, gender identity, beliefs, occupations, income, education, carer status and household type. The Darebin community cherishes this diversity and values it as an important civic asset. Darebin City Council acknowledges the history and contributions of the various communities, migrants and refugees who have made the municipality their home. Their endeavors have enriched the economic, social, cultural, artistic, community and civic character of the city and created a cosmopolitan locality where variety and difference are welcomed and encouraged. Council also acknowledges that who we are today as a municipality rests on the history of loss and dispossession inflicted upon Aboriginal people, past and present, despite their strengths, resilience and continued contributions to our city.</p>
<p><b>4. Industry standards and guidelines</b></p>	<p>The policy adheres to the following documents in guiding best practice in the collection sector:</p> <ul style="list-style-type: none"> <li>• International Council of Museums (ICOM) Code of Ethics for Museums 2017</li> <li>• AMAGA First Peoples: a Roadmap for Enhancing Indigenous Engagement in Museums and Galleries 2018</li> <li>• National Standards for Australian Museums and Galleries 2023</li> </ul> <p>The policy adheres to legislative requirements related to Aboriginal culture, content and artefacts as follows:</p> <ul style="list-style-type: none"> <li>• Australia Council for the Arts, <i>Protocols for Producing Indigenous Australian Visual Arts</i>, 2007</li> <li>• <i>Indigenous Cultural Protocols and the Arts</i> 2015 by Terri Janke</li> </ul> <p>Darebin City Council acknowledges that it has a mandatory obligation under the <i>Aboriginal Heritage Act 2006</i> to register Victorian Aboriginal cultural artefacts in its possession with Aboriginal Affairs Victoria and that human remains and secret and sacred material legally belonging to the traditional owners should be repatriated.</p>



<p><b>5. Darebin Art Collection</b></p>	<p><b>About the Collection</b></p> <p>The Darebin Art Collection comprises more than 400 artworks and historical objects.</p> <p>The major collection is of Contemporary Art including paintings, photographs, works on paper, ceramics, glass, textiles, sculpture, video art and mixed media.</p> <p>Additionally, the collection comprises three specialised Historical Collections that relate to Darebin local history; the Smith Family Collection, Hospital Heritage Collection and Heritage Pottery Collection.</p> <p>The Smith Family and Hospital Heritage Collections hold cultural heritage material relevant to Bundoora Homestead. They include images (often reproductions), objects, family heirlooms, personal effects, letters, equipment and oral histories.</p> <p>The Heritage Pottery collection includes Remued ceramics, a line of pottery made locally dating from the late 1920s to the mid-1950s. The Darebin area was home to multiple early potteries including Premier Pottery Preston and Northcote Pottery.</p> <p><b>5.1 Collection purpose</b></p> <p>The purpose of the collection is to:</p> <ul style="list-style-type: none"> <li>• Record and represent contemporary art in Darebin.</li> <li>• Provide a record of the cultural identity of Darebin.</li> <li>• Commit to providing support to Aboriginal and other First Nations artists and communities through the acquisition, preservation and display of their art for current and future generations</li> <li>• Collect and preserve artworks that demonstrate innovation and artistic excellence by significant Australian contemporary artists.</li> <li>• Provide employment opportunities for Darebin artists through the commissioning and/or acquisition of their work</li> <li>• Enrich the lives of the community and enhance awareness, understanding and appreciation of art.</li> <li>• Maintain the Smith Family specialised collection.</li> <li>• Maintain the Hospital Heritage specialised collection.</li> <li>• Maintain the Heritage Pottery specialised collection.</li> <li>• Provide an educative function that allows residents, educators, researchers, artists and curators to access high-quality visual art, historical items and background information.</li> </ul>
<p><b>6. Acquisition</b></p>	<p>Acquisitions to the collection are made by Council purchasing or commissioning artworks. They may also be acquired through bequests or donations. In addition, artwork may be acquired through the biennial Darebin Art Prize.</p> <p>Council procurement procedures must be followed as per the current Procurement Policy. All acquisitions must meet the Art and Collection Policy</p>



	<p>collection purpose and acquisition criteria and adhere to the stated processes and procedures.</p> <p>All works that are approved for acquisition must be subject to the guiding principles as outlined in the Acquisition Checklist (Appendix I). All works that are approved for acquisition through donation must be subject to the guiding principles outlined in the Donations Checklist (Appendix J).</p> <p><b>6.1 Acquisition Panel</b></p> <p>Decisions of artworks to be acquired into the Darebin Art Collection are made by the Acquisitions panel. A temporary, expert Acquisition Panel (herein referred to as 'The Panel') is appointed to provide strategic advice and recommendations to Council about the development of the collection. The Panel is made up of two members of the Art and Heritage Advisory Committee who have significant visual arts expertise, the Art and Collections Unit Coordinator and Curator, with the option of an additional co-opted member who is an independent leading visual arts or heritage specialist. The Panel considers proposed acquisitions provided by the Curator and makes recommendations about which works to acquire.</p> <p>Consistent with the City of Darebin's Conflict of Interest Policy, no artworks by, or objects from, members of The Panel or their immediate families can be considered for purchase while they are members of The Panel.</p> <p>The Curator is authorised to pursue acquisitions and place reserves on works and prepare a written Acquisition Proposal for review by The Panel. This proposal must:</p> <ul style="list-style-type: none"> <li>• Outline the rationale for acceptance of the work to the collection.</li> <li>• Demonstrate compliance with this policy.</li> </ul> <p>This policy recognises that action is sometimes required at short notice to capitalise on acquisition opportunities where:</p> <ul style="list-style-type: none"> <li>• Artworks are available for purchase in a competitive environment (e.g. exhibitions and auctions).</li> <li>• Timing deadlines require immediate action to secure funding, donations or gifts.</li> </ul> <p><b>6.2 Acquisition criteria</b></p> <p><b>Standard requirements</b></p> <p>For the collection to be available for future generations and for the collection to develop, the following standards apply to acquiring works. They must:</p> <ul style="list-style-type: none"> <li>• Be in good condition.</li> <li>• Be a durable artwork.</li> <li>• Be an unconditional donation or purchase that has valid and clearly verifiable legal title and provenance.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Have the capacity to be placed on display and stored appropriately.</li> <li>• Works that are contemporary and represent excellence, innovation, high aesthetic quality, relevance and authenticity.</li> <li>• Works that engage with current artistic, cultural and social developments and trends that reflect Darebin’s distinct identity.</li> </ul> <p><b>Key collecting areas</b></p> <p>In developing the collection, priority will be given to works:</p> <ul style="list-style-type: none"> <li>• By culturally and linguistically diverse artists.</li> <li>• By Aboriginal and Torres Strait Islander artists and other First Nation artists.</li> <li>• By artists living in Darebin.</li> </ul> <p><b>Copyright, moral rights and cultural rights</b></p> <p>For the collection to meet its moral and legal obligations under national standards relating to copyright, moral rights and cultural rights, the following standards apply to acquiring works. They must:</p> <ul style="list-style-type: none"> <li>• Strongly align to the City of Darebin’s values, Community Vision 2041 and Council Plan 2021-2025.</li> <li>• not impinge on the intellectual, moral or cultural rights of another person or community</li> <li>• not contravene the Charter of Human Rights and Responsibilities Act 2006 (Vic).</li> </ul>
<p><b>7. Access to the Collection</b></p>	<p>It is intended that the Darebin Art Collection be accessible to the community through exhibition and display to promote an understanding, appreciation and engagement of works in the collection and art and culture more broadly.</p> <p>The Curator will ensure works from the collection are on display at all times, however it should be noted that some works may not be appropriate for public display due to preservation concerns, for instance lack of climate control.</p> <p>Public display of items from the collection is also guided by requirements that works be safely displayed in secure locations and not be at risk of theft and damage. Considering the constraints, the collection will be regularly displayed in the following Council buildings and spaces accessible to the Darebin community and the display rotated annually: including Preston Town Hall foyer area, Council Chambers, Conference room, Executive meeting room, Office of the Mayor, Councillors and CEO.</p> <p>Additionally, the Bundoora Homestead Arts Centre will regularly display the collection in hallways, café and atrium area and through curated gallery exhibitions in a dedicated permanent gallery space. The permanent space will provide greater opportunity for public access to the collection exhibiting different items every three months aligned with the annual exhibition schedule.</p>



	<p>The Art and Collections Unit will support scholarly investigation and research to document, publish and advance understanding of the collection and contribute to broader academic and public discourse.</p> <p><b>7.2 The Collection online</b></p> <p>The Darebin Art Collection database manages and promotes the collection. Its public interface, Victoria Collections, provides the public with access to images and details of works in the collection.</p> <p><a href="http://victoriancollections.net.au">Darebin Art Collection (victoriancollections.net.au)</a></p>
<p><b>8. Management of the Collection</b></p>	<p>The collection comprises of more than 400 works and the Darebin City Council owns and manages the collection and acts as a custodian on behalf of the Darebin community.</p> <p><b>8.1 Conservation</b></p> <p><b>a. Preservation</b></p> <p>The Art and Collections Unit will endeavour to conserve the collection in accordance with best practice. The Bundoora Homestead Art Centre will provide a safe and appropriate environment for the collection, with effective security and environmental control, for the benefit of present and future generations.</p> <p>The following are essential to object preservation:</p> <ul style="list-style-type: none"> <li>• Appropriate installation materials are accessible for use.</li> <li>• All necessary equipment required for the safe handling of artworks is accessible and in good condition.</li> <li>• Works of art must only be handled by an appropriate number of prepared and trained staff.</li> <li>• Exhibition schedules must allow sufficient installation and de-installation time.</li> <li>• Adequate funding is allocated for safe handling and presentation of objects.</li> </ul> <p>The safety of people and art objects must always take priority over aesthetic considerations. This applies to all artworks, including artworks on loan.</p> <p><b>b. Handling artworks</b></p> <p>Proper procedures for handling artworks must be respected and enforced without exception. Training and supervision by knowledgeable staff is imperative. Those authorised to handle art objects are the Art and Collections Coordinator, Curator, Collections Officer and contracted art technicians. However, in emergencies when objects are in danger of loss, damage, or destruction, it is acceptable for any Darebin staff and even members of the public (under staff supervision) to help save the Collection from harm.</p> <p>Only couriers with professional training in art handling and experience with transport procedures will be appointed.</p> <p><b>c. Treatment</b></p>



The Curator will recommend works for conservation on an as-needed or annual basis. Funding may be secured from the Acquisition budget, Maintenance and Renewal budget or additional requests for funds will be submitted through Council's annual budgeting process. Untrained personnel should never attempt to clean, treat or restore works from the Collection. Where appropriate, an artist may be appointed to treat their own artwork but in most cases a suitably qualified conservation agency will be engaged.

**d. Object condition reports**

Art and Collections Unit staff are responsible for approving an object for installation or loan. An object's conservation history and vulnerabilities are considered when making loan, handling, packing, transport, and installation decisions.

**e. Disaster preparedness**

The Gallery will have a Disaster Preparedness Plan that anticipates needs that may arise from damage to the collection. The emergencies to be addressed in the Plan are floods and leaks, fire, electrical interruptions, biological infestations, structural or mechanical failures and vandalism. The Plan will cover the Bundoora Homestead Arts Centre and galleries, offsite storage locations and any associated sites.

**8.2 Documentation and record keeping**

All records created or received are the property of the City of Darebin and must not be dispersed or destroyed except in accordance with the City of Darebin's Record Retention Policy.

The creation and maintenance of up to date, accurate records on the history, identification, location and condition of collection objects is imperative. Collection documentation is the Art and Collections Unit responsibility and it is essential that software and staff training be provided for documentation maintenance, efficient retrieval and keeping up with the growth of the collection.

At a minimum, each object record should provide the following information:

- A unique object number automatically assigned by the database. The user must define how many objects are in that series and how many parts belong to each object.
- An identifying description of the object.
- Details of the maker, title, date, medium, dimensions, whether it is accessioned or non-accessioned, temporary loan, etc.
- How its title was acquired, e.g. by gift, bequest, purchase, transfer or exchange, and from whom.
- Credit line and copyright details.
- The purchase price or insurance value (if possible).
- Photograph(s) of the object.





	<ul style="list-style-type: none"> <li>• The location of the object, e.g. loans, exhibits, conservation, movement inside or outside The Bundoora Homestead Art Centre and other Council owned buildings.</li> </ul> <p>The following information is privileged and will not be divulged to third parties unless under legal obligation:</p> <ul style="list-style-type: none"> <li>• Names of lenders, donors and prior holders who have requested anonymity.</li> <li>• Contact details of donors, lenders or prior holders.</li> <li>• Location of objects.</li> <li>• Valuation of objects.</li> </ul> <p><b>8.3 Collection database</b></p> <p>The Darebin Art Collection database backup including all images of works in the Collection is managed through contract with AMAGA through Creative Victoria. A backup of the Database must be stored on Council's digital archive and updated annually.</p> <p><b>8.4 Loans and borrowing</b></p> <p>The Art and Collections Unit lends and borrows material through outward and inward loan processes. The terms and conditions of outward and inward loans are detailed in (Appendices B and C).</p> <p>The Art and Collections Unit will lend objects to other museums and galleries. Public-facing privately-owned galleries will be considered on a case-by-case basis.</p> <p>Art and Collections Unit staff are responsible for approving an object for loan. An object's conservation history and vulnerabilities are considered when making loans and include handling, packing, transport, and installation decisions. Condition reports are written prior to an object being packed, upon unpacking at each borrowing institution, upon packing at each borrowing institution, and as soon as possible after return. This is ideally within 48 hours of delivery to its storage location and immediately upon being unpacked.</p> <p><b>8.5 Storage</b></p> <p>The care and storage of the collection is of utmost importance, and the following guidelines are strictly followed:</p> <ul style="list-style-type: none"> <li>• Storage areas must be clean and secure.</li> <li>• Temperature and relative humidity should be kept as stable as possible.</li> <li>• Access to storage areas is limited to key personnel.</li> <li>• Ultra-violet light should be excluded from storage areas. Lights must be off when storage areas are not in use.</li> <li>• Archival quality storage materials should be used for all significant material.</li> <li>• Storage areas must be regularly checked for pests and other problems.</li> <li>• Objects are not to be stored on the floor.</li> <li>• Archival boxes should be fitted out specifically for works of significant value.</li> </ul>
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<p><b>9. De-accessioning</b></p>	<p>To de-accession an artwork or object from the collection is to officially remove it from the registered holdings of the collection for sale or disposal.</p> <p><b>a. Process of de-accessioning</b></p> <p>The Curator may nominate a registered item for de-accession and disposal. The nomination will consist of a written report that evaluates the object against the accession and de-accession criteria and recommends a disposal method. An external industry expert may also be appointed to identify works for potential de-accessioning.</p> <p>All items nominated for de-accessioning will be brought to the Acquisitions Panel. The Acquisitions Panel is responsible for endorsing the disposal of artworks. Works identified for disposal will be valued by a recognised valuer.</p> <p>The item nominated for de-accessioning will be held for a twelve-month cooling-off period from the date of the report being accepted before disposal occurs. Any funds acquired from the sale of the de-accessioned item will be set aside for future acquisitions via the acquisitions budget.</p> <p><b>b. Criteria for de-accessioning</b></p> <p>The collection will be subject to periodic review to assess its relevance to the Art Collection Policy. Works will be considered on a case-by-case basis for de-accessioning based on the following criteria:</p> <ul style="list-style-type: none"> <li>• The item does not meet the current acquisition criteria.</li> <li>• Low artistic merit.</li> <li>• Irrelevance to the current Art Collection Policy.</li> <li>• The opportunity to upgrade by exchange.</li> <li>• Absence of clear legal title.</li> <li>• Theft or loss, damage or serious deterioration in condition.</li> <li>• The conservation and storage costs for it are beyond the means of Darebin City Council.</li> <li>• It is a lesser quality duplicate of an object the Gallery already owns.</li> <li>• It lacks supporting information to enable proper identification or to establish its relevance to The Collection.</li> <li>• A substantiated request for the return of the object to its original owner/donor is received. This could be the return of sacred material to Indigenous peoples.</li> <li>• It falls under the jurisdiction of an act that determines alternative placement, such as the <i>Public Records Act 1973</i> and the <i>Aboriginal Heritage Act 2006</i> (Vic)</li> </ul> <p>De-accession of artworks from the collection that engage with Aboriginal content made by a non-Aboriginal artist must be considered by the Darebin Aboriginal Advisory Committee in the process of de-accession.</p>



	<p>A record of all items de-accessioned and their method of disposal must be kept. A donor or living artist should be notified in writing by the Art and Collections Unit, whenever possible, if an object is to be de-accessioned.</p> <p>Councillors, Council staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, an object de-accessioned from the collection.</p> <p>When a work is subject to de-accessioning, the process is guided by the De-accession Checklist (Appendix K).</p> <p><b>c. De-accessioning work from the Bundoora Homestead gift fund.</b></p> <p>A de-accessioned item that came to the collection through the Bundoora Homestead Gift Fund as a donation or as a Cultural Gift must be disposed of by the following methods, listed in priority order:</p> <ul style="list-style-type: none"> <li>• Transferred to an appropriate cultural institution with Deductible Gift Recipient status.</li> <li>• Sold by public auction with monies deposited back to the Bundoora Homestead Gift Fund.</li> <li>• Destroyed or recycled.</li> </ul> <p><b>d. De-accessioning a work not from the gift fund</b></p> <p>A de-accessioned item must be disposed of by the following methods, listed in priority order:</p> <ul style="list-style-type: none"> <li>• Transferred to an appropriate public gallery or collection by gift.</li> <li>• Returned to the original donor.</li> <li>• Returned to the maker or their family.</li> <li>• Sold by public auction with monies set aside for future acquisitions through the acquisitions budget.</li> <li>• Used as an educative/interpretive tool.</li> <li>• Destroyed or recycled.</li> </ul> <p>If the work was acquired within the past 25 years the Art and Collections Unit will use reasonable efforts (e.g. records, phone directory, basic internet research) to identify any heirs of a donor. If the heirs are located, the Art and Collections Unit should provide adequate written notice and all contact efforts should be recorded.</p>
<p><b>Definitions and Abbreviations</b></p>	<p><b>Traditional Owners:</b> Wurundjeri Woi-wurrung people represented through the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporation and Darebin Aboriginal Advisory Committee.</p>



<p><b>Implementation</b></p>	<p>The general day to day exhibitions, care, management and monitoring of the collection are the responsibility of the Art and Collections Unit staff, led by the Coordinator and Curator. Darebin City Council is responsible for providing adequate storage and display facilities. The collection remains the property of Darebin City Council.</p> <p>The policy is guided by appendices, operational manuals and other documents relevant to the Art and Collections unit.</p> <p>The policy will be reviewed in three years in 2026.</p>						
<p><b>Organisational Values</b></p>	<p>Council's organisational values enable and support the effective design and application of this policy by guiding staff in the course of their work.</p> <table border="0" data-bbox="450 1025 1377 1646"> <tr> <td data-bbox="450 1025 879 1238"> <p><b>We Make a Difference:</b> We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here. Our work matters.</p> </td> <td data-bbox="879 1025 1377 1182"> <p><b>We have Integrity:</b> We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest. We walk the talk.</p> </td> </tr> <tr> <td data-bbox="450 1238 879 1429"> <p><b>We are Accountable:</b> We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises. We make it happen.</p> </td> <td data-bbox="879 1182 1377 1373"> <p><b>We show Respect:</b> We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly. We look after each other.</p> </td> </tr> <tr> <td data-bbox="450 1429 879 1646"> <p><b>We are Collaborative:</b> We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.</p> </td> <td data-bbox="879 1373 1377 1646"> <p><b>We are Creative:</b> We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.</p> </td> </tr> </table>	<p><b>We Make a Difference:</b> We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here. Our work matters.</p>	<p><b>We have Integrity:</b> We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest. We walk the talk.</p>	<p><b>We are Accountable:</b> We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises. We make it happen.</p>	<p><b>We show Respect:</b> We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly. We look after each other.</p>	<p><b>We are Collaborative:</b> We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.</p>	<p><b>We are Creative:</b> We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.</p>
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<p><b>We are Collaborative:</b> We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative. We are one.</p>	<p><b>We are Creative:</b> We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking. We are leaders.</p>						

**GOVERNANCE**

<p><b>Parent Strategy/ Plan</b></p>	<p>Darebin Council Plan 2021-2025</p>
<p><b>Related Documents</b></p>	<p>This policy should be read in conjunction with Council's:</p> <ul style="list-style-type: none"> <li>Public Art Framework 2018</li> </ul>



	<ul style="list-style-type: none"> <li>• Creative and Cultural Infrastructure Framework 2018</li> <li>• Memorials Policy 2022</li> <li>• Art and Heritage Advisory Panel Terms of Reference 2022</li> <li>• Towards Equality: Darebin Equity Inclusion and Human Rights Framework 2019- 2029</li> </ul>

! All Darebin policies and procedures must be developed through the lens of key Darebin strategies, plans and related considerations. See the **Darebin Policy Review Lens** to inform and guide policy development and review.

Appendices:

- Appendix A – Technicians procedures
- Appendix B – Outward loan template
- Appendix C - Inward loan template
- Appendix D – Copyright licence template
- Appendix E – Digital media copyright template
- Appendix F – New commission agreement
- Appendix G – Acquisition checklist
- Appendix H – Acquisition process template
- Appendix I – Specialist collection information
- Appendix J – Deed of gift
- Appendix K – De-accessioning checklist

**9.6 DAREBIN MUNICIPAL EMERGENCY MANAGEMENT PLAN**

**Author:** Emergency Management Coordinator  
Acting Manager Equity and Wellbeing

**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

Darebin's Municipal Emergency Management Plan outlines the arrangements for mitigation, response and recovery, and identifies the roles and responsibilities of agencies including Council in relation to emergency management.

The Emergency Management Act 2013 and Emergency Management Legislation Amendment Act 2018 set out the roles and responsibilities of all levels of government and agencies in the function of emergency management. In late 2020, changes were made to the Emergency Management Act 2013 as a result of the Emergency Management Legislation Amendment Act 2018.

Changes included the shifting of responsibility to develop and approve the Municipal Emergency Management Plan (MEMP) from local governments to a Municipal Emergency Management Planning Committee; and approval of the MEMP from local governments to a regional emergency management planning committee.

The Darebin Municipal Emergency Management Planning Committee finalised a Municipal Emergency Management Plan (**Appendix A**) which has been approved by the Regional Emergency Management Planning Committee.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Thanks, the State Government departments, agencies and community organisations that form part of the Darebin Municipal Emergency Management Planning Committee for developing the Municipal Emergency Management Plan and for their ongoing commitment and collaboration to planning for and responding to emergency management situations for the Darebin community.
  - (2) Notes Darebin's Municipal Emergency Management Plan as outlined in **Appendix A**, which has been approved by the Regional Emergency Management Planning Committee.
- 

**BACKGROUND / KEY INFORMATION**

Under the Emergency Management Legislation Amendment Act 2018 (which inserted s59 and 59F into the Emergency Management Act 2013 on 1 December 2020), the role of local councils was altered to establish a Darebin Emergency Management Planning Committee and once established, the committee was to exist separately to Council and not as a committee of Council. This means that Council has become a partner in delivering emergency management responses alongside other agencies and organisations.

The State Emergency Management Plan outlines that Victorian Councils are to continue to have a legislative requirement to plan with other relevant agencies a broad range of emergency management responsibilities including:

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- Coordinating relief and recovery at the local level including the provision of facilities and other resources.
- Hazard mitigation on council owned or managed land.
- Fire prevention on private land.
- Emergency planning and response support.
- Plan for the effects that climate change will have on the level of emergencies that will require and Emergency Management response by Council.

Council continues to have emergency management obligations and will work closely with the Darebin Municipal Emergency Management Planning Committee (MEMPC) and the community to support recovery and build ongoing reliance and capacity to respond to future challenges.

### **Previous Council Resolution**

At its meeting on 22 February 2021, Council resolved:

*'That Council:*

- (1) Authorises the disestablishment of the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986, in recognition that on 1 December these provisions are repealed by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 of the Emergency Management Legislation Amendment Act 2018.*
- (2) Authorises the CEO to facilitate the establishment of the MEMPC in accordance with the provisions of s68 of the Emergency Management Legislation Amendment Act 2018 (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the Emergency Management Act 2013 on 1 December 2020).*
- (3) Notes that, under the MEMPC Terms of Reference provided and the Emergency Management Legislation Amendment Act 2018 (which inserts s59 and 59F into the Emergency Management Act 2013 on 1 December 2020), council's role is to establish the committee and once established, the committee exists separately to Council and is not a committee of Council.*
- (4) Receive a report on any further resources that may be required to implement ongoing emergency management activities that extend beyond Council's current approach.'*

At its meeting on 29 August 2019, Council resolved:

*'That Council adopt the updated Municipal Emergency Management Plan endorsed by the Municipal Emergency Management Planning Committee on 29 August 2019.'*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable.

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive.

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.1 We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds.

4.3 We will transform our services and service delivery models to ensure they meet the current, emerging and future needs of our community.

**DISCUSSION**

The Emergency Management area is a rapidly expanding, dynamic and ever changing one. There are a number of factors relevant to the context in which emergency management activities are undertaken. In Darebin, over the past four years most emergencies, outside of the pandemic response, have focused on responding to house fires, storm damage or buildings impacted by cars.

Thankfully, there have been no incidents that have triggered a full emergency response. However, it is important that Council and agencies are trained and prepared to respond effectively to future emergencies.

**Darebin's Municipal Emergency Management Planning Committee (MEMPC)**

The Darebin MEMPC is a multi-agency collaboration group whose members bring organisation, industry, or personal expertise to the task of developing a comprehensive emergency management plan for the municipality. It is the forum for government and non-government agencies to develop policies, procedures, strategies, and frameworks to support coordinated emergency management planning for the municipality.

With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social, and natural environments and improve community outcomes. Planning considerations include the full spectrum of prevention, preparedness, response, and recovery and apply to all hazards and all communities.

The MEMPC maintains an awareness of existing municipal capability and capacity to support the effective conduct of mitigation, response, and recovery activities. Where appropriate the Committee may facilitate or assist with activities that support capability and capacity uplift. This may include, but is not limited to, community engagement activities or multi-agency exercises and training that provide for continuous learning and improvement.

Current members of the Darebin MEMPC include:

- Victoria Police
- Fire Rescue Victoria
- Emergency Recovery Victoria
- Country Fire Authority
- Department of Families, Fairness & Housing
- Northland Shopping Centre Management
- Your Community Health
- Northcote Plaza Centre Management
- Ambulance Victoria
- Victoria State Emergency Service
- SES
- Australian Red Cross
- Victorian Council of Churches  
Emergencies Ministry Limited
- La Trobe University
- DIVRS
- BOC Gas

### Sub plans

A number of risk based sub-plans and functional sub-plans which are subordinate to the Municipal Emergency Management Plan provide additional details for the arrangements and guidelines for specific areas of emergency management in Darebin (Appendix A, p 26).

Risk based sub-plans have been developed by the MEMPC for hazards identified through the Community Emergency Risk Assessment (CERA) planning process. Functional sub-plans have been developed to plan the delivery of functional services to support the management of emergencies during response and recovery.

### Responding to extreme weather (heat and cold)

Climate change is a driver of more frequent and harsh weather contributing to an increase in expected emergencies due to the increase in heatwaves and extreme weather events. The '*Extreme Temperature Sub Plan*' provides a multi-agency response to plan and prepare for these conditions. Council's role includes targeted programs and communications to support the community with a focus on the most vulnerable when Darebin is experiencing extreme temperature conditions.

The State Emergency Management Plan outlines the legislative requirement for Councils to plan for the impact of climate change on the level of emergencies that are likely to require an emergency management response going forward.

The following Council plans, have linkages with the *Extreme Temperature* sub-plan, particularly for the mitigation of extreme heat but are not limited to: Climate Emergency Plan (in development); Urban Forest Strategy 2013-2028; Breathing Space - Darebin Open Space Strategy; Natural Heritage Strategy 2015-2025; Green Streets Streetscape Strategy 2012 – 2020; Watershed: Towards a Water Sensitive Darebin Whole of Water Cycle Management Strategy 2015-2025 and the Council Plan 2012-2025 which includes the Municipal Public Health and Wellbeing Plan.

### Building community resilience

The State Emergency Management Plan outlines that a critical element of Council's role is to build community resilience by ensuring engagement and the co-design of responses in order to achieve an increase in community-led resilience and emergency preparedness.

Council is well positioned with strong community networks and local expertise to inform and strengthen resilience, relief, and recovery outcomes. This in part is because during the pandemic Council became a central point for trusted communications. This shift in community expectations presents an ongoing opportunity for council to lead improved outcomes.



The '*Relief and Response Sub Plan*' will capture the important features of building resilience. Engagement will be assisted by Council's Diversity Communication Tool Kit and linking in with the strong relationships with communities across many areas of Council.

Council's work will have a focus on the diverse communities represented within Darebin, with the aim of bringing community leaders together in a network to ensure that there is a tailoring of information and services in emergencies and building local capacity and capability.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

The Plan can be implemented within existing resources which include a Coordinator of Emergency Management.

Further resources may be required to implement emergency management activities that extend beyond Council's current approach or to respond to particular emergencies as these occur. In these instances, this would be flagged to Council through the annual budget and quarterly budget review processes. Where material urgent expenditure is required to meet an emergency need, outside of the allocated budget, this will be flagged with Council at the earliest possible opportunity.

### **Community Engagement**

The Municipal Emergency Management Planning Committee has undertaken consultation with a range of stakeholders to inform the revised Municipal Emergency Management Plan. In addition, the development of a Community Relief and Response Sub Plan will involve consultation with key agencies and local service providers, and community leaders.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

#### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

#### **Strategic Planning Principles**

- (d) strategic planning must identify and address the risks to effective implementation;

#### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

In addition to the Municipal Emergency Management Plan, are several sub-plans including the Extreme Temperature sub-plan developed due to the high-risk rating assessed via a Community Emergency Risk Assessment for extreme weather. This sub-plan will acknowledge and support the Climate Emergency Plan (in development) and Urban Forest Strategy.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations**

An Equity Impact Assessment which incorporates the Gender Impact Assessment has assisted to develop the Municipal Emergency Management Plan.

Council's ongoing implementation of emergency management activities will reflect the Towards Equality Framework principles and lenses to ensure that our work with partner organisations engages those communities with the greatest vulnerability in the event of an emergency including people from socio-disadvantage backgrounds, CALD community members, Aboriginal and Torres Strait Islander peoples, people with disabilities and older people. This includes supporting these groups to be prepared to all emergency events and supported during response and in recovery.

Working with and through community leaders in culturally relevant ways will be critical to the success and effectiveness of these efforts and a focus of Council's emergency management work going forward. This will include working with different communities to help build their capacity, resilience, and relationship to work with Council in the event of future challenges.

### **Economic Development and Cultural Considerations**

Council's cultural infrastructure will continue to form part of the municipal emergency management plans.

Local businesses will be critical to the planning, preparedness and relief and recovery phases. There are ongoing opportunities for Council to work with the local business community to increase resilience and support recovery. Key operators such as Northland, BOC Gas, and Northcote Plaza have representation on Darebin's MEMPC.

### **Operational Impacts**

The Emergency Management Coordinator oversees the ongoing work and undertakes the role of Municipal Emergency Management Officer (MEMO).

The Emergency Management team will leverage established relationships and partnerships with the local business and community sectors, and Council's work with groups who experience vulnerability and disadvantage.

### **Legal and Risk Implications**

The Municipal Emergency Management Plan outlines how Council can meet its obligations under the Emergency Management Legislation Amendment Act 2018. The Act sets out the roles and responsibilities of all levels of government and agencies in Emergency Management. Council continues to have several emergency management obligations.

The State Emergency Management Plan (SEMP) details a variety of lead agencies which Council would be required to support in many emergency situations. These lead agencies have differing protocols and coordination of resources is overseen by Victorian Police, who can request Council to assist lead agencies with resources in the event of a local emergency.


The SEMP outlines that Council continues to have a legal requirement to coordinate relief and recovery at the local level.

### IMPLEMENTATION ACTIONS

- The Municipal Emergency Management Plan is periodically reviewed by the MEMPC and is updated on an ongoing basis to ensure it reflects current circumstances.
- A communications strategy will be developed which includes:
  - Placing the Municipal Emergency Management Plan (and sub-plans as they are updated) on Council's website.
  - Providing additional information provided to related networks e.g., contact details of key personnel.
- Training exercises with MEMPC members, agencies and Council staff will be undertaken to prepare to deliver an emergency response.
- Establish a network comprising of community leaders from our culturally diverse communities, to be included in preparedness, response and recovery.

### RELATED DOCUMENTS

#### Attachments

- Appendix A - City of Darebin Emergency Management Plan 2022 - 2025 - public version (**Appendix A**) [↓](#) 

### DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.



the place  
to live

**MUNICIPAL  
EMERGENCY  
MANAGEMENT  
PLAN  
2022 - 2025**

### Acknowledgment of Country

Darebin acknowledges the Wurundjeri Woi wurrung people as the Traditional Owners and custodians of the land and waters and pays respect to Elders, past, present and emerging. Darebin is committed to working with Aboriginal communities to achieve a shared vision of safer and more resilient community.

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### Aboriginal and Torres Strait Islander people

Darebin City Council acknowledges the Wurundjeri Woi-wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and affirms that Wurundjeri Woi-wurrung people have lived on this land for millennia, practising their customs and ceremonies of celebration, initiation and renewal. Council acknowledges that Elders, past, present and emerging are central to the cohesion, intergenerational wellbeing and ongoing self-determination of Aboriginal communities. They have played and continue to play a pivotal role in maintaining and transmitting culture, history and language. Council respects and recognises Aboriginal and Torres Strait Islander communities' values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self-determination. Council also recognises the diversity within Aboriginal and Torres Strait Islander communities. Aboriginal and Torres Strait Islander people and communities have had and continue to play a unique role in the life of the Darebin municipality. Council recognises and values this ongoing contribution and its significant value for our city and Australian society more broadly.

*Extract from Darebin City Council's Statement of commitment to Traditional Owners and Aboriginal and Torres Strait Islander people 2019.*

### Darebin's Diversity Statement

Situated on the traditional lands of the Wurundjeri Woi-wurrung people, the City of Darebin is now home to a diverse community of people with different socio-economic status, gender, age, ability, race, culture, ethnicity, language, sexuality, sex characteristics, gender identity, beliefs, occupations, income, education, carer status and household type. The Darebin community cherishes this diversity and values it as an important civic asset. Darebin City Council acknowledges the history and contributions of the various communities, migrants and refugees who have made the municipality their home. Their endeavours have enriched the economic, social, cultural, artistic, community and civic character of the city and created a cosmopolitan locality where variety and difference are welcomed and encouraged. Council also acknowledges that who we are today as a municipality rests on the history of loss and dispossession inflicted upon Aboriginal people, past and present, despite their strengths, resilience and continued contributions to our city.

## **CITY OF DAREBIN EMERGENCY CONTACTS**

### **MUNICIPAL EMERGENCY MANAGEMENT OFFICER 24 HOUR EMERGENCY CONTACT NUMBER**

#### **AFTER HOURS**

03 8470 8889

Municipal Emergency Manager	<a href="mailto:mem@darebin.vic.gov.au">mem@darebin.vic.gov.au</a>
Municipal Emergency Management Officer	<a href="mailto:memo@darebin.vic.gov.au">memo@darebin.vic.gov.au</a>
Municipal Recovery Manager	<a href="mailto:mrm@darebin.vic.gov.au">mrm@darebin.vic.gov.au</a>
Municipal Fire Prevention Officer	<a href="mailto:mfpo@darebin.vic.gov.au">mfpo@darebin.vic.gov.au</a>
Municipal Emergency Coordination Centre	<a href="mailto:mecc@darebin.vic.gov.au">mecc@darebin.vic.gov.au</a>

**AMENDMENT RECORD**

<b>AMNDT . NO</b>	<b>Date of Issue</b>	<b>Reference</b>	<b>Amended By</b>
1	August 2019	Full Plan	MEMPC
2	January 2021	Full Plan	Acting MEMC
3	January 2021	Full Plan	Acting MEMC
4	January 2021	Full Plan	Acting MEMC
5	January 2021	Full Plan	Acting MEMC
6	February 2021	Full Plan	Acting MEMC
7	February 2021	Full Plan	Acting MEMC
8	March 2022	Full Plan	MEMO
9	July 2022	Full Plan	MEMO
10	September 2022	Full Plan	MEMPC
11	January 2023	Full Plan	MEMO/MEMPC

**REMPA ENDORSEMENT**

**ASSURANCE**

**APPROVAL**

**CERTIFICATE OF AUDIT**

**COUNCIL NOTING**

The Municipal Emergency Management Plan was presented at a meeting of Council on  
<date to be confirmed>



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## 1. Introduction

### 1.1. AUTHORITY

In 2020, the *Emergency Management Legislation Amendment Act 2018* amended the *Emergency Management Act 2013* (EM Act 2013) to provide for new integrated arrangements for emergency management planning in Victoria at the State, regional and municipal levels; and create an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the EM Act 2013, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

The plan has been prepared in accordance with and complies with the requirements of the EM Act 2013 including having regard to the guidelines issued under section 77, [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

### 1.2. SHARED RESPONSIBILITIES

The State Emergency Management Plan (SEMP) recognises that building safer and more resilient communities is the shared responsibility of all Victorians, not just the Emergency Management sector.

In Emergency Management, shared responsibility refers to the collective obligations and accountabilities held by a range of actors. A commitment to shared responsibility recognises that no single actor can be responsible for emergency mitigation, preparedness, response or recovery. Individuals, communities, businesses, all levels of government and the not-for-profit sector all have a role to play (Victorian SEMP Page 10).

### 1.3. EMERGENCIES

The *Emergency Management Acts 1986 and 2013* define “emergency” as:

*“...the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria, including, without limiting the generality of the foregoing:*

- a) *An earthquake, flood, wind storm or other natural event; and*
- b) *A fire*
- c) *An explosion*
- d) *A road accident or any other accident*
- e) *A plague or an epidemic or contamination*
- f) *A warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth*
- g) *A hi-jack, siege or riot, and disruption to an essential service”*

The EM Act 2018 defines the two classes emergency events are classified into for Control arrangements in Victoria. Class 1 emergency as:

- *A major fire, or*

- Any other major emergency for which the control agency is Fire Rescue Victoria (FRV), Country Fire Authority (CFA) or Victoria State Emergency Service (VICSES).

The control agency for Class 1 emergencies are detailed in Part 7 of the SEMP. Class 2 emergency as a major emergency that is not:

- a Class 1 emergency or;
- a warlike act or act of terrorism, whether directed at Victoria or at any other State or Territory of the Commonwealth; or
- a hi-jack, siege or riot.

As per the State Emergency Management Plan (SEMP) 'although the term 'Class 3 emergency' is not recognised in legislation, Victoria Police has agreed for the term to be used to improve the readability and use ability of this plan.

A Class 3 emergency means a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hi-jack, siege or riot. Class 3 emergencies may also be referred to as security emergencies

Control and coordination responsibilities and arrangements of Class 1 and Class 2 emergencies in the State of Victoria are outlined in the SEMP.

Emergencies, both large and small, are part of everyday existence in all societies. Experience indicates that good planning for the use of resources in prevention (risk mitigation) activities, in the response to emergencies and during the relief and recovery of affected communities and environment, can significantly lessen the harmful impacts and effects of the consequences of emergencies.

Councils are uniquely positioned to provide a focus for localised planning, integrating the needs and values of the local community, whilst incorporating the expertise and related planning of emergency services and a wide range of other government, private and voluntary organisations, that achieves a coordinated approach to emergency management.

#### 1.4. AIM

The aim of this MEMP is to ensue and document the collaborative and coordinated arrangements for the prevention of, the response to, and the recovery from emergencies that may occur in the City of Darebin as identified in the *Emergency Management Act 1986*, the *Emergency Management Act 2013* and the *State Emergency Management Plan (SEMP)*. A multi-agency Municipal Emergency Management Planning Committee (MEMPC) shares the responsibility and oversight of the Plan.

#### 1.5. OBJECTIVES

The broad objectives of this MEMP are to:

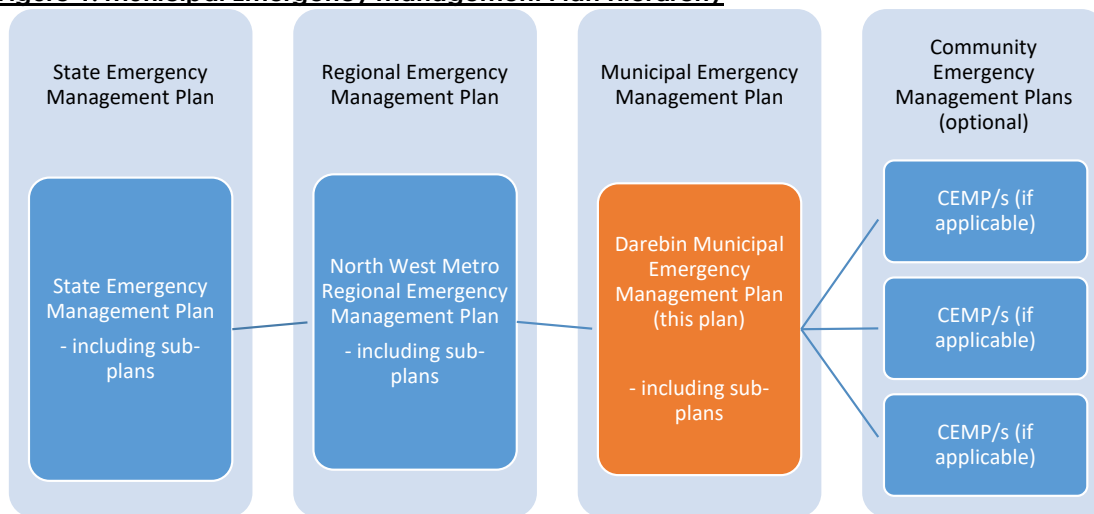
- Implement measures to prevent or reduce the causes or effects of emergencies.
- Manage arrangements for the utilisation and implementation of municipal resources in response to emergencies.
- Manage support that may be provided to or from adjoining municipalities.
- Assist the affected community to recover following an emergency.
- Complement other Local, Regional and State planning arrangements.

1.6. THIS PLAN WITHIN VICTORIA'S PLANNING EMERGENCY PLANNING FRAMEWORK

This plan supports holistic and coordinated emergency management arrangements within the region. It is consistent with and contextualises the State Emergency Management Plan (SEMP) and Regional Emergency Management Plan (REMP) for the North West metropolitan region. The REMP is a subordinate plan to the SEMP and the MEMP is a subordinate plan to the REMP.

To the extent possible, this Plan does not conflict with or duplicate other in-force emergency management plans that exist. Figure 1 outlines this Plan's hierarchy. This Plan should be read in conjunction with the SEMP and the North West Metro REMP.

**Figure 1: Municipal Emergency Management Plan Hierarchy**



1.7. REFERENCE TO STATE EMERGENCY MANAGEMENT PLAN

The MEMP assumes that users of this document have access to, or good working knowledge of, the State Emergency Management Plan (SEMP). The SEMP is available at: [www.emv.vic.gov.au/responsibilities/semv](http://www.emv.vic.gov.au/responsibilities/semv) Unless locally important, this document does not duplicate information contained in the SEMP.

1.8. PUBLIC ACCESSIBILITY

- A public version of the MEMP can be accessed via the:
- Darebin City Council Website <http://www.darebin.vic.gov.au/>

Emergency management agencies and organisations can access a full copy of the MEMP through the MEMPC representative for their organisation, or by contacting the Municipal Emergency Management Officer (MEMO) or if they have access, through Crisisworks, a copy is kept there. Crisisworks is a complete system for managing emergencies, risk and recovery across the full lifecycle of an Emergency on any device.

1.9. PUBLICATION OF THE MEMP (Section 60A1)

The REMPC must supply the City of Darebin with a copy of the approved MEMP in a format suitable for publication. The approved MEMP will be published with any information identified

as sensitive or restricted removed. The City of Darebin is then required to publish the approved plan on their website on behalf of the MEMPC.

### 1.10. STRATEGIES

To achieve the objectives the Darebin Municipal Emergency Management Planning Committee will implement the following:

- Develop an accurate community profile and consult our community in the review of relevant sections of the MEMP.
- Review and update the Community Emergency Risk Assessment (CERA) and maintain risk mitigation strategies.
- Maintain the register of Council's resources to be used in emergency response and recovery.
- Implement the MEMP and subordinate plans (sub-plans) as required.
- Conduct regular and reactive reviews of the MEMP and sub-plans to ensure currency and suitability to current arrangements and conditions.

## 2. AREA DESCRIPTION

### 2.1. LOCATION

The City of Darebin is an established urban municipality of 53 square kilometres across the inner to middle northern suburbs of Melbourne, extending from 4kms north of Melbourne's Central Business District (CBD) at Northcote and Fairfield, through to Reservoir, Bundoora and Macleod a further 10kms to the north. The municipality is bordered by the City of Yarra to the south, City of Whittlesea to the north, City of Moreland and Merri Creek to the west and City of Banyule and Darebin Creek to the east.

Access to Geographical Information System: Darebin Geographical Information System (GIS) resource can be used in conjunction with hard copy maps and has two main applications, via:

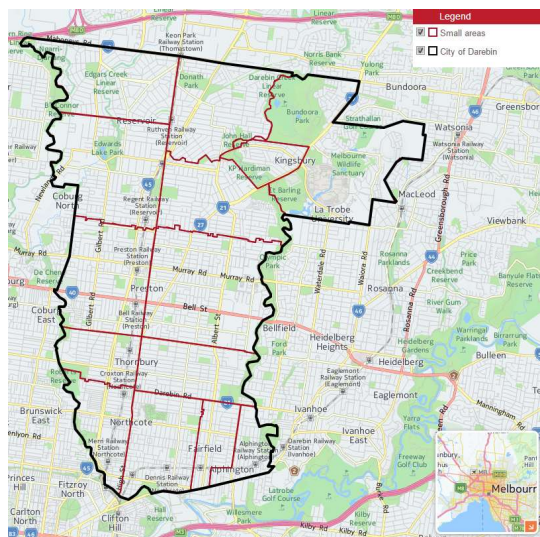
- Council intranet – [Intramaps](#) links to internal council databases and contains municipal locations, places of interest, Council assets and resident information.
- Public website - [Darebin Guide](#) which is an external GIS showing municipal locations, places of interest, planning layers and parking

2.2. MAPS

**Figure 2. Map of the City of Darebin in relation to the Melbourne metropolitan area**



**Figure 3. City of Darebin Suburb Boundaries**



2.3. CULTURE AND COMMUNITY

Our diverse and multicultural community is one of the City's key assets. Council run festivals and events currently scheduled for the 2022/2023 financial year include:

**Table 1: Major Events in the City of Darebin**

Event Name	Date held	Location
Ganbu Gulin: Imagining	Spring yearly	Ray Bramham Gardens, Preston
Block Party	On a nominated week in September	Newman Reserve, 3 Newman Street, Preston
Associated Catholic Colleges cross country running event	On a nominated week in September	Bundoora Park. Opposite Bundoora Farm



Darebin also has an extensive social infrastructure of clubs, sporting bodies, community and special interest groups, many of whom mount their own events Darebin's live music venues also represent a vibrant aspect of its culture.

#### 2.4. FIRST NATIONS HISTORY

Council recognises and pays tribute to the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people. The place now called Darebin has been inhabited by the Wurundjeri people for thousands of years prior to colonisation. The Darebin region is acknowledged as a heartland of Melbourne's First Nations Community. According to the 2021 Census, of the 66,000 people who identified as Aboriginal and Torres Strait Islander in Victoria, 1,441 (2.2%) are residing within the City of Darebin Local Government Authority (LGA), making it the second largest Aboriginal and Torres Strait Islander population of the 31 municipalities in the Greater Melbourne region.

Aboriginal and Torres Strait Islander peoples have maintained a strong physical and cultural presence in Darebin in the face of displacement, exclusion and policies of assimilation. There is a long and continuing connection of Aboriginal and Torres Strait Islander peoples to the City of Darebin, as referenced in the Darebin Council Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander peoples in 1998. Updated in 2019, the Statement renews, strengthens and formalises Council's longstanding commitment and relationship with the diverse Aboriginal and Torres Strait Islander communities of Darebin.

Seventeen of the most significant Victorian Aboriginal community-controlled organisations established in the late 1950's continue to be located in Darebin. These peak bodies and associations advocate and lobby on behalf of the interests of their communities on matters such as health, employment, legal services, housing, childcare and education. Darebin is home to the Fitzroy Stars and 3KND (Kool-and-Deadly) radio station.

#### 2.5. SETTLEMENT HISTORY

European settlement dates from the late 1830s, with land used mainly for farming and market gardening. Population was minimal until the 1850s. Residential growth took place from the 1880s into the 1920s, spurred by the opening of railway lines and industrial expansion. Significant development occurred during the post-war years, with rapid growth during the 1950s and 1960s, reaching a population of over 150,000 in 1971. The population declined steadily during the 1970s and 1980s, falling to under 124,000 in 1991. The population was relatively stable during the 1990s, and then increased gradually between 2001 and 2011.

#### 2.6. TRANSPORT

The City of Darebin is served by four major VicRoads arterial roads in Mahoneys Road, St Georges Road, Plenty Road and Bell Street. It is also served by the South Morang and Hurstbridge railway lines and Tram Route 86 (High Street and Plenty Road) and Route 112 (St Georges Road and into West Preston). There are also extensive pedestrian and bike pathways throughout the municipality and significant bus routes.

#### 2.7. SIGNIFICANT NATURAL AND MAN-MADE FEATURES

Major retail areas include Northland Shopping Centre and Northland Homemaker Centre, Preston Central and Preston Market, Northcote Plaza, and a retail main street (High Street) which

stretches from Westgarth, Northcote and Thornbury to Reservoir. There are also major industrial areas located in Fairfield, East Preston and Reservoir.

Darebin has two tertiary institutions, La Trobe University and Melbourne Polytechnic, and major health facilities at Bundoora Extended Care, Reservoir Private Hospital and Your Community Health.

Darebin has over 900 acres of open space and accommodates regionally significant open space areas at Bundoora Park Farm and Darebin Parklands, and important habitat areas at Central Creek Grasslands and Gresswell Wildlife Reserve. Substantial parklands and pockets of remnant natural areas along Merri and Darebin creek borders are significant ecological and Aboriginal cultural heritage areas.

Edwardes Lake Park in Reservoir and All Nations Park in Northcote are popular urban parkland destinations for leisure and recreation and are complemented by a network of local and neighbourhood parks. There are also numerous sports stadia and recreation complexes such as the Darebin International Sports Centre, Narrandjeri Stadium the Darebin Community Sports Stadium, and the Northcote Aquatic and Recreation Centre, and public golf courses at Bundoora and Northcote. Mt Cooper located in Bundoora Park is the highest point in the northern suburbs. Darebin also hosts three Melbourne Water reservoirs which supply water to the northern suburbs. There are numerous places of worship including and Mosques and churches of many different denominations.

Darebin is serviced by over 120 social and community service agencies, including government and non - government agencies, such as Medicare and Centrelink.

## 2.8. RESIDENTS

The City of Darebin is one of Melbourne's largest and most populous municipalities with the Official population of 148,578 as of the 30 June 2021. It is as diverse as any community in Australia, including an Aboriginal and Torres Strait Islander population of 1,167, which is one of the largest indigenous populations of the 31 local government areas in Greater Melbourne.

### 2.8.1. Age Structure

**Table 2: City of Darebin Age Structure**

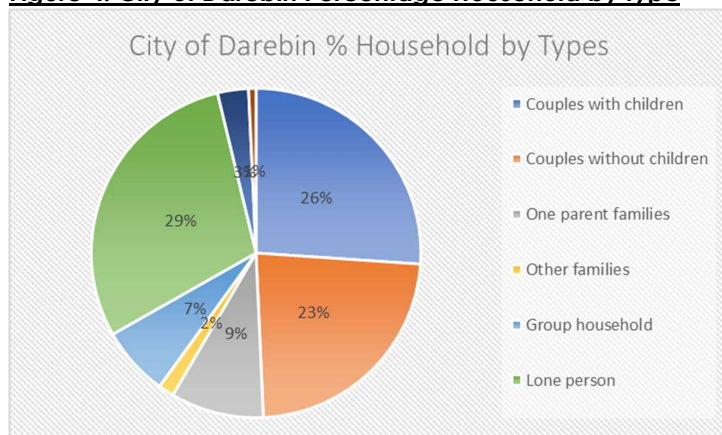
City of Darebin Age Structure 2021		
Service age group (years)	Number	%
Babies and pre-schoolers (0 to 4)	7,896	5.3
Primary schoolers (5 to 11)	10,231	6.9
Secondary schoolers (12 to 17)	8,229	5.5
Tertiary education and independence (18 to 24)	12,160	8.2
Young workforce (25 to 34)	28,587	19.2
Parents and homebuilders (35 to 49)	34,168	23
Older workers and pre-retirees (50 to 59)	18,376	12.4
Empty nesters and retirees (60 to 69)	12,762	8.6
Seniors (70 to 84)	12,220	8.2
Elderly aged (85 and over)	3,949	2.7
<b>Total</b>	<b>148,578</b>	<b>100</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled and presented by .id, the population experts, accessed 21 July 2020 <https://profile.id.com.au/darebin/service-age-groups>

2.8.2. Household Type

Household types in Darebin are shown below in the graph as a percentage of the total 58,417 households in 2021.

**Figure 4. City of Darebin Percentage Household by type**



Source: Australian Bureau of Statistics, Census of Population and Housing 2016 and 2021. Compiled and presented by .id, the population experts, accessed 21 July 2022, <https://profile.id.com.au/darebin/households>.

2.8.3. Country of birth and language spoken

Our diverse and multicultural community is considered to be one of the City's key assets. Festivals and events in Darebin include the Darebin Fuse Festival, Darebin also has an extensive social infrastructure of clubs, sporting bodies, community and special interest groups.

Darebin is a highly culturally and linguistically diverse municipality. Over 30% of male and female residents were born overseas and approximately 37% reported speaking a language other than English at home. Over 35% of residents were born overseas (ABS Census, 2016a). The top most commonly spoken languages in Darebin are English (56.3%), Italian (6.6%), Greek (6.3) and Mandarin (3.6%).

In more recent times, emerging migrants' communities from India and China, the Middle East and South-East Asia are arriving in Darebin. In 2016, India had the highest proportion of recent overseas arrivals, making up 17.4% of the total recent overseas arrivals in the City of Darebin. Approximately 33% or 48,700 of Darebin residents have migrated to Australia from a non-English speaking country and just over half of the migrants living in Darebin are women.

**Table 3: Birthplace of Darebin Residents (Top 8)**

Birthplace - Ranked by size (top 8)	
City of Darebin - Overseas born (Usual residence)	2021
Birthplace	Number
Italy	5,220
Greece	4,240
United Kingdom	3,981
China	3,868
India	3,726
Vietnam	2,517
New Zealand	2,488
Lebanon	1,166
Macedonia	1,153

Source: Australian Bureau of Statistics, [Census of Population and Housing 2021](#). Compiled and presented by [.id](#), the population experts, accessed 25 July 2022, <https://profile.id.com.au/darebin/birthplace>

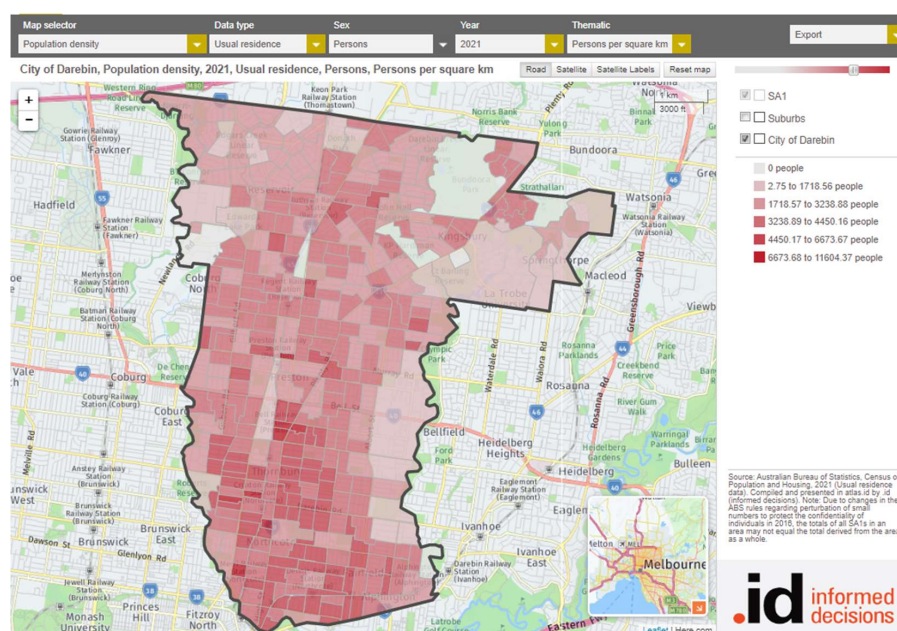
**Table 4: Language Spoken at Home (Top 8)**

Language spoken at home - Ranked by size (Top 8)	
City of Darebin - Total persons (Usual residence) 2021	
Language (excludes English)	Number
Greek	8,510
Italian	7,806
Mandarin	4,603
Arabic	3,634
Vietnamese	3,067
Macedonian	1,971
Cantonese	1,636
Spanish	1,475
Nepali	1,071

Source: Australian Bureau of Statistics, [Census of Population and Housing 2021](#). Compiled and presented by [.id](#), the population experts, accessed 21 July 2022, <https://profile.id.com.au/darebin/language>.

**Figure 5. Population density**

The below table shows Darebin's population density.



Accessed 6 September 2022, <https://atlas.id.com.au/darebin>

**2.8.4. Disadvantaged vulnerable groups**

Darebin has a range of disadvantaged vulnerable groups many of which are identified through our sub plan, in particular the Municipal Emergency Recovery Plan. In 2021 there were 9,855 Darebin residents who reported having a severe or profound disability and according to the 2021 Darebin Household Survey, one in five residents are affected by a disability of some kind, including physical disabilities and medical conditions, psychological and intellectual conditions or learning disabilities.

**Table 5: Persons needing assistance due to age or disability**

Need for assistance with core activities by age - 2021	
Assistance needed by age group (years)	Number
0 to 4	83
5 to 9	267
10 to 19	462
20 to 59	2,250
60 to 64	544
65 to 69	600
70 to 74	774
75 to 79	1,073
80 to 84	1,439
85 and over	2,341
Total persons needing assistance	9,855

Source: Australian Bureau of Statistics, [Census of Population and Housing 2021](#). Compiled and presented by [.id](#), the population experts, accessed 25 July 2022, <https://profile.id.com.au/darebin/assistance>

Within an emergency management and recovery context there are a number of vulnerable communities residing in, visiting or travelling through Darebin. These include:

- Refugees, newly arrived groups and international students
- Residents with a disability
- First Nations people
- Isolated senior residents over 65 years of age
- Children under 5 years
- Those experiencing chronic health issues including mental illness
- Those experiencing Homelessness and housing stress
- Women and children experiencing family violence

The City of Darebin does not sit within a CFA district therefore is not required to maintain the Vulnerable Persons Register. However, information about facilities where vulnerable people are likely to be located has been collated and is available on Crisisworks or via the MEMO or MRM.

In 2016, the City of Darebin scored 1004.0 on the SEIFA index of disadvantage. The City of Darebin SEIFA Index of Disadvantage measures the relative level of socio-economic disadvantage based on a range of Census characteristics. The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. When targeting services to disadvantaged communities, it is important to also look at these underlying characteristics as they can differ markedly between areas with similar SEIFA scores and shed light on the type of disadvantage being experienced. A higher score on the index means a lower level of disadvantage. A lower score on the index means a higher level of disadvantage.

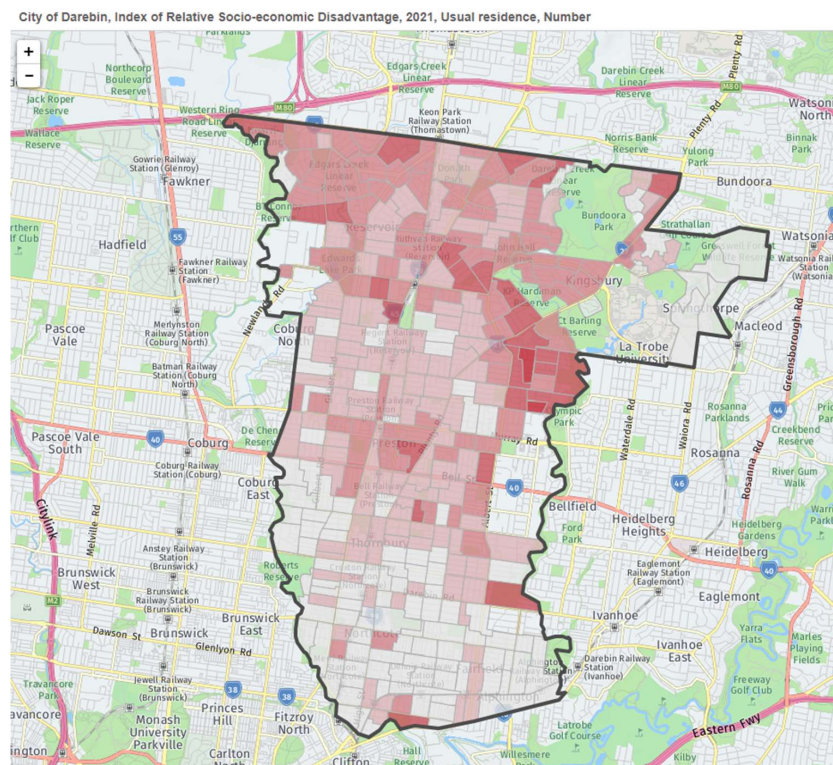
The percentile indicates the approximate position of this small area in a ranked list of Australia's suburbs and localities. It gives an indication of where the area sits within the whole nation. A higher number indicates a higher socio-economic status. Darebin sits at the 47 percentile, indicating that approximately 47% of Australia's suburbs have a SEIFA index lower than this area (more disadvantaged), while 53% are higher

Source: Australian Bureau of Statistics, [Census of Population and Housing 2016](#). Compiled and presented in profile.id by [.id](#), the population experts, accessed 21 July 2022, <https://profile.id.com.au/darebin/seifa-disadvantage-small-area>. (NB: Excludes lone persons and group households.



The following map shows smaller areas within Darebin that are most disadvantaged. The darker areas show the most disadvantaged areas.

**Figure 6. Index of Relative Socio-economic disadvantage**



Accessed 6 September 2022, <https://atlas.id.com.au/darebin>

2.8.5. Housing Tenure

Over a third of Darebin households were rented in 2021 which has increased since 2016 and which is a higher proportion compared to Greater Melbourne average (28.8%). The proportion of Darebin households that are fully owned is 28.7%.

**Table 6. Housing tenure in City of Darebin**

Housing tenure					
City of Darebin - Households	2021		2016		Change
Tenure type	Number	%	Number	%	2016 to 2021
Fully owned	17,587	28.5	16,733	28.7	854
Mortgage	17,655	28.6	15,160	35.6	2,495
Renting - Total	22,890	37	20,732	29.2	2,158
<i>Renting - Social housing</i>	2,534	4.1	2,472	2.3	62
<i>Renting - Private</i>	20,255	32.8	18,143	26.8	2,112
<i>Renting - Not stated</i>	101	0.2	117	0.1	-16
Other tenure type	854	1.4	825	1.6	29
Not stated	2,824	4.6	4,970	4.8	-2,146
<b>Total households</b>	<b>61,810</b>	<b>100</b>	<b>58,420</b>	<b>100</b>	<b>3,390</b>

Source: Australian Bureau of Statistics, [Census of Population and Housing](#) 2016 and 2021. Compiled and presented by [.id](#), the population experts, accessed 25 July 2022, <https://profile.id.com.au/darebin/tenure> .

2.8.6. Internet connection

In 2016 the majority of households in Darebin had internet connection, with 16% having no internet connection. The below figure shows the percentage of households per area with internet connection.

**Figure 7. Percentage households with internet connection.**

Type of internet connection export reset

City of Darebin - Households	2016			2011			Change
	Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	
Internet connection	44,213	75.7	81.7	37,645	69.4	76.4	+6,568
No internet connection	9,330	16.0	11.3	12,312	22.7	16.8	-2,982
Not stated	4,868	8.3	7.1	4,249	7.8	6.8	+619
<b>Total households</b>	<b>58,411</b>	<b>100.0</b>	<b>100.0</b>	<b>54,206</b>	<b>100.0</b>	<b>100.0</b>	<b>+4,205</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016. Compiled and presented by id (informed decisions).  
Please refer to specific data notes for more information

Accessed 6 September 2022, <https://atlas.id.com.au/darebin>

2.9. EMPLOYMENT AND INDUSTRY IN DAREBIN

Three quarters of the City of Darebin's working residents travel outside of the area to work which is 52,807, or 75.1%

**Figure 8. Employment location of Darebin residents**



Source: Australian Bureau of Statistics, Census of Population and Housing 2016 (Usual residence data). Compiled and presented in profile: id by id (informed decisions).

Accessed 22 July 2022, <https://profile.id.com.au/darebin/residents>. City of Darebin's Gross Regional Product was \$7.64 billion in the year ending June 2021, growing -2.3% since the previous year

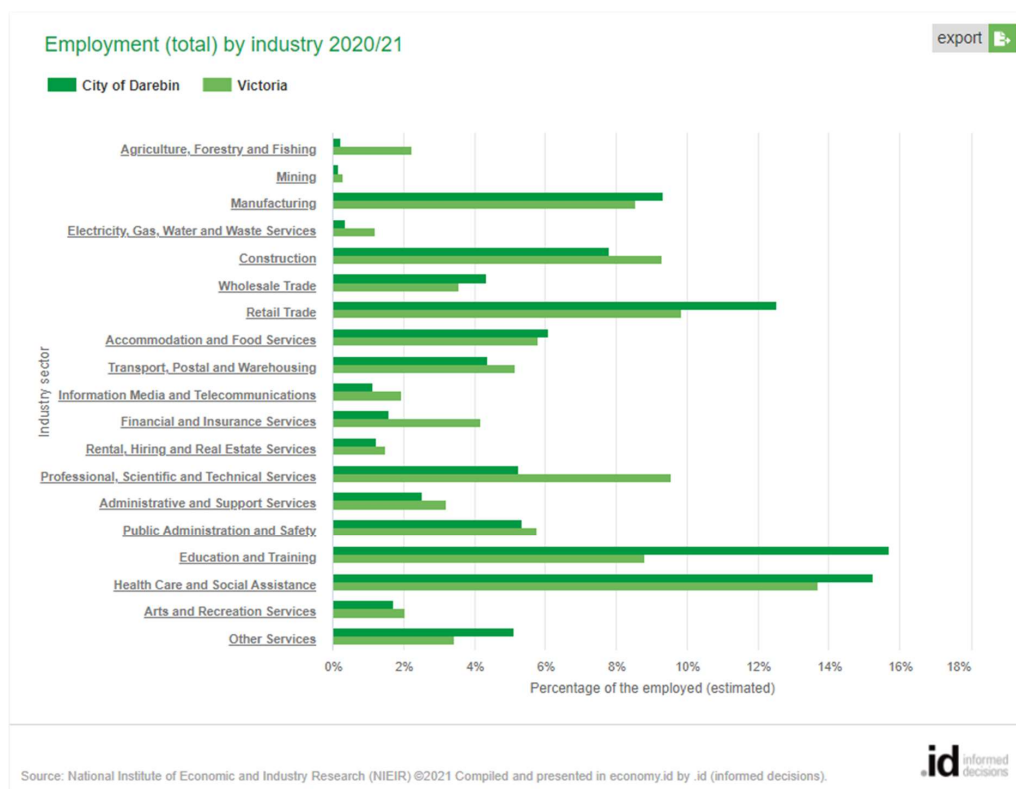
Headline Gross Regional Product (GRP) is a measure of size or net wealth generated by the local economy. Changes in this figure over time can represent changes in employment, productivity or the types of industries in the area.

Local Industry GRP shows the value of the local economy, generated by the local workers within the area regardless of where they live, after taxes and dividends leave the area. It is best thought of as GRP produced by local industries

Source: National Institute of Economic and Industry Research (NIEIR) Compiled and presented in economy.id by .id the population experts, accessed 22 July 2022 <https://economy.id.com.au/darebin/gross-regional-product>

Employment in Darebin is primarily Retail Trade, Education and training and Healthcare and Social Assistance. The Graph below provides information on the industry sector in Darebin employing almost 60,000 people in 2020/2021.

**Figure 9. Employment by industry in the City of Darebin**



Accessed 22 July 2022, <https://economy.id.com.au/darebin/employment-by-industry>

2.10. VISITORS

City of Darebin - Visitors by reason

In the 5 years up to 2021/22, International visitors to the City of Darebin were more likely to be visiting friends and relatives, accounting for 42.4% of all visitors.

Source: .id , the population experts, accessed 22 July 2022, <https://economy.id.com.au/darebin/tourism-visitors-reason>



## 2.11. FACILITIES, SERVICES AND INFRASTRUCTURE

The City of Darebin has a wide range of facilities catering for people's health, recreation and leisure, educational, cultural and religious activities. Services provided by Darebin City Council range from the immunisation of babies to providing senior citizens' centres.

To provide this multitude of services, the City of Darebin owns controls, manages and maintains an extensive range of physical assets, this includes 509km of roads, 78.5km of rights-of-way, 30.6km of shared paths, 1,035km of footpaths, 333 buildings, 13 road bridges, 52 foot bridges, 30 gross pollutant traps (structures that trap solid waste such as litter), 23,370 stormwater pits, 614km of stormwater pipe drains and 930 hectares of open space (including parks and gardens).

The City of Darebin also hosts a number of primary schools, secondary schools, colleges and universities, child care centres and aged care facilities within the municipality.

The suburb of Reservoir is the location of two Melbourne Water main storages reservoirs, located on High Street Reservoir, and surrounded by Thackeray Road, East Street and Northernhay Street. Reservoir No.1 is no longer on line but Reservoirs No. 2 and 3, which were built in 1909 and 1913, and hold 112 million litres and 120 million litres respectively are still operational, they hold the metropolitan water supply from the Yan Yean reservoir. Though recognised by Melbourne Water as a required water storage reservoirs, they are not considered as Primary Reservoirs, hence they are only moderately critical Infrastructure.

## 2.12. INTERNATIONAL VISITORS

Over a 5-year period from 2014, Darebin has hosted almost 150,000 international visitors who came for a variety of reasons as seen below in the graph.

**Table 7: International visitors to City of Darebin and reason for trip**

International visitors to Darebin – 2014/15 to 2019/20				
Main reason for trip	Visitors	Visitor nights	%	Av. length of stay (days)
Visiting friends and relatives	56,993	1,223,635	41.0	21.5
Holiday	51,206	976,711	36.8	819.1
Business	--	--	--	7--
Education	14,700	1,723,893	10.6	85.1
Employment	--	--	--	--
Other reason	--	--	--	--
<b>Total</b>	<b>139,012</b>	<b>4,697,201</b>	<b>100.0</b>	<b>33.8</b>

Source: [Tourism Research Australia](#), Unpublished data from the *International Visitor Survey 2017/2018* Note: "--" represents unavailable data or data that has been suppressed due to a sample size of 40 or less. A 5 year aggregate is used here to minimize the figures which need to be suppressed, but sample sizes may still be too small for some categories, accessed 4 August 2022, <https://economy.id.com.au/darebin/tourism-visitors-reason>

## 2.13. HISTORY OF MAJOR EMERGENCIES

**Table 8: History of Major Emergencies for past 10 years**

Date	Emergency	Description/Consequence
6 August 2022	Factory fire 218 High Street Preston	Severe fire, the building was an abandoned blind factory, vacant for many years, it has now been demolished. VicPol made the site a crime scene as there were suspicious circumstances. High rise building next door severely affected by smoke and was evacuated. 14 displaced persons with no accommodation were relocated to the Preston City Hall until 09.30 am

13 March 2022	Death in Reservoir	Death of a 16-year-old Reservoir teen in Reservoir, Darebin Council provided outreach and counselling from VCCEM, removed relevant graffiti at the appropriate time, provided support to VicPol
29 October 2021	Severe Storm	SES received 400 requests for assistance
9 June 2021	Severe Storm	SES received 75 requests for assistance
February 2020 ongoing	Pandemic	Global COVID 19 Pandemic. Council provided, testing centre, vaccination clinics and Emergency Food relief.
13 January 2019	Death in Bundoora	Murder of an international University Student which impacted residents, businesses and students in the area
29 -31 December 2017	Severe Storm	A number of homes impact and residents displaced
26 August 2016	Gas Main punctured	Excavator cut a gas main on southern side of Broadway near Lindsay St, Reservoir. Approximately 30 people were evacuated to assembly points beyond the exclusion zone of 100mtrs. Some businesses were also affected by the loss of gas supply. A relief centre was set up at the Reservoir Community and Learning Centre.
April 2016	Death of Infant at Darebin Creek	The death of an infant at Darebin Creek. Counselling was offered by Banyule Community Health community 'Compassion Gathering' in West Heidelberg on Thursday 14 April.
13 February 2016	Siege and assault on Preston High St	An incident occurred opposite the Preston Town Hall in High Street, Preston. Members of the public were physically assaulted, and one business owner was held up in their premise. This was witnessed by a crowd who were celebrating Chinese New Year at the Preston Central event. Council prepared information and provided this to the surrounding area in Preston informing them of the available counselling services
25 March 2015	Road Accident- Power Lines Damaged	An incident occurred when a recycle truck brought down power lines in Roseberry Avenue Preston. Power was affected to residents & business in the grid. With the assistance of Vic Police, Electricity provider, MFB, the area was blocked until the vehicle was safely removed and power was restored mid to late morning.
October 2014	Road Accident	An elderly woman was seriously injured near the Preston Council Offices involving a truck. High street was closed for a period and re-opened. The Darebin Emergency Management team prepared information for neighbouring residents & traders pointing them to available counselling services.

## 2.14 HAZARD PROFILE

A Community Emergency Risk Assessment (CERA) process was undertaken by the MEMPC in May 2022.

### **Figure 10. Risk analysis map**

This image was produced through the VicSES CERA report delivered to Council in June 2022



**Table 9: Darebin Community Emergency Risk Assessment**

This table provides details on the City of Darebin risks and residual risk ratings extracted from the CERA review in 2022, the next review date is in May 2025.

**DAREBIN CERA REVIEW – SUMMARY:**

HAZARD DESCRIPTION:	DATE REVIEWED:	RISK RATING:	MITIGATION STATUS:	REVIEW DUE DATE:
Storm	16/05/2022	Medium	accepted	1/05/2025
Extreme Temperatures (heat and cold)	16/05/2022	High	accepted	1/05/2025
Fire-Structural/ Residential fire	16/05/2022	High	accepted	1/05/2025
Human disease (pandemic)	16/05/2022	Medium	accepted	1/05/2025
Civil disturbances	16/05/2022	Medium	accepted	1/05/2025
Essential Services Disruption	16/05/2022	Medium	accepted	1/05/2025

**Figure 11. Risk analysis map**



### 3. PLANNING ARRANGEMENTS

#### 3.1. MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

The Municipal emergency Management Planning Committee (MEMPC) is responsible for consultation of the MEMP.

##### 3.1.1. MEMPC Consultation

Extensive consultation with stakeholders at the municipal tier is extremely important as the MEMPCs have a direct interface with the communities they represent. Broad consultation and engagement with key stakeholders will make a notable difference when an emergency plan is required to be implemented.

To meet these consultation obligations, the MEMPC should actively engage with any sector of the community and any Department or agency that they deem appropriate including targeted consultation with community groups considered relevant or vulnerable by the MEMPC. Consideration should be given to targeted consultation with vulnerable groups, or sectors of the community that may be more heavily impacted during an emergency.

MEMPCs will also consider any relevant emergency management plan developed by the community, or a sector of the community, which has application in the municipal district or a part thereof. If the MEMPC is aware that at least one other MEMPC within its emergency

management region is updating an EMP at a similar time, those MEMPCs are to coordinate consultation with common stakeholders.

3.1.2. Terms of Reference

Section 21 of the *Emergency Management Act 1986 and the Emergency Management Legislation Amendment Act 2018 (EMLA Act)* and various other acts to establish a new integrated and coordinated framework for emergency management planning at state, region and municipal levels.

These are supplemented by the following practices:

- Membership is reviewed every time the Terms of Reference is reviewed, and members are confirmed in writing by the Darebin CEO or council officer nominated by the CEO as Chair
- Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
- If an agency requested to form a presence at the MEMP committee does not attend two consecutive meetings a letter may be sent from the MEMPC Chair to senior management of the agency requesting an alternative representative be assigned to attend committee meetings
- The Committee can elect new members onto the committee and can elect to have other persons attend particular meetings should it be required.

Committee members will cease to be a member of the MEMPC if they:

- Resign from the Committee
- End employment with the agency they represent.

3.1.3. Membership

The MEMPC Core Membership must include and be nominated by:

Agency	Agency Nomination Confirmed by
Darebin Council- Chair	Darebin CEO
Victoria Police	Chief Commissioner of Police
Fire Rescue Victoria	Agency
Ambulance Victoria	Secretary, Department of Health Victoria
Victoria State Emergency Service	Agency
Australian Red Cross	Agency
Department of Families, Fairness and Housing	Secretary, Department of Families, Fairness and Housing

The MEMPCs wider membership includes recovery agencies representatives, community and industry representative, and one business representative.

- Municipal Emergency Manager (MEM)
- Municipal Emergency Management Officer (MEMO) and deputies
- Municipal Recovery Manager (MRM) and deputies
- Municipal Emergency Management Coordinator (MEMC)
- Municipal Fire Prevention Officer (MFPO) and deputies
- Emergency Management Planning Officer
- MEMPC Executive Officer
- Victorian Council of Churches Emergencies Ministry representative

- Community members including representatives from: Northland Shopping Centre, La Trobe University,
- Equity & Diversity Group CALD Industry representatives
- BOC Ltd
- Darebin Council staff responsible for functional areas, as required
- Relief agencies
- Health and service providers

#### 3.1.4. MEMPC – Governance

A quorum of members must be present before a meeting can proceed. At least 5 of member agencies and (2) Council representatives. Decisions will be made by a consensus of the Committee members present at the meeting.

#### 3.1.5. Membership Responsibility

The agencies prescribed in the EM Act 2013 and additional invited committee members will provide representation at the appropriate level and with the authority to commit resources and make decisions on behalf of their organisation or community.

Members are asked to participate in the MEMPC as a partnership and provide advice or make decisions in the best interest of the citizens of Darebin. The MEMPC acknowledges and respects members existing responsibilities, accountabilities and associated levels of resourcing.

#### 3.1.6. Terms of Reference

All MEMPC members will act in accordance with the Terms of Reference, and:

- Prepare for, prioritise and attend scheduled meetings
- Proactively contribute to the work of the MEMPC
- Provide meeting papers to the chair at least one week prior to a meeting
- Respect confidential and privileged information
- Represent all areas of their agencies and associated entities
- Report on recent relevant agency activity relating to emergency management mitigation, response or recovery activities, with a focus on emerging risks or opportunities
- Where a decision or action is outside the authority of the member, engage with relevant personnel within their agency to obtain approval to commit resources and undertake tasks
- Identify and liaise with subject matter experts or key representatives from within their agencies to participate in the MEMPC, its sub-committees or working groups
- Advocate for and report back to their agencies on MEMPC outcomes and decisions.

[Municipal Emergency Management Planning Committee Terms of Reference](#)

#### 3.1.7. Review of Terms of Reference

These terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of representatives.

### 3.1.8. Frequency of Meetings

The MEMPC meets on at least four occasions per year in February, May, August and November. Membership of this Committee is discussed and reviewed annually.

The MEMPC may be convened following an incident or the identification of any significant new risk that could impact the municipality. The MEMPC may also meet in the event of a significant organisational or legislative change.

Minutes of all meetings are recorded, and copies distributed electronically to all MEMPC members not later than 2 weeks following the meeting.

Risk based, and Functional Sub Committees/working groups are scheduled to meet at least once per year to review and amend their arrangements as necessary and support the preparedness of the municipality and relevant agencies.

### 3.1.9. MEMPC Administrative Support

The City of Darebin will provide administrative support to the MEMPC and be responsible for administration of the MEMPC.

### 3.1.10. Function

The MEMPC is the peak planning body for emergency management within the Darebin municipal district. It is the forum for government and non-government agencies to develop policies, procedures, strategies and frameworks to support coordinated emergency management planning for the municipality.

In line with section 59D of the EM Act 2013 the functions of the MEMPC are to:

- be responsible for the preparation and review of its MEMPC
- ensure that its MEMPC is consistent with the state emergency management plan and the relevant REMPC
- provide reports of recommendation to its REMPC in relation to any matter that affects, or may affect, emergency management planning in the municipality
- share information with the REMPC and other MEMPCs to assist effective emergency management planning
- collaborate (having regard to the Guidelines) with any other MEMPC that the MEMPC considers appropriate in relation to emergency management planning, including preparing MEMPCs
- perform any other function conferred on the MEMPC by the EM Act 2013, or any other act.

The MEMPC has the power to do all things necessary or convenient in connection with the performance of its functions, however it cannot direct any member agency or other group.

The MEMPC may establish ongoing sub-committees or time-limited working groups to investigate or address specific issues or undertake key tasks.

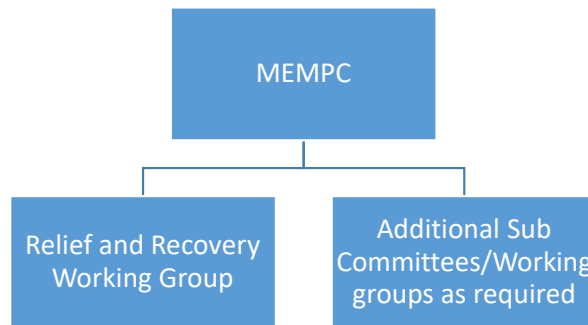
### 3.1.11. Sub Committees/Working Groups

The MEMPC can, on an as needs basis, form relevant sub committees or working groups for the purposes of undertaking specific work of the MEMPC or work on any of the related sub plans and/or in response to any emergency management events.

The sub committees/working groups will have defined terms of reference relating to their tasks resource allocation and timeframe. We have a Relief Committee that meets twice a year

The sub committees reports to the MEMPC via written reports as agreed.

**Figure 12. MEMPC Sub Committee/Working group structure**



3.2. PLAN REVIEW

To ensure the Plan provides for a current integrated, coordinated and comprehensive approach to emergency management and is effective, it is to be reviewed at least every three years or as required.

Urgent updates of this Plan are permitted if there is significant risk that life or property will be endangered if the plan is not updated (EM Act 2013 s60AM). Urgent updates come into effect when published on the municipal council website and remain in force for a maximum period of three months.

This Plan will be reviewed not later than August 2025. This Plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

3.3. DISTRIBUTION

Amendments are to be produced and distributed by the City of Darebin to MEMPC members. The MEMPC is available via the Darebin website, Crisisworks, and State Library of Victoria website.

3.4. TESTING AND EXERCISING

Arrangements detailed in this MEMPC will be tested annually. This will be undertaken in a form determined by the MEMPC. Any procedural anomalies or short falls encountered during these exercises or ensuing operations must be addressed and rectified at the earliest opportunity by the MEMPC and recorded in the minutes. Wherever necessary, this MEMPC will be revised to incorporate lessons from such exercises.

3.5. EXERCISES

**Table 10: History of exercises**



Date	Exercise	Description
12 April 2019	Relief and Recovery Procedure exercise	Relief and recovery procedure desktop exercise testing the new protocol with key MEMPC members
17 December 2018	Exercise Zeus	Flood and Storm Desktop exercise with MEMPC utilising ICC, MECC and ERC staff areas and various injects for each
14 May 2018	Exercise Iron Horse	Regional NWMR Emergency Relief Centre exercise
1 December 2016	Exercise Nosoï	Pandemic Influenza exercise
September 2015	Exercise Black Swan - Heatwave	DHHS sponsored desktop exercise involving agencies, leisure providers and Councils
August 2015	Exercise Jewell - Hazardous Materials event	Multi Council exercise to test collaboration arrangements
August 2015	Council Exercise - MECC	Desktop/Discussion exercise on establishing the MECC
August 2015	Council Exercise - MECC & ERC	Practice set-up of MECC and ERC. test communication with an ERC
July 2015	Crisisworks test	Review functions and train new staff
November 2014	Exercise Noah (Flood event)	Multi Council exercise to test collaboration arrangements

**Table 11: Future Exercises**

Date scheduled	Style of Exercise	Exercise name	Scenario
19 April, 2023	Discussion exercise	Exercise Thor	Heavy storm with large hail stones, a large number of displaced persons
11 October, 2023	Functional exercise – ERC opening	Exercise Groot	Functional exercise of the response to a Heavy storm with large hail stones, 300 homes impacted, 20 houses with 30 displaced persons are uninhabitable. Requires the establishment of an ERC

### 3.6. MEMP SUB PLANS

Subordinate to the MEMP are risk based sub-plans and functional sub-plans. These provide additional details for the arrangements and guidelines for specific areas of emergency management in Darebin.

The MEMPC will determine if a sub-plan is required to detail more specific or complex arrangements that either enhance or contextualise this Plan. All sub-plans are multi-agency plans and may be hazard specific where the consequences are likely to be significant, for example a municipal flood response sub-plan.

All sub-plans to this Plan are subject to the same preparation, consultation, assurance, approval and publication requirements as this Plan, as outlined in Part 6A of the EM Act 2013.

Agencies with roles or responsibilities in a sub-plan must act in accordance with the plan (EM Act 2013 60AK).

#### 3.6.1. Risk based sub-plans

Risk based Sub-plans have been developed by the MEMPC for those hazards identified through the Community Emergency Risk Assessment (CERA) planning process. High and Medium residual risks have been determined by the MEMPC, triggering the development of a Risk Based sub-plan. The sub-plans listed below are held separately to this MEMP and can be accessed by contacting the responsible agency.

**Table 12: Risk Based Sub-plans**

Risk based sub-plan	Responsible for managing	Risk Rating
---------------------	--------------------------	-------------

Extreme Temperatures (heat and cold)	Emergency Management Commissioner	High
Civil Disturbances	Victoria Police	Medium
Storm	Victoria State Emergency Service	Medium
Fire-Structural/ Residential fire	Fire Rescue Victoria	High
Human disease (pandemic)	Department of Health	Medium
Essential Services Disruption	Department of Environment, Land, Water and Planning	Medium

### 3.6.2. Functional Sub-plans

Functional Sub-plans have been developed to plan the delivery of functional services to support the management of emergencies during response and recovery. These include:

- Public Health
- Technical Resources
- Relief and Recovery

### 3.6.3. Operational procedures and plans

Each agency or organisation (including Council) with responsibilities in this MEMP or its Sub-plans, are expected to maintain their own operational arrangements for management and command of their own resources in responding to or supporting emergency management operations.

### 3.6.4. Complementary Plans

Complementary plans are prepared by industry/sectors or agencies for emergencies that do not fall within Part 6A of the EM Act 2013. They are often prepared under other legislation, governance or statutory requirements for a specific purpose.

Complementary plans do not form part of this Plan and are not subject to approval, consultation and other requirements under the EM Act 2013. A list of complementary plans that have significance to the comprehensive, coordinated and integrated emergency management arrangements in the Darebin district are included.

## 3.7. EMERGENCY PLANNING STRUCTURE

### **Figure 13. MEMP Planning Structure**



### 3.8. LINKAGES TO OTHER PLANS

The MEMP integrates with the following plans:

#### **State Emergency Management Plans**

SEMP: Roles and Responsibilities <https://www.emv.vic.gov.au/responsibilities/sempr/roles-and-responsibilities>

All State Sub-plans under the State Emergency Management Plan

#### **Regional Emergency Management Plans**

<https://www.emv.vic.gov.au/responsibilities/emergency-management-planning/remps/north-west-metro-rempr>

- Sub Plans
- North West Metro Regional Strategic Fire Management Plan
- Complementary plans
- Municipal Emergency Management Plans

#### **Darebin City Council:**

- Darebin City Council Plan 2021 - 2025 (which incorporates the Municipal Health and Wellbeing Plan)
- Climate Emergency Plan 2017-2022 (in development)

### 3.9. NORTH WEST METRO EMERGENCY MANAGEMENT COLLABORATION

Darebin City Council is a partner in the North West Metro Emergency Management Collaboration (the Collaboration). This group enables collaborative planning, advocacy and support amongst 14 Councils in the north west metropolitan region and includes an MOU for the sharing of resources.

The Collaboration has developed a number of guidelines, resources and training courses that support the MEMP including:

- Emergency Relief Centre Standard Operating Guidelines 2021
- Municipal Emergency Recovery Guidelines 2019
- Municipal Secondary Impact Assessment Guidelines
- Training opportunities for:
  - Working in an Emergency Relief Centre
  - Leadership training in an Emergency Management role
  - Introduction to Personal Support
  - Secondary Impact Assessment
  - Regional Exercises

Darebin City Council has an MOU for resource sharing with the Collaboration (Located in Crisisworks).

### 3.10. MUNICIPAL ASSOCIATION OF VICTORIA - INTER COUNCIL RESOURCES SHARING PROTOCOL

Darebin City Council is a signatory to the Municipal Association of Victoria (MAV) Inter-Council Resources Sharing Protocol. The purpose of this Protocol is to establish arrangements for the sharing of resources, (particularly personnel) across Councils to support each other during extended emergency events. This is found on the MAV website at <https://www.mav.asn.au/what-we-do/policy-advocacy/emergency-management/protocol-for-inter-council-resource-sharing>

## 4. Management Arrangements

### 4.1. The 6 C's

Command, Control and Coordination have been key components of emergency management for many years. Over the past few years, additional focus has been placed on Consequence, Communication and Community Connection, leading to a shift in the way emergency management is approached.

This approach is more inclusive to the community needs in planning for, responding to and recovering from emergencies, and puts the community in the center of Emergency Management whilst embracing the "All Communities, All Emergencies" state priority. 'Understanding the impact of an emergency, the consequences of the impact and how we reach in and acknowledge the community connections before during and after an emergency is vital to building a sustainable emergency management system'.

Below provides an overview of each of the 6 C's and visual representations:

- **Control:** The overall direction of response activities in an emergency, operating horizontally across agencies.
- **Command:** The internal direction of personnel and resources of an agency, operating vertically within the agency.
- **Coordination:** The bringing together of agencies and resources to ensure effective preparation for, response to and recovery from emergencies.
- **Consequences:** The management of the effect of emergencies on individuals, the community, infrastructure and the environment.
- **Communication:** The engagement and provision of information across agencies and proactively with the community to prepare for, respond to and recover from emergencies.
- **Community Connection:** The understanding of and connecting with trusted networks, trusted leaders and all communities to support resilience and decision making.

Source Emergency Management Victoria <https://www.emv.vic.gov.au/about-us/what-we-do/the-six-cs>

### 4.2. State Emergency Management Priorities

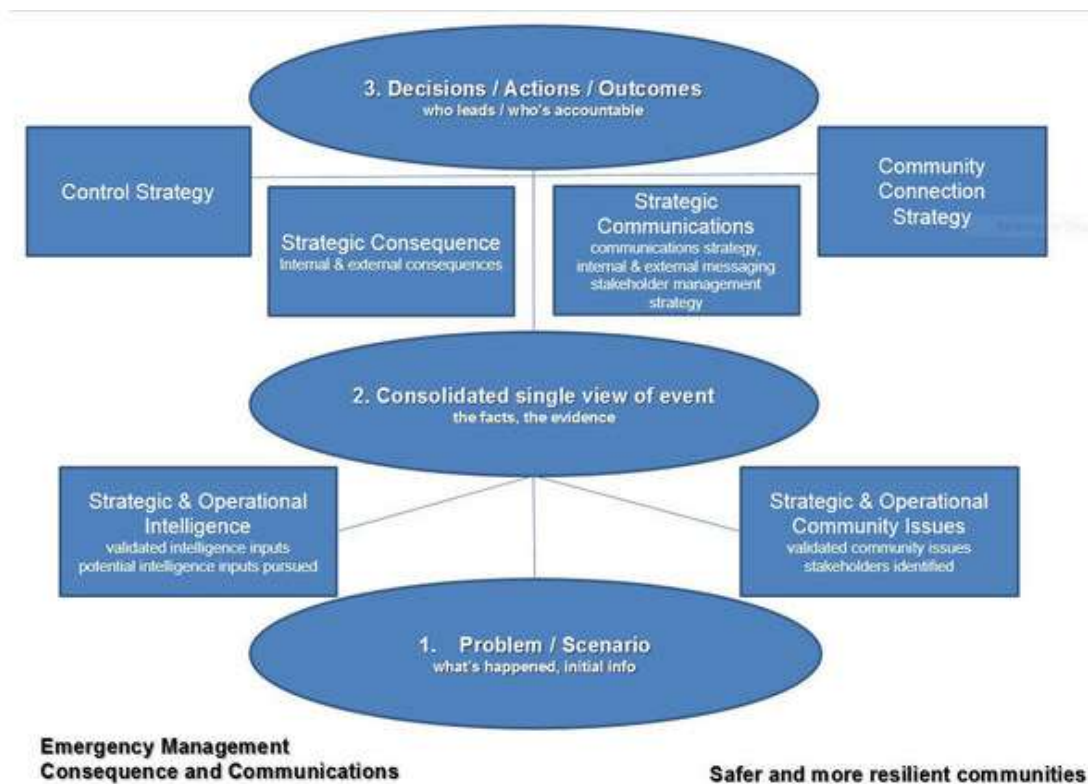
This Plan acknowledges and commits to the State Emergency Management Priorities as detailed below. The priorities are:

- Protection and preservation of life and relief of suffering is paramount. This includes: - Safety of emergency response personnel; and - Safety of community members including vulnerable community members including students; and visitors/tourists
- Issuing of community information and community warnings detailing incident information that is timely, relevant and tailored to assist community members make informed decisions about their safety

- Protection of critical infrastructure and community assets that support community resilience
- Protection of residential property as a place of primary residence
- Protection of assets supporting individual livelihoods and economic production that supports individual and community financial sustainability
- Protection of environmental and conservation assets that considers the cultural, biodiversity, and social values of the environment

The guiding principles for mitigation outlined in policy are based on risk and on improving the resilience of governments, businesses and the community to respond to acute shocks and evolving stresses. The National Principles for Disaster Recovery and the Resilient Recovery Strategy guide our efforts, approach, planning and decision making for community focused recovery. (SEMP page 7)

**Figure 14. Consequence Management**



Source (reproduced from) Emergency Management Victoria <https://www.emv.vic.gov.au/news/the-six-cs>

4.3. COUNCIL OPERATIONS

The Darebin Emergency Management Planning Committee (DEMPC) meets on a quarterly basis as a minimum to manage the internal council actions and arrangements associated with the MEMP. The Group are responsible for ensuring council complies with its role under the EM Act 2013, the Emergency Management Legislation Amendment Act 2018 and the SEMP.

The Darebin Emergency Management Planning Committee or part thereof will convene when the scale of the emergency dictates the requirement for the provision of any of the functions outlined above.

#### 4.4. MUNICIPAL EMERGENCY MANAGEMENT FUNCTIONS

Darebin City Council accepts its responsibilities under the Emergency Management Act 1986 and 2013, and functional requirements under the SEMP for the appointment of staff, management of municipal resources and the coordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies that may occur within the municipal boundaries. This includes management of:

- Risk management, prevention and mitigation
- Community Preparedness
- Provision of emergency relief to affected persons
- Provision of municipal resources to control and relief agencies during response and recovery
- Secondary assessment of the impact of the emergency
- Recovery coordination within the municipality.

#### 4.5. MUNICIPAL RESOURCES

Municipal resources are resources that are owned or under the direct control of the municipal council. The MEMO is authorised and responsible for activating and coordinating provision of municipal resources in support of response and recovery activities.

The MEMO, after discussion with the requesting agency and the Municipal Emergency Response Coordinator (MERC), may establish conditions or limits to the provision of municipal resources.

Where resources are not owned or under direct control of Council, the MEMO may act as an acquisition agent. In this instance, the requesting organisation will remain responsible for any costs associated with the resources and arrange for delivery and return of resources.

It is expected that Response Agencies (based on their risk assessment of the municipality) will identify to Council any resources that they require Council to hold for emergency management purposes. Details can be found in the Technical Resources Sub-plan. Additionally, Council will support agencies in the provision of facilities and other resources for staging areas, assistance for Victoria Police with evacuations. The MEMO will authorize resources to provide for the clearance of blocks drains, local road, tree removals and road closures and alternative routes (refer to Council's [2017-2021 Road Management Plan](#)).

Under the Emergency Management Acts (1986 and 2018), a number of appointed municipal roles are required. Full details of the responsibilities of each role is contained in Appendix A.

#### 4.6. KEY MUNICIPAL ROLES

**Table 13: Abbreviations table**

Title	Abbreviation	Position in organisation
Municipal Emergency Manager	MEM	General Manager Community
MEMPC Executive Officer	MEMPC EO	GM Community EA
Municipal Emergency Management Officer	MEMO	Coordinator Emergency Management
Deputy Emergency Management Officer	DMEMO	
Municipal Recovery Manager	MRM	Coordinator Climate Emergency
Municipal Fire Prevention Officer	MFPO	
Municipal Emergency Response Coordinator	MERC	Vic Pol
Municipal Emergency Coordination Centre Manager	MECC	Coordinator Health Protection
Emergency Management Liaison Officer	EMLO	EA to GM, Operations & Capital
Emergency Relief Centre Manager	ERC	Facilities Resource Planner

##### 4.6.1. Municipal Emergency Manager (MEM)

The City of Darebin has appointed a MEM to oversee councils emergency management responsibilities, including the policies, governance, operational readiness required at the municipal level.

##### 4.6.2. MEMPC Executive Officer

An MEMPC Executive Officer has been appointed to perform the secretariat function for Darebin MEMPC. This is a support role to all formal emergency management roles.

##### 4.6.3. Municipal Emergency Management Officer (MEMO)

The Municipal Emergency Management Officer (MEMO). The MEMO function is on call 24/7 and has access to Council buildings, infrastructure, information services and communications. The MEMO is authorised to activate any of the Plans, required personnel and resources for the emergency. The MEMO advises the MEM who liaises with the other Emergency Management personnel at Council and the REMPC. The MEMO advises the MEM who liaises with the other Emergency Management personnel at Council and the REMPC, The MEMO activates the involvement of the MRM and/or deputy in the management of the emergency. The MEMO has at least two deputies.

##### 4.6.4. Municipal Recovery Manager (MRM)

In line with Section 59H of the *Emergency Management Legislation Amendment Act 2018*, Darebin City Council must appoint Municipal Recovery Manager (MRM). The MRM may delegate duties to provide for effective management of the recovery functions.

##### 4.6.5. Municipal Fire Prevention Officer (MFPO)

The role of the municipal fire prevention officer (MFPO) is appointed pursuant to Section 5A of the *Fire Rescue Victoria Act 1958*. Darebin City Council is currently recruiting a Municipal Fire Prevention Officer (MFPO) and this is supported by a relevant Deputy position.

##### 4.6.6. Municipal Emergency Response Coordinator (MERC)

The Municipal Emergency Response Coordinator (MERC) role is undertaken by VicPol and is responsible for bringing together agencies and resources within a municipal district to support



the response to emergencies. The Officer in Charge at the Northcote Police Station is the appointed MERC for the City of Darebin.

The City of Darebin has appointed personnel to fulfil the following additional operational roles:

- Municipal Emergency Coordination Centre (MECC) Manager
- Emergency Management Liaison Officer (EMLO)
- Emergency Relief Centre (ERC) Manager

*Note: Appendix A provides further information on the duties/responsibilities of the above roles.*

#### 4.7. OPERATIONAL AND RESOURCE MANAGEMENT

The MERC, in consultation with the MEMO and MRM, may request that the Municipal Emergency Coordination Centre be opened. At the same time, it is recognised that the municipality may already have many requests from the community being managed at Council level through what is known as an Operation Centre. The MERC, MEMO or MRM may operate from an Incident Control Centre to support multiagency coordination. For large scale or complex emergencies, the MEMO or MRM may activate an EMLO into the Incident Control Centre, to maintain oversight over both multi-agency and council operations.

#### 4.8. MUNICIPAL EMERGENCY CO-ORDINATION CENTRES (MECC)

When activated, the MECC will coordinate council operations during response, to support the Incident Control Centre. The MECC may also activate to support a neighbouring municipality. Administrative staff for the MECC will be drawn from municipal employees.

Provision of MECC functions may in the first instance be conducted remotely. The MERC may request activation of an identified MECC if required or continue with a virtual MECC. The MECC supports response, relief and recovery activities.

The PRIMARY MECC for Darebin City Council is:

**Darebin Municipal Offices Conference room, 350 High Street, Preston.**

The ALTERNATIVE MECC within Darebin Council are:

- Reservoir Depot Training Room 1, 15 Carawa Drive, Reservoir
- Northcote Town Hall, 189 High Street, Northcote. (If not used as an ERC at the time of the Emergency)

#### 4.9. DEBRIEFING ARRANGEMENTS

Agency and multiagency debriefs should take place as soon as practicable after any significant emergency as deemed appropriate. For local level emergencies, the MERC is responsible for ensuring the control agency organises an operational debrief with all participating agencies as soon as practical after the cessation of response activities. The aim of the debrief is to assess the adequacy of the response activities and recommend changes to relevant agency plans and future operational response activities.

It may also be appropriate to conduct a separate recovery debrief to address municipal relief and recovery issues. This should be convened and chaired by the MRM.

#### 4.10. FINANCIAL CONSIDERATIONS

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO and/or MEM and shall be in accordance with the normal financial arrangements of Darebin City Council. Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for mitigation (including preparedness), Response (including readiness and relief) and recovery activities.

Darebin City Council is accountable for any monies donated as a result of any emergency event and will implement systems to receive and account for all such donations. Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the type and magnitude of the emergency, some government financial assistance may be available for mitigation (including preparedness), Response (including readiness and relief) and recovery activities.

Financial accounting for municipal resources utilised in emergencies must be authorised by the MEMO or the MRM. Darebin City Council may establish a process for managing monies donated as a result of any emergency event and will implement systems to receive and account for all such donations.

Crisisworks will be utilised to detail council's financial costs during an emergency. If required, a financial team will be established to ensure all costs relating to an emergency are managed in accordance with Darebin City Council requirements.

#### 4.11. PUBLIC INFORMATION AND WARNINGS

Emergency warnings and information assist the community to make informed decisions about their safety. Warnings are used under specific circumstances where community action is necessary primarily to protect lives and also for the protection of property and the environment. The warning arrangements are set out in Communications in the SEMP Page 26.

Sections 42 and 43 of the EM Act 2013 provides for warnings and information in relation to fires in Victoria. The provisions of the warning and information must be consistent with any guidelines, procedures and protocols developed by the Emergency Management Commissioner. For all other emergencies the incident controller is responsible for issuing warnings and community information during an emergency and prior to the transition to recovery. Following this, municipal councils coordinate local relief and recovery public information and messaging, in connection with regional or incident joint public information committees as required.

Considerations should be made for the community to be able to access consistent information from a variety of sources. Within the municipality, warning systems and information used include:

- Emergency services websites
- Radio and television
- Voice and SMS phone messaging
- Email

- Social media
- Targeted print media

The use of targeted and general wide-reaching information should be considered dependent on the emergency. Details of information and warning systems used for specific emergencies can be found in the sub-plans to the MEMP.

## 5. PREVENTION ARRANGEMENTS

### 5.1. THE ROLE OF AGENCIES, COUNCIL AND COMMUNITY

The prevention and mitigation of emergency events impacting the City of Darebin, which pose a significant threat to the people and communities of the City of Darebin is a shared responsibility between community members, agencies, and all levels of government.

The MEMPC plays a lead role in prevention and Sub plans by identifying potential hazards and risks. The MEMPC will nominate agencies (including those represented on the MEMPC) to investigate, report and make recommendations on managing the most significant and likely threats to the health and wellbeing of the people of Darebin.

Agencies are listed as participating agencies for these mitigation activities, which are undertaken within the context of additional legislation, regulation and government policy that sits outside the EM sector.

Together with participating agencies and the MEMPC, Darebin City Council has a key role in prevention and mitigation activities. Council's development and enforcement of policies in land use, building codes and regulations, urban planning, community development, economic development and environmental management, combine to ensure the likelihood and impact of emergencies on Darebin communities is reduced.

The Climate Emergency is considered to be a driver of more frequent and harsh weather contributing to an increase in expected emergencies due to the increase in heatwaves and extreme weather events.

### 5.2. PREPAREDNESS

It is expected that all agencies and organisations, identified in this MEMP, will have adequate planning and resourcing to ensure they are able to meet their identified roles and responsibilities. This includes personnel, resources, training and exercising, command structures, communications capacity and operating guidelines appropriate to their identified role.

As part of mitigation and preparedness, it is important to build the capacity of individuals, communities and businesses to make their own decisions and to work with agencies. Some of the examples of expectations include:

- community members being self-sufficient for a defined period (e.g. up to 72 hours) after an emergency event,
- the expectation that community members have a home emergency kit, or
- the expectation that community members moving houses proactively inform themselves of the emergency risks in their new neighbourhood.

Agency planning for communities

Department of Families Fairness and Housing: [Preparing for Emergencies Reference Guide](#)

Australian Red Cross: [Resources to help you | Australian Red Cross, Culturally and Linguistically Diverse Communities](#)

5.3. COMMUNITY EMERGENCY RISK ASSESSMENT

The all hazards risk tool, (CERA) Online has been developed to assist municipalities with their risk assessments. CERA Online provides a platform to record, review and track risks, mitigations, causes and impacts of municipal risks across the state.

During the preparation of this MEMP, a CERA process was undertaken to review potential natural and manmade hazards within the municipality and the risk they pose on the community. The history of their occurrence, the nature of each hazard and potential impact to the community, especially community vulnerability, have been considered during the analysis process.

The MEMPC has the responsibility for undertaking the CERA and for ensuring that the most significant risks are managed in a coordinated way. As part of an ongoing process of risk identification, mitigation and management, the MEMPC will create opportunities for Darebin community members to contribute to the development of the MEMP. The CERA document is available via the Crisisworks platform.

**Table 14: CERA Residual Risks**

Hazard	Residual Risk	Control Agency	MEMPC Action
Pandemic (Human disease)	Medium	Department of Health	Sub-plan
Essential Services Disruption	Medium	Department of Environment, Land, Water and Planning	Maintain current readiness
Storm and Flood	Medium	Victoria State Emergency Service	Sub-Plan
Fire- Structural/ Residential fire	High	Fire Rescue Victoria	Maintain current readiness
Extreme Temperatures (heat and cold)	High	Emergency Management Commissioner	Sub-plan
Civil disturbance	Medium	Victoria Police	Sub-plan

5.4. THE ROLE OF COUNCIL

The City of Darebin recognises it has a key role in prevention and mitigation activities to reduce the risk or minimise the effects of emergencies that may occur in the area. Council's enforcement and continued reviewing of existing policies in land use, building codes and regulations, and urban planning, along with the various agencies responsible for prevention activities throughout the community, combine to ensure that all measures possible are addressed to reduce the likelihood of emergency. The MEMPC also plays a role in prevention by identifying potential hazard areas and mitigation strategies to reduce the likelihood or magnitude of risk.

5.5. COMMUNITY EDUCATION STRATEGIES

Community education is undertaken individually by responsible agencies and jointly with MEMPC agencies to develop community resilience and ensure that there is a greater understanding of potential emergencies in Darebin. Education is undertaken in a variety of ways for various communities such as school presentations, targeted communication specifically for vulnerable groups, more generally via the Darebin Leader and via social media in the form of Facebook, Twitter and on agency websites. Communication and education

supports community resilience and the preparedness of communities to plan for, respond to and recovery from emergencies.

Targeted programs to support the most vulnerable communities from extreme weather such as extreme heat has been undertaken in conjunction with the Urban Heat Island Effect Action Plan, which is a Council priority.

### 5.5.1. Community Education

**Table 15: Community Education Strategies and actions**

Hazard	Description
Fire	Public information is delivered in a variety of ways to residents living in the Gresswell Grange and Lancaster Gate areas of the municipality, bordering La Trobe University and grasslands.
Extreme Heat	Targeted information and education to vulnerable populations and general population
Flood and Storm	Local VicSES Unit undertakes door knocking education and information for at risk properties as identified in the Flood and Storm Plan and Local Flood Guides.
Other/General	Council provides regular messaging regarding current emergencies via social media and print media and at council facilities. Information available on council website and other MEMPC agency websites for emergency preparedness. Resilience and Emergency Planning Forum held for Community Council provide information and updates to local community groups/agencies via the Darebin Emergency Relief Network

## 6. Recovery

### 6.1. INTRODUCTION

The objective of emergency response activities in Victoria is to reduce the impact and consequences of emergencies on people, communities, essential and community infrastructure, industry, the economy, and the environment. Response arrangements in the City of Darebin are consistent with those laid out in the SEMP.

### 6.2. CONTROL AND SUPPORT AGENCIES

The SEMP identifies Control agencies and support agencies in the State of Victoria. These arrangements apply in the City of Darebin, unless otherwise specified. Further information can be found in the SEMP Roles and Responsibilities document. Incident management systems can be applied across all phases of emergency management, from mitigation through to recovery and extend beyond response command.

Council as a support agency in response, can be contacted by the control agency or Victoria Police via the 24-hour emergency contact number (detailed in appendix B) to support the emergency needs. This call will be directed to the MEMO who has the authority to activate resources to respond to an emergency.

### 6.3. SOURCING SUPPLEMENTARY RESPONSE RESOURCES

Agencies should exhaust all resources owned or directly within their control before requesting assistance from elsewhere.

The Control Agency is able to request the use of council-managed (or contracted) resources to supplement emergency response within the city of Darebin, if such resources cannot be

reasonably sourced by other means. The Sourcing Supplementary Response Resources Practice Note in the SEMP clarifies the policy and procedures governing the sourcing of supplementary emergency resources by Control Agencies.

The requesting agency is responsible for making appropriate arrangements for the delivery and return of supplementary resources.

Council is expected to provide resources owned or directly under its control at no cost, however Council may set limits on this supply. If resources are needed that are not in Councils control, then Council may act as an acquisition agent, but the requesting agency will be responsible for all arrangements, costs, and liabilities.

Agencies that, based on the Community Emergency Risk Assessment, identify resources that might be required for response activities which are additional to Councils usual holdings, must identify this requirement to Council via the MEMPC.

The NWMR EM Collaboration Municipal Emergency Recovery Guidelines is a key document for the use of Darebin City Council in recovery. These Guidelines can be found in Crisisworks.

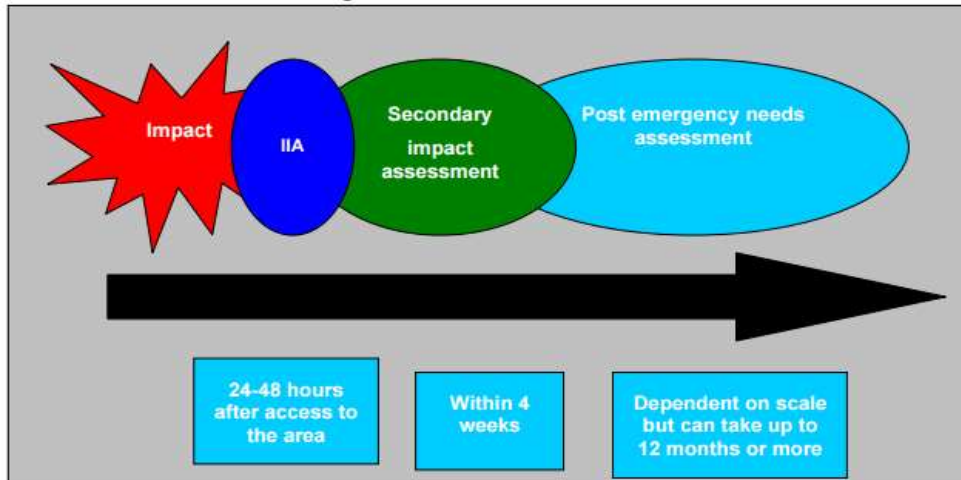
#### 6.4. IMPACT ASSESSMENT

Impact assessment is the collection and reporting of information on the impact of emergencies in order to inform priorities in consequence management and the provision of relief and recovery services. There are three stages of impact assessment:

- **Initial impact assessment** (24-48 hours after access to the area): Response agencies undertake initial impact assessments which can help inform relief activities.
- **Secondary impact assessment** (within four weeks): Impact assessment for relief and recovery requires an additional layer beyond the initial impact assessment, which includes a comparison with base-line information. Those responsible for recovery coordination at each tier are responsible for coordinating the secondary impact assessment, which is a subsequent progressive and more holistic assessment of the impact of the event on the community. It takes into account built and natural environments, social and economic impacts and resulting community needs.
- **Post-emergency needs assessment** (can take up to twelve months or more depending on the scale of the event): Those responsible for recovery coordination at each tier are also responsible for coordinating the post-emergency needs assessment. This assessment estimates the longer term psychosocial impacts on a community, displacement of people, the cost of destroyed assets, and the impact that the destruction of assets and business disruption has on how members of a community live and connect with one another. This assessment informs the medium to longer term recovery process, options for development, and builds the knowledge base of the total cost of emergencies that informs risk management.

The NWMR EM Collaboration has developed a Municipal Secondary Impact Assessment Guide that will be utilised in undertaking Council's required impact assessments. The document can be found on Crisisworks.

**Figure 15: Diagram of the impact assessment process**



## 7. RELIEF AND RECOVERY ARRANGEMENTS

### 7.1. BACKGROUND

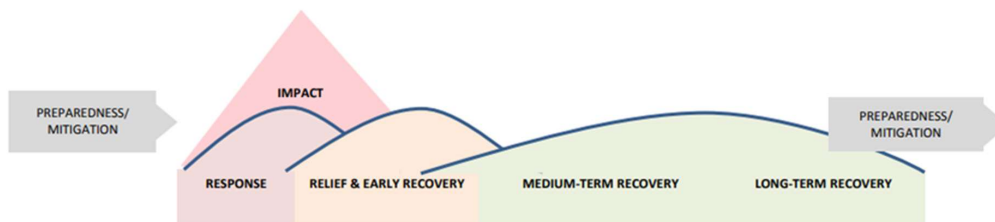
Under Victoria's Emergency Management Arrangements, councils are responsible for the coordination of relief and recovery at the local level. To meet these responsibilities and detail the municipal arrangements, the MEMPC has developed the City of Darebin Relief and Recovery Plan, and adjunct to this MEMPC, which can be accessed through the Municipal Recovery Manager (MRM) and is available on Crisisworks.

The Relief and Recovery Plan is enacted by the MRM or one of several designated deputies. It includes detailed information regarding the main relief and recovery arrangements.

### 7.2. CONTEXT OF EMERGENCY RELIEF AND RECOVERY

Relief and recovery are integral aspects of emergency management, which also includes preparedness and response. As shown below (figure 15), emergency response, relief and recovery activities are often undertaken concurrently.

**Figure 16. Emergency Relief and Recovery Activities Over Time**



Emergency relief and recovery is a consequence driven process, which allows individuals, families and communities to access information, specialist services and resources.

The provision of support and essential needs to people affected by an emergency is the first stage of emergency recovery. In this respect, emergency relief functions are well integrated within early recovery activities.



Whilst an emergency is likely to cause disruption, it is important to recognise that relief and recovery activities do not begin with a blank canvas. Activities should be delivered in context of the existing community aspirations and building on community development work (including emergency preparedness) already undertaken. This will include maximising use of existing local community services, community leaders and representative structures where possible.

### 7.3. EMERGENCY RELIEF SERVICES AND COORDINATION

Emergency relief as defined in the SEMP “as the provision of assistance to meet the essential needs of individuals, families and communities during and in the immediate aftermath of an emergency”.

Responsibilities for relief activation rests with the Incident, Regional and State Response Controllers, in collaboration Darebin City Council as the municipal coordination lead. Relief may be required for major and non-major emergencies This includes Emergency Food relief in Pandemic Emergencies. It also includes the following services and activities:

#### **Table 16: Relief Coordination**

The [SEMP Roles and Responsibilities](#) provides further details relating to relief functions.

Relief Function	Responsible Agency
Animal Welfare	City of Darebin
Community relief information	City of Darebin
Disbursement of material aid	The Salvation Army
Drinking water for households in no-reticulated areas	Melbourne Water
Emergency financial assistance	Department of Families, Fairness and Housing
Emergency shelter	City of Darebin
Food and grocery supply continuity	Department of Jobs, Precincts and Regions
Food and water	Australian Red Cross
Health and medical assistance and first aid	Ambulance Victoria
Psychosocial support	Australian Red Cross/ Victorian Council of Churches Emergencies Ministry
Reconnecting family and friends	Australian Red Cross

### 7.4. EMERGENCY RELIEF CENTRES

Emergency Relief Centers (ERCs) are established to meet the essential support needs of people displaced by emergency events. Darebin City Council is responsible for planning, preparing and managing ERCs. Details of Council premises identified to be used as ERCs within the City of Darebin can be found in the Relief and Recovery Plan and Relief Sub-plan.

Relief support agencies will provide specified services in a relief center including security, psychological support, financial assistance, first aid and reconnecting family and friends. The Collaboration has developed Emergency Relief Centre Standard Operating Guidelines which will be utilised in conjunction with the Relief Sub-plan. Both documents are available through the MRM and via Crisisworks.

### 7.5. RELIEF AND RECOVERY INTERFACE

Both emergency relief and recovery services may be provided at an emergency relief centre. The provision by relevant agencies of any of the relief or recovery services such as catering, material needs, emergency shelter, grants, temporary accommodation and counselling may occur concurrently, the overall management responsibility for the centres remains with the municipal council.



Recovery focuses on the longer-term needs of the community. A Recovery Centre may be established to provide support, information and services to meet community needs at a single point at the local level.

### 7.6. TRANSITION TO RECOVERY

During the response phase, a plan will be developed to transition from response to recovery. The Incident Controller will take a lead role in facilitating transition to recovery, working with the MRM, as it marks the end of the response phase which the Incident Controller leads and manages. The MRM must be involved early in the process to gain a clear understanding about activities to be transitioned, along with associated information requirements. An important component of transition is a seamless transition of communications where relief and recovery messaging should be integrated with response information as early as possible.

Initiation of recovery coordination, planning and delivery of recovery activities should not rely on formal transition and can be undertaken alongside response and relief. This applies to Class 1, 2 or 3 recovery arrangements. Pre-event recovery planning should be undertaken as part of emergency preparedness.

In major emergency events where there is significant impact on communities, recovery planning and management should be integrated into the Incident Control System. Transition from response

to recovery should be based on the needs of the impacted community and be a phased change reflecting shifts in priorities. Agencies involved in the response may also make significant contribution to the recovery effort.

The Incident Controller, MERC and MRM, along with other relevant agencies should start planning for the transition to municipal level recovery as soon as possible following the initial impact of a major emergency (noting some emergency recovery may be coordinated at state or regional level). In some situations, the Incident Controller may physically hand over to the MRM, response facilities and/or resources to be utilised in recovery activities. This will only occur after agreement has been reached, and after any necessary documentation has been completed to the mutual satisfaction of the response and recovery coordinators. The Transition to Recovery Template found in EM-COP\* should be utilised by the incident controller to enable transition.

Resources acquired for the response, which are not required for recovery, remain under control of the requesting response agency. That agency is responsible for their return or disposal. EMV's [An Agreement for Transition of Coordination Arrangements from Response to Recovery](#) includes a schedule of transition arrangements

\* EM-COP is a web-based information gathering, planning and collaboration tool that runs on any full screen device with a modern browser such as desktop computers, laptops and tablets. It is provided and managed by the State Government to all agencies who may work in Emergency Management.

### 7.7. RECOVERY

Recovery from emergencies is a developmental process of assisting individuals, families, neighbourhoods and communities to manage the re-establishment of those elements of society necessary for their wellbeing.

Recovery activities should acknowledge the inherent resilient capabilities of individuals, households, neighbourhoods and communities affected by emergencies. Resilience is also promoted through programs that encourage, create and develop resources and connections that can be drawn on in times of crisis.

Wherever possible, the existing municipal services will be implemented as a first response to a recovery need. Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and be responsive to their needs and expectations.

Recovery is defined in the Emergency Management Act 2013 as *“the assisting of persons and communities affected by emergencies to achieve an effective level of functioning”*

Recovery operations involve cooperation between all levels of government, non-government organisations, community agencies, the private sector, affected communities and emergency organisations.

In the City of Darebin, recovery management will be based on the Four Environments of Recovery model.

- **Social Environment** – the emotional social, spiritual, financial and physical wellbeing of individuals and communities
- **Economic Environment** – the revitalisation of the economy of the community to ensure as far as possible that the wellbeing of a community is restored
- **Built Environment** – the restoration of essential and community infrastructure
- **Natural Environment** – the rehabilitation of the environment

**Figure 17. Recovery Environments**



The four environments are interrelated and co-dependent and should not be considered as functions, but as environments in which to identify needs, coordinate activities and focus recovery activities. They must not be treated independently or managed separately. The SEMP provides further details on the relevant state government agencies and departments responsible for coordinating recovery across each environment.

The four environments and their functional areas as described in the SEMP can be adapted to meet the needs of people and communities affected, such as consideration for Aboriginal Culture and Healing.

Functional services and arrangements will be determined based on the four environments and community need and may include:

- Food and water
- Material needs
- Personal support and psychological first aid
- Shelter and accommodation
- Financial aid
- Animal Welfare
- Public Health
- Legal Aid
- Information
- Other functions as required by the community

There are a number of services that occur across all recovery environments that are outlined in Table 16: Recovery coordination for services across all environments.

### 7.8. RELIEF AND RECOVERY PLAN

The City of Darebin Relief and Recovery Plan is an adjunct to the MEMP and details the arrangements and operational roles and responsibilities for coordinating and managing the provision of relief and recovery affected people and communities.

The Relief and Recovery Plan is maintained by the MRM and is available through the MRM and via Crisisworks. Council's MRM in consultation with the MEMPC determines the need for and establishes a Municipal Recovery Committee

### 7.9. COMMUNITY RECOVERY COMMITTEE

Where the impact and consequence of an emergency requires community input into the recovery process, one or more Community Recovery Committees (CRC's) may be established.

A CRC should consist of a variety of representatives within the community impacted by the emergency. This may be local leaders, community groups, business groups and others and should be representative of the community profile and cover the four recovery environments as detailed above. It is important to ensure that the community is enabled to make choices and decisions for their own recovery. This is also important in improving community resilience.

The Darebin Relief and Recovery Plan provides further information about the community recovery committee including draft terms of reference for the committee.

Council will facilitate and resource the establishment of Community Recovery Committee(s) and provide administrative support.

### 7.10. NATURAL DISASTER FINANCIAL ASSISTANCE (NDFA)

Victoria's Natural Disaster Financial Assistance (NDFA) scheme is available to relieve some of the financial burden that may be experienced following an eligible disaster (such as a bushfire or flood) or terrorist act, in accordance with the Australian Government's Disaster Recovery Funding Arrangements (DRFA).

The arrangements help to support relief and recovery efforts undertaken immediately before, during and after an eligible event. The arrangements are intended to complement other strategies including insurance and are only available to eligible undertakings including municipal councils.

If agreed to in advance, NGOs, Volunteer Groups and private organisations are able to be reimbursed by a Control Agency or Council for services or costs incurred.

## 8. ADDITIONAL FUNCTIONAL ARRANGEMENTS

There are a range of functions and services required to support the management of emergencies in the City of Darebin. For many of the functions or services there will be Functional Sub-plan (a subordinate plan of the MEMP), developed by the City of Darebin with support from relevant agencies. These sub-plans will be endorsed by the MEMPC. A number of functions will also be supported by standard operating guides and guidelines developed by the NWMR EM Collaboration and utilised by the City of Darebin and relevant agencies. These are found in Crisisworks and include:

- Emergency Relief Centre Standard Operating Guide
- Municipal Secondary Impact Assessment Guide
- Municipal Emergency Recovery Guide

Below provides an overview of each Functional Sub-plan. Where deemed necessary, the “Functional Chair” for each function will prepare and maintain a Functional Sub-plan in association with nominated support agencies. The Functional Sub-plan will be provided to the MEMPC consideration and endorsement. The Functional Sub-plan can be accessed through the contact person listed below or via Crisisworks.

**Table 17: Functional Sub-plan**

Function	Description	Functional Chair
Relief	This Sub-plan provides operational and functional arrangements of stakeholders to ensure relief for non-major emergencies and Emergency Relief Centres for larger emergencies are established to provide the essential life support needs of people displaced by emergencies. This Sub-plan should be read in conjunction with the NWMR EM Collaboration Emergency Relief Centre Standard Operating Guide	Municipal Recovery Manager
Public Health	Emergencies may be caused by or result in environmental health hazards such as smoke, waste disposal, sewage, air and water quality, food safety, asbestos, etc. This does not replace but supports the Pandemic Influenza Sub-plan.	Coordinator Health Protection
Technical Resources	Resources to support emergency operations are available through Council and from the broader community. A range of resources are available including plant and equipment, facilities and mapping services. Council is expected to provide its resources and those under its direct control (including contracted resources).	Municipal Emergency Management Officer

## 9. Appendix A Municipal Emergency Roles and Responsibilities

Note- additional information relating to the roles and responsibilities of specific staff can be found in relevant functional sub-plans and guidelines

An agency that has a role or responsibility under this plan must act in accordance with the plan.

The SEMP and REMP outline agreed agency roles and responsibilities, noting that existing duties, functions, power, responsibility or obligation conferred on an agency by law, licence, agreement or arrangement prevail to the extent of its inconsistency with this plan (EM Act 2013 s60AK).

The roles and responsibilities outlined in this plan are specific to the region and are in addition to, or variations on, what is outlined in the SEMP and REMP. In the case of municipal-specific modifications, these are clearly identified as modifications.

All agencies with responsibilities under the MEMPC should provide written confirmation of their capability and commitment to meet their obligations. This can be evidenced by their endorsement of the draft MEMPC, including revisions, before it is presented to the MEMPC for consideration.

This Plan details emergency management agency roles and responsibilities for: Mitigation, Response, Relief and Recovery. It also maps agency roles for core capabilities and critical tasks under the Victorian Preparedness Framework (VPF) for the management of major emergencies.

**Table 18: Council appointed roles and responsibilities**

Role and deputy	Responsibilities
Municipal Emergency Manager (MEM)	<p>The suggested roles and responsibilities for the MEM are:</p> <ul style="list-style-type: none"> <li>• chair the Risk Management Group;</li> <li>• coordinate a range of risk reduction activities to ensure maximum efficiency and synergy is obtained;</li> <li>• liaise with the community on all safety matters and support staff and groups designated to deal with specific risks;</li> <li>• track the progress of risk treatment programs.</li> <li>• chair the MEMPC;</li> <li>• ensure the MEMPC is effective and current;</li> <li>• ensure that municipal resources are utilised effectively in a community emergency, for response and recovery activities;</li> <li>• coordinate the emergency management activities of, and liaise closely with the MEMO, MRM and MFPO;</li> <li>• ensure that an MECC can be activated at short notice in event of an emergency;</li> <li>• arrange meetings of the MEMPC or the Municipal Emergency Coordination Group as appropriate during an emergency;</li> <li>• maintain effective liaison with all regional, state or Commonwealth emergency related agencies servicing the municipal district;</li> <li>• ensure that an effective contact base is maintained so that municipal resources can be accessed on a 24-hour basis;</li> <li>• ensure that contractual arrangements with contractors to provide response or recovery support during an emergency are agreed to and documented in advance of such events;</li> <li>• ensure that appropriate operating procedures and processes are developed, documented and tested by those required to use them during an emergency, and that suitable training takes place;</li> <li>• ensure that appropriate procedures, processes and systems are in place to record and monitor any council expenditure specifically applicable to an emergency;</li> <li>• ensure that applications for expenditures eligible for assistance from State sources are submitted to appropriate agencies;</li> <li>• ensure that debriefing sessions are held for any response and recovery operation after an emergency to examine effectiveness of the MEMPC, and upgrade it as necessary;</li> </ul>

Role and deputy	Responsibilities
	<ul style="list-style-type: none"> <li>keep the Council and Chief Executive informed on emergency management activities, including the presentation of an annual report on activities that includes expenditure incurred by the council during the previous 12 months.</li> </ul>
MEMPC Executive Officer	<p>The Executive Officer plays a secretariat role of the MEMC and performs the following tasks:</p> <ul style="list-style-type: none"> <li>arrange meetings</li> <li>minute meetings</li> <li>distribute agendas, minutes and correspondence to members</li> <li>distribute amendments to the MEMP</li> </ul>
Municipal Emergency Management Officer (MEMO)	<p>Council must appoint a Municipal Emergency Management Officer/s (MEMO), the role of the MEMO is to:</p> <ul style="list-style-type: none"> <li>coordinate municipal resources in emergency response</li> <li>provide council resources when requested by emergency services or police during response activities;</li> <li>maintain effective liaison with emergency agencies within or servicing the municipal district;</li> <li>maintain an effective contact base so municipal resources can be accessed on a twenty-four hour basis;</li> <li>keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed;</li> <li>liaise with the MEM and the MRM on the best use of municipal resources;</li> <li>organise a response debrief if requested by the Municipal Emergency Response Coordinator (MERC), an appointee of Victoria Police;</li> <li>ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and</li> <li>perform other duties as determined. (SEMP Page 63)</li> </ul>
Municipal Recovery Manager (MRM)	<p>The MRM should be a senior officer, as the recovery process can involve many aspects of council's activities over a considerable period. If the MEMO is also the MRM, special planning is needed to minimise a clash of priorities in the early stages of dealing with emergencies, as response and recovery activities will be operating simultaneously.</p> <p>The role of the MRM to:</p> <ul style="list-style-type: none"> <li>coordinate municipal and community resources for recovery;</li> <li>assist with collating and evaluate information gathered in the post impact assessment;</li> <li>establish priorities for the restoration of community services and needs;</li> <li>liaise with the MEM and MEMO on the best use of municipal resources;</li> <li>establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area;</li> <li>liaise, consult and negotiate with recovery agencies and council on behalf of the affected area and community recovery committees;</li> <li>liaise with the regional recovery committee and Department of Families Fairness and Housing;</li> <li>undertake other specific recovery activities as determined. (SEMP Page 66)</li> </ul>
Emergency Management Liaison Officer (EMLO)	<p>Support agencies may provide or may be requested by an emergency response coordinator or controller to provide an emergency management liaison officer(s) (EMLO) to the State Control Centre, Regional Control Centre or Incident Control Centre.</p> <p>An EMLO:</p> <ul style="list-style-type: none"> <li>represents the agency in the relevant control centre</li> <li>may represent the agency at the IEMT or REMT, if the relevant agency commander is unable to attend (not the SEMT, where a senior agency representative is required to attend)</li> <li>should be empowered to commit, or to arrange to commit, the resources of the agency to respond to an emergency</li> <li>provides advice in relation to the role and activities of the agency</li> <li>should maintain ongoing communications with the agency.</li> </ul> <p>Where an EMLO cannot be deployed to a particular location, the EMLO may perform the role from a remote location, for example through a teleconference or video conferencing link.</p>
Municipal Emergency Coordination Centre (MECC) Manager	<p>MECC Manager ensures that all systems relating to the running of the MECC are operating in a manner that supports the emergency response and recovery effort.</p> <p>Duties include (or may be delegated to MECC staff):</p> <ul style="list-style-type: none"> <li>Set up of the MECC, ensuring that the MECC is adequately resourced with personnel and equipment to operate for the duration of the response and recovery operations</li> <li>Registration of personnel arriving/departing the MECC</li> <li>Recording and updating the message or request handling system, and whiteboard information</li> <li>Operation of information technology and communications</li> <li>Provide support staff within the MECC with information and advice to ensure that they can perform operational functions as requested</li> <li>Ensure that catering arrangements are in place</li> </ul>

Role and deputy	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure all attendees are provided with appropriate breaks including meal breaks to maintain operational effectiveness</li> <li>• Ensure all council staff at the MECC operate in accordance with Occupational Health and Safety (OHS) and Workplace Agreement guidelines in relation to shift times</li> <li>• Welcome people entering the MECC, provide orientation, introductions and familiarisation with procedures. This may include providing appropriate identification for personnel within the MECC, such as nametags</li> <li>• Ensure appropriate security and privacy within a MECC facility. In particular, ensure that only authorised personnel enter. Those who are unauthorised (media, staff without MECC roles and councillors) should not be within a MECC facility.</li> </ul> <p>(MAV, Local Government emergency management handbook, 2015)</p>
Municipal Fire Prevention Officer (MFPO)	<p>The Country Fire Authority Act and the Metropolitan Fire Brigades Act 1958 require each municipal council to appoint a fire prevention officer (generally known as a Municipal Fire Prevention Officer) and any number of assistant fire prevention officers. With the introduction of the Integrated Fire Management Planning framework, a Municipal Fire Management Plan may be developed as a sub-plan to the MEMP or the risk may be dealt with by the MEMP. The role of the MFPO is to:</p> <ul style="list-style-type: none"> <li>• undertake and regularly review council's fire prevention planning and plans (together with the Municipal Fire Management Planning Committee (MFMPC), if one exists);</li> <li>• liaise with fire services, brigades, other authorities and councils regarding fire prevention planning and implementation;</li> <li>• advise and assist the Municipal Emergency Management Planning Committee (or MFMPC) on fire prevention and related matters;</li> <li>• ensure the MEMP contains reference to the Municipal Fire Management Plan;</li> <li>• report to council on fire prevention and related matters;</li> <li>• carry out statutory tasks related to fire prevention notices and infringement notices;</li> <li>• investigate and act on complaints regarding potential fire hazards;</li> <li>• advise, assist and make recommendations to the general public on fire prevention and related matters;</li> <li>• issue permits to burn (under s. 38 of the Country Fire Authority Act); and</li> <li>• facilitate community fire safety education programs and support Community Fireguard groups in fire-prone areas. Support fire services in the delivery of community fire safety education programs.</li> </ul>
Emergency Relief Centre (ERC) Manager	<p>The ERC Manager manages the relief operations at the ERC. They are responsible for providing a safe and healthy environment for all council staff, contractors, agency staff and volunteers working in the ERC, and members of the public attending the ERC.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>• Manage the relief operations at the ERC</li> <li>• Provide the necessary approval for and support to agencies to operate in the ERC</li> <li>• Ensure robust communications are maintained with the MRM, organisational management, team leaders and agencies on site</li> <li>• Provide a safe and healthy working environment for all council staff, contractors and volunteers in the ERC</li> <li>• Provide an environment in which members of the public have access to relief requirements and a safe environment.</li> </ul>

#### 10. Reference list/Bibliography

Parliament of Victoria, *Emergency Management Act 1986 and 2013*, <http://www.legislation.vic.gov.au>

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<https://www.emv.vic.gov.au/policies/SEMP>

Profile id, <https://profile.id.com.au/darebin>, data from:

- Australian Bureau of Statistics,
- Census of Population and Housing 2016.

Compiled and presented in **profile.id by .id**, the population experts.



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**9.7 NARC AND LIBRARIES NAMING OPPORTUNITIES****Author:** Senior Coordinator Recreation and Leisure**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

Following changes to the Naming Rules for Places in Victoria, in April 2023 Council adopted the revised Road and Place Naming Policy (the Policy). As part of the Policy revision, Council discussed possible naming priorities for the remainder of the Council Plan. These were noted in the April 2023 and November 2022 Council reports and are outlined in **Appendix A**. This report outlines options for Council consideration to progress these naming priorities in 2023/24.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Endorses Northcote Aquatic and Recreation Centre Option 3: Name components of NARC associated with CALD / migrant communities (explore intersectionality). This will include calling for names for the following areas Outdoor 50m pool; Indoor pool hall; Warm water pool hall and five Program rooms.
- (2) Endorses Darebin Libraries Option 2A: Create new co-names for all four library branches of which three are to be named with names associated with CALD/migrant communities and one library to be named with a name from Woi-wurrung language / First Nations people.
- (3) Requests officers to engage with our community around the names of the buildings in which libraries are located and seek feedback from our community on ways to increase accessibility.
- (4) Endorses Consultation approach Option 3: Council calls for name(s) or co-name(s) from the community using the following parameters:
  - a) CALD / migrant communities names for the Outdoor 50m pool; Indoor pool hall; Warm water pool hall and five Program rooms at the NARC.
  - b) CALD / migrant communities names for three library branches.
  - c) Woi-wurrung language / First Nations people for one library branch. This branch will be selected in consultation with relevant Aboriginal representative bodies.

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**BACKGROUND / KEY INFORMATION**

In 2023-24 Council Plan Action Plan and budget discussions, Council expressed interest in bringing forward the naming of two or more libraries from 2024-25 to 2023-24 and an interest in progressing the renaming of NARC, which was identified as a 2023-24 priority.

Brand recognition is not a specific part of the Road and Place Naming Policy given the nature and compliance aspects covered. However, Council may wish to consider this as part of their deliberations on this matter, both the risk of renaming a facility with significant brand recognition and the opportunity of shaping and changing brand over time through a change of name or co-naming to reflect the rich history and contribution of Aboriginal and/or Torres Strait Islander and culturally diverse people to Darebin.

The name of a facility that does not reflect what the facility is and where it is located may make it more difficult for customers to find (physically and digitally). It may also make it harder for emergency service operators to find and respond to locations quickly if community is aware of a facility under one name and the facility has been officially re-named another.

There are costs involved in making changes to signage and collateral. This risk in part can be mitigated by implementing new signage and collateral only when they need to be renewed or replaced.

Other ways Council could achieve its desired outcomes could be naming specific elements of facilities, rather than the entire facility itself and or co-naming.

### **Previous Council Resolution**

At its meeting held on 24 April 2023, Council resolved:

*'That Council:*

- (6) Incorporate the naming of the Libraries identified in the naming opportunities on 28 November 2022 to be referred for consideration in the development of the 2024/25 Council Plan Action Plan, with three libraries to be named with names associated with CALD/migrant communities and one library to be named with a name from Woiwurrung language/First Nations people.*
- (7) Endorse the referral of naming opportunities reported on 28 November 2022 for consideration in the development of the 2023/24 and 2024/25 Council Plan Action Plans and budgets.'*

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected.

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected.

### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

- 1.1 1.1 We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds.
- 1.2 1.2 We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered.
- 1.3 We will embrace diversity and ensure everyone is included in our society, and no one is left behind – by combating discrimination, and championing equity, inclusivity and diversity.

## DISCUSSION

With respect to these two naming opportunities, the following options are provided:

### NARC

- Option 1: Replace Northcote Aquatic and Recreation Centre (NARC) with a name associated with CALD/migrant communities and explore intersectionality.
- Option 2: Create a new co-name while keeping Northcote Aquatic and Recreation Centre. An example is the North Fitzroy Library (Yarra City Council) which was updated to be Bargoonga Nganjin, North Fitzroy Library when the new library was commissioned.
- Option 3: Name components of NARC. **[Recommended]**  
Council could consider naming the following components/areas:
  - Outdoor 50m pool
  - Indoor pool hall
  - Warm water pool hall
  - Program rooms x 5This option would reduce the costs to change or update the signage and collateral, while being able to honour and acknowledge across more categories and a wider representation of the Darebin community.
- Option 4: Do nothing.

### Darebin Libraries

- Option 1A: Replace the names of all four library branches with three libraries with names associated with CALD/migrant communities and one library to be named with a name from Woi-wurrung language/First Nations people.
- Option 1B: Replace the names of Preston and Reservoir Library branches only.
- Option 2A: Create new co-names for all four library branches with three libraries with names associated with CALD/migrant communities and one library to be named with a name from Woi-wurrung language/First Nations people (branch to be selected in consultation with relevant Aboriginal representative bodies). **[Recommended]**.
- Option 2B: Create new co-names for Preston and Reservoir Library branches.
- Option 3: Do nothing.

It would also be timely to engage with our community around the names of the buildings in which libraries are located to explore whether our community are aware of libraries within the Fairfield Community Centre and Reservoir Community and Learning Centre.

### Consultation approaches

For both NARC and Darebin Libraries, the Policy outlines four ways that Council could approach a proactive naming process:

- Option 1: Council proposes the name(s) or co-name(s) for each place and seeks community feedback.
- Option 2: Council proposes the name(s) or co-name(s) and seeks community feedback on which of the sites they should be applied to.
- Option 3: Council calls for name(s) or co-name(s) from the community for each site.
- Option 4: Council calls for proposals on name(s) or co-name(s) and then a separate engagement on which sites these should be applied to.

All options have benefits and constraints. Options 1-3 are likely to be most viable and efficient to administer for NARC and Darebin Libraries. Option 4 is a more viable option if engagement was to occur on all naming priorities for 2023-24 and to help inform the 2024-25 program.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Funding is included in the 2023-24 Recreation and Libraries operational budget to support community engagement activities for the NARC and libraries naming priorities.

As each library building already has a name, there is cost involved in changing both physical signage (building, street) as well as promotional collateral (brochures, flyers, websites). There is no funding in the 2023-24 budget to address this apart from replacement of collateral as it needs to be replenished.

At NARC, given the timing of when this matter is now being brought by officers to Council for consideration, there are 13 signs which may need to be replaced. To remove, supply and install two new signs on the building façade would cost \$15,000-20,000. To replace the remaining external and internal signs is estimated at \$50,000. Replacing the name on collateral is estimated at \$25,000-50,000, however, this could be reduced by only updating collateral when existing stocks run out. Officers are establishing a process to improve the timing of discussions by Council of capital works naming options to enable Council decision making well before signage is commissioned for construction as obviously this is not a desirable position for Council to now be faced with.

### **Community Engagement**

The community engagement process would follow the Darebin Community Engagement Policy and be at Consultative engagement level.

This will involve the wider Darebin community, with specific focus on engaging with our diverse community, and Aboriginal and/or Torres Strait Islander peoples. Officers will consult with relevant Aboriginal representative bodies to select the most appropriate branch.

A detailed engagement and communication plan will be developed with the Community Engagement Team aligned with the Place and Road Naming Policy once clear direction is set regarding the above options.

**Overarching Governance Principles and Supporting Principles**

- (d) the municipal community is to be engaged in strategic planning and strategic decision making;

**Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

**Strategic Planning Principles**

- (c) Strategic planning must take into account the resources needed for effective implementation;

**Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

**COUNCIL POLICY CONSIDERATIONS****Equity, Inclusion, Wellbeing and Human Rights Considerations**

Equity, inclusion, and human rights considerations will be embedded in the process.

**Economic Development and Cultural Considerations**

NARC naming activities are to focus on CALD/migrant communities and explore intersectionality.

Of the four library branches, three libraries are to have co-names associated with CALD/migrant communities and one library to be named with a name from Woi-wurrung language/First Nations people.

**Legal and Risk Implications**

No risks have been identified at this time.

**IMPLEMENTATION ACTIONS**

An engagement and communication project plan and timelines will be established with relevant teams to support the chosen option/s.



**Communication**

- Council Departments including Equity and Wellbeing, Property, and Community Engagement
- Darebin community and organisations
- Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation
- Darebin Aboriginal Advisory Committee
- Welcoming Cities Advisory Committee
- Gender Equity Advisory Committee
- Darebin Ethnic Communities Council
- Geographic Names Victoria

**Timeline**

- Plan and implement 30-days community consultation at relevant time.
- Councillor Briefing and Council Report.
- Application with Geographic Names Victoria when names are endorsed by Council.

**RELATED DOCUMENTS****Attachments**

- Possible naming priorities for the remainder of the Council Plan (**Appendix A**) [↓](#) 
- Place and Road Naming Policy (April 2023) (**Appendix B**) [↓](#) 

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

**Possible naming priorities for the remainder of the Council Plan****2022/23**

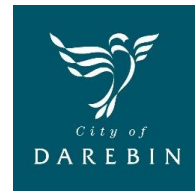
- Wat-Ganbo Park – former Ruthven Primary School – Names from Woi-Wurrung language / people (with Geographical Names Victoria for final approval).
- Kalamata Place - Name associated with CALD/migrant communities (completed)

**2023/24**

- NARC – Name associated with CALD/migrant communities (explore intersectionality).
- New Open Space (Northcote Golf Course) – Names from Woi-wurrung language / people.
- Kendal-Harding Bridge - Names from Woi-wurrung language (in consultation with Merri-bek Council).
- Ward Names – Names from Woi-wurrung language (prior Council resolution).
- Gronn St Bridge, Bundoora Park - Name from Woi-wurrung language or associated with CALD/migrant communities (deferred from 22/23).
- Playspace at Edwardes Lake - Name associated with CALD/migrant communities (deferred from 22/23)
- Auntie Patricia Ockwell Court (deferred from 22/23)

**2024/25**

- Darebin International Sporting Complex - Name associated with CALD/migrant communities (intersectionality).
  - KP Hardiman Reserve – Pavilion - Names from Woi-wurrung language / people (intersectionality).
  - John Hall Reserve – Pavilion - Names associated with diversity, equity, social justice or community leadership within our community.
  - JC Donath Reserve - East Pavilion - Names from Woi-wurrung language / people (intersectionality).
  - 241 High Street Walkway - Name associated with CALD/migrant communities.
- Libraries – Intersectionality of naming to be explored across naming priorities.



the place  
to live

# Place and Road Naming Policy

April 2023



## Document Control

Document Name	Place and Road Naming Policy
Document Objective ID	
Responsible Officer	Manager Property and Asset Strategy
Department	Property & Asset Strategy
Adopted by Council	
Version	1.1
Review Date	April 2023

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**Acknowledgement of Traditional Owners and Aboriginal and Torres Strait Islander Communities in Darebin**

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging.

Council also 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 communities and the right to self-determination in the spirit of mutual understanding and respect.

## 1. Purpose

This Place and Road Naming Policy is to guide Council in exercising its powers as a naming authority under the Geographic Place Names Act 1998 (the Act) to name or rename roads, features and localities within the City of Darebin in accordance with the Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2022 (the Naming Rules)

The purpose of this policy is to ensure that:

- (a) Council acts according to the Naming Rules when receiving requests to name or rename publicly owned roads, features or localities within the City of Darebin; and
- (b) Submitters of place name requests are aware of the process and principles by which Council will investigate and determine their applications.

## 2. Background

Under the Act, Council is a naming authority, and as such, is responsible for naming public geographic features, localities and public roads in the municipal district.

When considering naming requests, Council is required to comply with the principles and processes outlined in the Naming Rules and make application for the registration of all new or altered names to the Registrar of Geographic Names (the Registrar). If approved, the Registrar of Geographic Names will arrange for gazettal of the name and its inclusion in the Register of Geographic Names (VICNAMES) for official mapping and other purposes. The Registrar has the authority under the Act, to reject any proposal, if it does not satisfy the Naming Rules.

The Act defines place as "any geographic place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- (a) township, area, park, garden, reserve of land, suburb and locality;
- (b) topographical feature, including undersea feature;
- (c) street, road, transport station, government school, government hospital and government nursing home;

The Naming Rules reference several of the resolutions of the United Nations Group of Experts on Geographic Names, the United Nations Sustainable Development Goals and the Victorian Aboriginal Affairs Framework.

When making application for registration of a name, Council should include details of how the proposed name complies with these resolutions, goals and the Victorian Aboriginal Affairs Framework, as applicable.

## 3. Scope

This policy applies to all requests to name or rename publicly owned roads, features or localities in the City of Darebin for which Council is the naming authority as detailed in the Naming Rules. Victorian Government authorities such as VicRoads, Parks Victoria and the Department of Education are determined to be the naming authority for public features or roads that they own or maintain.

Those places of wider than local affiliation, and therefore of regional, state and national significance, will be handled centrally by a State place naming advisory committee who will seek the input from affected communities and Council.

Council facilities (such as buildings and playgrounds) are subject to the Naming Rules.

Even though the principles and values are shared between this policy and Council's Monuments and Memorials Policy, they both will operate independently.

#### 4. Definitions

the Act	<i>Geographic Place Names Act 1998</i>
Naming Rules	The abbreviated name for <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022</i> . This document is known as ‘Guidelines’ under the <i>Geographic Place Names Act 1998</i> .
Principles	Principles within the Naming Rules to which naming proposals must comply.
Naming Authorities	Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations. Traditional Owner Groups may also progress and manage the naming process in some circumstances.
GNV	Geographic Names Victoria
Geographic place Features	Defined by law to cover features, localities and roads. Including mountains, watercourses, buildings, structures, parks and reserves.
Locality	Where there are officially recognised boundaries including suburbs, towns, cities and regions.
Road	Including laneways, bridges, streets, highways, fire tracks, bike path, and walking tracks.
Geographic name	The name registered in VICNAMES as the name for that place.
Immediate community	Broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.
Extended community	Includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (neighbouring councils) or non-government organisations with an interest in or who service the area.
Petition	A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority’s decision. The printed name and property address for each signatory must be included.
RAPs – Registered Aboriginal Parties	Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the <i>Aboriginal Heritage Act 2006</i> for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.
Registrar	Registrar of Geographic Names Victoria appointed under section 7 of the Act.
Traditional Owners	The primary guardians, keepers and knowledge holders of Aboriginal cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).

#### 5. Legislation, Regulations and Policies

Primarily the naming of geographic places is governed by the following legislation:

- *Geographic Place Names Act 1998*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*

Other legislation, regulations and policies relevant to geographic place and road naming are:

- AS/NZs4819:2011 Rural and urban addressing
- *Aboriginal Heritage Act 2006*
- *Aboriginal Heritage Regulations 2007*
- Victorian Aboriginal Affairs Framework 2018-2023
- Darebin's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019
- *Equal Opportunity Act 2010*
- *Local Government Act 2020*
- *Road Management Act 2004*
- *Subdivision (Procedures) Regulations 2011*
- *Survey Co-ordination Act 1958*
- Gender Equity and Preventing Violence Against Women Action Plan 2019-2023
- Darebin's Towards Equality Framework
- The Welcoming Cities Standard
- *Victorian Charter of Human Rights and Responsibilities Act 2006*
- United Nations Group of Experts on Geographic Names (UNGEGN) Resolutions (see 1.3.1 of the Naming Rules for the applicable resolutions)
- United Nations Sustainable Development Goals (SDGs)

## 6. Policy

Council, as a naming authority under the Naming Rules, is responsible for geographic place names in the municipal district and is required to abide by the Naming Rules, which is set out as step-by-step guidelines and information on naming or changing boundaries of roads, features and localities in Victoria. The term "naming" as used in the Naming Rules refers to both a new name and renaming.

Place names are an important part of Darebin's cultural, historical and geographic environment. The naming of new places and the preservation of existing ones contributes to a sense of belonging and reflects the cultural values of communities both of today and of Darebin's rich past. Place names are therefore of major social importance. Council must bear the responsibility for taking care of the place name heritage and making sure that place naming is conducted in a way that preserves Darebin's cultural heritage whilst being true to its Council Plan 2021-2025 Vision of an equitable, vibrant and connected community.

This policy is to ensure that Council follows the Naming Rules when investigating and determining naming applications, so that there is transparency and consistency in its decision making and application of this policy.

Council will not promote the process of a competition for the purposes of undertaking naming of any road, feature or locality within the municipality, however Council may seek community engagement to obtain a bank of names for its consideration for future naming opportunities (Name Bank). A competition is where the public is invited to nominate a name for a road, feature or locality, and the accepted nominations are used in a voting poll to determine the preferred name.

This policy also acknowledges that Darebin City Council has a long-standing commitment to serve and respond to the diverse needs of its community. This is articulated in the Council Plan 2021-2025 which places a strong emphasis on equity, diversity and inclusion throughout all aspects of Council business as stated in Towards Equality - Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029.

## 7. Principles of the Naming Rules

Council will abide by the Principles of the Naming Rules when assessing and determining all naming applications. A summary of the Principles in the Naming Rules are as follows:

- A. Ensuring public safety** - Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.
- B. Recognising the public interest** - To preserve our cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, naming authorities must consider the long-term benefits and short-term effects on the wider community. Changes may affect current and future residents, emergency response zones and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

- C. Linking the name to place** - Names should have a link to place to ensure the preservation of our cultural heritage. Naming authorities play an important role in recognising and promoting our cultural heritage, as do surveyors, developers and the general public in suggesting names.

Place names should be relevant to the local area with preference given to unofficial names used by the immediate community. If named after a person (refer to Principle I - Using commemorative names), that person should be held in strong regard by the community.

Names that link the name to the place could relate to Traditional Owner culture and occupation of the land (Refer to Principle E). Other examples include local flora and fauna, Australian war contributions (refer to ANZAC Commemorative naming project), past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

- D. Ensuring names are not duplicated** - To protect our communities proposed names must not duplicate another name within a locality or the distances listed below, irrespective of council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be both duplicates and not duplicates are provided in APPENDIX B of the naming rules.

Duplication is not allowed within the same locality or for metropolitan urban areas, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs).

- E. Recognition and use of Traditional Owner languages** - Traditional Owner languages are often based on location; languages are deeply rooted to the land and offer an ideal opportunity to connect a name to a place. The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture.

The use of Traditional Owner languages in the naming of roads, features and localities is encouraged, and is subject to agreement from the relevant Traditional Owner group(s).

- F. Names must not discriminate or be offensive** - Place names must not discriminate or cause offense. Refer to *the Equal Opportunity Act 2010* for further information on what constitutes discrimination.

- G. Gender Equality** - Gender equality in the naming of roads, features and localities is encouraged. When developing a naming proposal consideration should be given to gender equality.

Gender equality is when people of all genders have equal rights, responsibilities, and opportunities. Everyone is affected by gender inequality - women, men, trans and gender diverse people, children, and families. It impacts people of all ages and backgrounds.

- H. Dual names** - Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities.

Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name.

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.

In Victoria, the approach to giving simultaneous and joint recognition of Traditional Owners and non-Traditional Owner cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Traditional Owner language origin and the other of Traditional Owner language origin.

- I. Using commemorative names** - Naming often commemorates an event, person or place. Examples include recognising Traditional Owners, cultural events or following a theme such as Australian war contributions (refer to the ANZAC Commemorative naming webpage).

The names of people who are still alive must be avoided because community attitudes and opinions can change over time.

Commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years it is required to seek an exemption.

When considering a commemorative name there are several other points that need to be considered. These are found in the Naming Rules.

- J. Using commercial and business names** - For similar reasons to those outlined in Principle (I) on the naming rules, Using Commemorative Names, naming authorities should not name places after commercial businesses; trade names; estate names (which are solely commercial in nature); or not-for-profit organisations.

- K. Language** - The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration. See the Naming Rules for further points.

- L. Directional names to be avoided** - Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

- M. Assigning extent to a road, feature or locality** - When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply.

As noted above these Principles are in summary form. For further explanation of the principles, to which any application will be assessed by, go to the Naming Rules.

## 8. Council's Policy Objectives

As Council is required to abide by the Principles of the Naming Rules it is also required to abide by its own policies and commitments.

Council has identified the opportunity to use place and road naming as a way of furthering its policy objectives in a range of areas. This will be guided by but not limited to:

- City of Darebin Council Plan 2021-2025
- Towards Equality – Darebin's Equity, Inclusion and Human Rights Framework 2019-2029;
- Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019:
- Gender Equity and Preventing Violence Against Women Action Plan 2019-2023:



- The Welcoming Cities Standard; and
- Breathing Space – The Darebin Open Space Strategy 2019-2029.

### **8.1 City of Darebin Council Plan**

Darebin Council Plan 2021-2025 identifies the priorities of the community for the future and guides the decision making of Council. In particular, Strategic Direction 1: Vibrant, Respectful and Connected – gives clear direction on what is to be considered in naming via the following strategic objectives:

- We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered;
- We will embrace diversity and ensure everyone is included in our society, and no one is left behind - by combating discrimination, and championing equity, inclusivity and diversity;
- We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin.

### **8.2 Towards Equality – Darebin’s Equity, Inclusion and Human rights Framework**

The goals of the Towards Equality Framework are operationalised and applied through the Equity Impact Assessment. This naming policy is a practical way of addressing inequality and promoting inclusion, social justice and human rights by increasing the recognition and visibility of people, cultures and history that have had no voice, e.g. Aboriginal culture and history.

The Equity Impact Assessment will be applied to any naming process to ensure, equity, inclusion, human rights and wellbeing values are being addressed.

### **8.3 Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019**

The Statement of Commitment affirms Council's commitment to Wurundjeri Woi-wurrung Traditional Owners and Aboriginal and Torres Strait Islander communities of Darebin and strengthening the journey to reconciliation.

### **8.4 Gender Equity and Preventing Violence Against Women Action Plan**

The Gender Equity and Preventing Violence Against Women Action Plan has several actions across two action areas that can be realised through this naming policy. The two action areas are, *Safe, inclusive and respectful communities* and *Women’s participation in community life*. Two of the key actions are:

- Embed gender equity principles into Council’s policies, practices, planning and service delivery; and
- Support initiatives that seek to promote gender equity with particular focus on groups of women who experience compounding forms of discrimination, including:
  - Aboriginal women
  - Women with disabilities
  - Women from migrant, refugee and asylum seeker backgrounds.
  - LGBTIQ+ women

In support of these principles and initiatives, Darebin will name at least 75% of all new naming requests for places, features and public roads after significant women.

### 8.5 The Welcoming Cities Standard

Council is committed to achieving the Welcoming Cities Standard and is working toward the principles and criteria across the six categories of the Standard. Areas of alignment to this policy include:

- Welcoming Cities recognise the importance of cultural diversity and inclusion and seek to advance and institutionalise that work through collaboration across council, the local community and other government agencies.
- Welcoming Cities facilitate relationships between migrant and receiving communities that address racism and promote social cohesion.
- Welcoming Cities value public spaces and facilities that enhance liveability, social cohesion and inclusion of all residents.

### 8.6 Breathing Space – The Darebin Open Space Strategy

One of the key directions in Darebin's Open Space Strategy is to meet the community's open space needs. There are three specific actions under this direction that relate to this naming policy. They are:

- A2.1 Naming at least 50% of new public open spaces, bridges, waterways and wetlands, and including infrastructure in those open spaces such as sporting grounds, pavilions, show courts, walking trails and roads for significant Aboriginal and Torres Strait Islander people, figures, symbols or items, with particular attention to Wurundjeri Woi-Wurrung people as the Traditional Owners;
- A3.2 Name at least 25% of new public open spaces for significant members, figures, symbols, items or terms of CALD communities; and
- A4.7 Achieve gender parity in the naming of open spaces as quickly as possible over the course of this strategy (and beyond) through naming at least 80% of new public open spaces (and renaming existing spaces where appropriate) for significant women.

## 9. Council's Place and Road Naming Priorities

Council is committed to addressing inequity and social justice and through naming opportunities seeks to visibly recognise the cultural diversity and heritage of the Darebin community, and to recognise significant contributions to the Darebin Community. Priority will be given to balance opportunities across all naming projects as shown in the Naming Priorities table below, in order of priority:

### Primary Priority

Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation to address the lack of recognition of Aboriginal and Torres Strait Islander people as First Peoples of Australia and demonstrate Council's support of its objectives in Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019.

### Secondary Priority

Names reflecting our migrant and culturally diverse communities and their cultural heritage by equally prioritising the naming of major public roads, secondary and subdivisional roads, laneways, buildings and pavilions and pedestrian bridges to reflect migration history and rich contribution of multicultural and multifaith communities to community life.

### Priority

Names of significant women to address the lack of recognition of women and demonstrate Council's commitment to gender equity. Where naming proposals are in respect of individuals, at

least 75% of all those naming proposals will be for significant women with consideration of intersectionality with other Naming Priorities.

Names associated with diversity, equity, social justice or community leadership within our community (People with a Disability, LGBTQIA+ OR leader for diversity, equity, social justice or disadvantage) to reflect Council’s strong commitment to diversity, equity and social justice.

**Other Priorities**

Names reflecting the settlement and heritage of the Darebin community, for example ANZAC commemorative names, the cultural history of Darebin, and historical land use.

Unofficial names where a name is in common usage within the community but has not been registered with GEO Names and where Council considers that the name should become official.

**The Implementation of Naming Priorities**

The application and implementation of priorities will vary across the categories of naming activities, as outlined in the table below. Particular regard has been given to prioritise significant naming opportunities for the primary naming priority, with consideration to the impact that a high volume of less impactful naming consultation requests would have on the resources of the Wurundjeri Woi-wurrung Corporation.

NAMING PRIORITIES				
	Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation	Names reflecting our migrant and culturally diverse communities and their cultural heritage	Names associated with diversity, equity, social justice or community leadership within our community	Other Priorities
	<i>Where naming in respect of individuals, at least 75% will be for significant women with consideration to intersectionality with other Naming Priorities</i>			
Major Roads & Bridges	Equal Priority	Equal Priority		
Secondary & Subdivisional Roads		Equal Priority	Equal Priority	Equal Priority (allowing for themes), eg flora and fauna, historical and cultural heritage
Laneways		Equal Priority	Equal Priority	
Buildings / Pavilions / Pedestrian Bridges	Equal Priority	Equal Priority	Equal OR Priority for intersectionality	
Open Space	As per Breathing Space Strategy	As per Breathing Space Strategy	As per Breathing Space Strategy	

## 10. Recognition and use of Aboriginal languages in naming

The Aboriginal community in Victoria includes the descendants of Victoria's various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, Section 2 General Principles (Principle E and Principle K), Section 4 Features and Section 7 Consultation) of the naming rules and Section 12 of this policy.

Traditional Owners can, in certain circumstances, be the naming authority or manage and progress the naming process.

Further information is outlined in the relevant sections (specifically, section 1.5.2 Traditional Owners as Naming Authorities and section 6.1.3 Traditional Owners, Traditional Owner Group(s) and Registered Aboriginal Parties (RAPs) of the naming rules.

The Domains and Objectives in the Victorian Aboriginal Affairs Framework (VAAF) inform the Naming Rules.

The use of Traditional Owner language in the naming of roads, features and localities supports the following VAAF Goals:

- Goal 18 Aboriginal land, water and cultural rights are realised.
- Goal 19 Aboriginal culture and language are supported and celebrated.

More specifically, Objectives 18.1 and 19.1 of the Domain, Culture and Country, are:

- Objective 18.1 Increase the recognition and enjoyment of Aboriginal land, water and cultural heritage rights.
- Objective 19.1 Support the preservation, promotion and practice of culture and language.

In addition, this policy and Council's Open Space Strategy support and promote the use of Traditional Owner language for place and road naming.

## 11. Process for naming a place


The Naming Rules provide that anyone (including the Council itself) may submit a request to name or rename a road, feature or locality to Council. Such a request must be made via the Naming Application form at Appendix A. An electronic version of this form is available on Council's website.

The word "naming" in this policy and in the Naming Rules includes "renaming".

Council will begin investigating and determining place name applications after one of the following occurs:

- a. Council/council officer identifies a need to assign or amend the name of a place or places;
- b. A member of the general public, a community interest group, an organization or a Traditional Owner Group (as applicable) submits a written request to amend a name or change the name of a road, feature or locality, including a locality's boundaries.

The process for naming places is as follows:



Step 1	Council receives a naming request from an external source, or a request is initiated from Council. The request must be via the Request to name or re-name a road or place within the City of Darebin form.
Step 2	A Council officer checks all necessary information has been provided by the party proposing the name. If insufficient, a request for additional information within 30 days will be made. Council officer also checks compliance with the Naming Rules.
Step 3	A report is prepared for Council to consider the request.
Step 4	Council formally considers the naming request at a Council meeting. At this point Council decides to either proceed to the public consultation stage, or not to proceed. If Council does not choose to proceed to public consultation, then the proposal is considered to be declined at this point.
Step 5	If approved by Council, public consultation (including submissions and objections) occurs for at least 30 days, with immediate and extended communities. This consultation period must abide by Council's Community Engagement Policy and Section 7 of the Naming Rules.
Step 6	Compile and analyse all feedback (including submissions or objections) from the public consultation and include this in a report to Council for determination as per the advice provided in Sections 7 and 8 of the Naming Rules
Step 7	Council formally considers the naming proposal and either endorses the naming proposal or not. If Council does not endorse the proposal, then it is considered to be declined at this point.
Step 8	Any party who responded to the naming proposal, during the consultation period, must be advised of Council's decision. Council must write to objectors and submitters, when they're identified, informing them of the outcome of the naming proposal as per Section 8 of the Naming Rules. Council must also respond to all submissions.  Objectors must be advised that they have 30 days to object directly to the Office of Geographic Names from the later of the date of the notification to the objector or the date of application to Geographic Names for registration of the name by Council.
Step 9	If Council endorses the naming proposal, an application is lodged with GNV for consideration and final approval by the Registrar of Geographic Names as per Section 10 and 11 of the Naming Rules. All submissions and objections, and responses to them are included in the application.
Step 10	If compliant the Registrar gazettes the name as per Section 12 of the Naming Rules
Step 11	GNV registers the name in VICNAMES and sends out notification as per Section 13 of the Naming Rules
Step 12	Council installs signage and updates the history behind the name in VICNAMES as per Section 13 of the Naming Rules.

A flowchart of the Naming Process is provided in Appendix B.

Property Services is responsible for the implementation and monitoring of this policy ensuring legislative compliance and will work collaboratively across council with other relevant departments to undertake the naming process in accordance with the Naming Rules.

## 12. Proactive place naming proposals

As well as being responsive to naming proposals, Council shall, from time to time, undertake a proactive place naming program, where it shall first declare its intention to name a place in accordance with its Naming Priorities, and then subsequently identify a suitable location. Alternatively, it may identify a particular name to be applied, either to an identified location or not. While this process can only be formally commenced by Council resolution, it may arise as a result of an approach by a member of the community or advice from a Council officer.

Depending on Council's initial resolution, there are four different processes for naming places under the proactive program. They are as follows:

### 12.1 Council both proposes the name and the place

Step 1	The process is as in Section 9 of this policy and begins with Step 1.
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### 12.2 Council proposes the name and seeks suggestion on the place

Step 1	Prior to a Council resolution proposing a name, a Council officer should ensure all necessary information has been provided and check compliance with the Naming Rules.
Step 2	After the resolution proposing a name, conduct public consultation for at least 30 days, seeking community suggestions on places that could be named using the proposed name. This consultation period must abide by Council's Community Engagement Policy and Section 7 of the Naming Rules.
Step 3	After analysing the feedback prepare a Council report for its consideration and then follow the process as in Section 9 of this policy, beginning with Step 3. It is noted that the community must be re-consulted on the final determined name.

### 12.3 Council seeks name for a road, feature or locality

Step 1	Council determines a place and seeks suggestions to name the place in accordance with its Naming Priorities. (As per the Naming Rules Section 7.2.6)
Step 2	Advertise Council is seeking a name for a place.
Step 3	Multiple names are received.
Step 4	Council shortlists after checking for compliance.
Step 5	Multiple names from shortlist sent to the community for re-consultation.
Step 6	Community indicates preference on a number of names or community informed the name with the most votes will be chosen.
Step 7	Naming authority selects the name with the most votes.
Step 8	Naming authority re-consults on the final preferred name (if community not informed that the name with the most votes will be chosen).
Step 9	Follow the process as in Section 9 of this policy, beginning with Step 6.

**12.4 Council seeks suggestions first on the name, then on the place**

Step 1	Council determines to name places in accordance with Council’s Naming Priorities. This process is similar to the one for Council seeking a name for a road, feature or locality (3).
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An example of Council being proactive in place naming as part of its celebration of International Womens’ Day, Council determines to name five streets in recognition of women who have made a significant contribution to the City of Darebin. It resolves to commence the naming process by calling for community suggestions for suitable women.

**13. Developing an Aboriginal language naming proposal**

Consultation is a key component in the process of naming roads, features and localities. There is a specific process that must be used when proposing to use a name from an Aboriginal language. Refer to the principles of the Naming Rules as well as Section 7.3 for the specific process to follow when developing an Aboriginal language naming proposal.

Traditional Owner Groups may elect to manage and progress the naming process.

Consultation should begin well before a report is put to Council for an Aboriginal language name to allow the Traditional Owners sufficient time to consider the proposed name(s) in a way that is culturally appropriate and acceptable for them.

Council will provide categories of names that are applicable to the type of place to be proposed to be named in accordance with Council’s Naming Priorities, as a guideline for the names to be proposed.

See Appendix C for the flowchart for the process of Traditional Owner naming.

While there is a diverse range of Aboriginal organisations in Darebin, naming proposals should be directed to the Wurundjeri Woi-Wurrung people as the Traditional Owners. The broader Aboriginal community may provide feedback at the relevant time in this process.

**14. Additional considerations**

Where it is inappropriate to name a place after a person, institution or enterprise, Council may determine that it is appropriate to place a plaque or other commemorative work in a prominent position on that place to recognise the contribution of that person, institution or enterprise. This principle will be governed by Council’s Monuments and Memorials Policy.

There are additional statutory requirements contained within the Naming Rules, which are not listed in this policy, that are mandatory for Council to follow when considering specific types of place name applications. Specifically, there are requirements to be met when investigating and determining applications to name, create or amend localities, roads and features.

**15. Roads**

A road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

Council must ensure that a naming proposal for a road conforms to all relevant principles outlined in Section 2 of the Naming Rules as well as the requirements outlined in Section 3, specifically Sections 3.2.1 – 3.2.5.

**15.1 Naming roads in new residential or commercial subdivisions**

Surveyors and Developers are required to consult with Property Services when selecting names for roads in new subdivisions; this is part of the subdivision certification process. Property Services can suggest themes for road names that should be applied when naming these roads and provide names that fit within these themes for any Name Bank that may be developed.

Property Services will work collaboratively with the Surveyor and Developer to develop road names that are compliant with the Naming Rules and this policy. Developers will be encouraged to select names from Council's Name Bank.

In these circumstances, developers applying for subdivision permits may submit suggested road names (in accordance with the Naming Rules and this policy) and relevant documentation to support the proposed names with their permit application for Property Services' consideration. Supporting documentation and an explanation for the suggested names must be provided.

Statutory Planning is required to provide Property Services with a copy of the plan of subdivision illustrating the location of the proposed road/s together with the suggested road name/s so compliance with this policy and the Naming Rules can be checked.

Before issuing a statement of compliance for a certified plan of subdivision that creates a public road, Statutory Planning must ensure that the delineated road is not named unless it is compliant with the Naming Rules and this policy in accordance with the advice of Property Services. All such plans require certification and a statement of compliance to be issued by Council before registration with Land Use Victoria. Upon registration of the plan, the name(s) will be registered with GEO Names. See Section 3.8 of the Naming Rules for further information.

GEO Names recommends that roads and buildings in complex sites (as defined in 3.9.4 of the Naming Rules), for example caravan parks be named and that Council is consulted on the proposed name(s). Housing Estates are not named under the Naming Rules.

### **15.2 Unnamed Right of Way as a Street Address**

Proposed developments can result in the dwelling's primary point of access and egress be from an unnamed right of way. Council's preference is not to name unnamed laneways and rights of way, however in these circumstances, if a planning permit application proposes this, Statutory Planning is required to inform Property Services who will investigate the possibility of naming the laneway with a recognisable street address. Developers may submit suggested names for consideration.

Rights of way will only be named when the development for which the naming is related, is complete.

When an unmade right of way would be utilised by a new development at a greater capacity than currently generated by the property, the unmade right of way will be required to be constructed at the developer's cost as a condition of the planning permit. All developers will be informed that naming the right of way does not infer any obligation on Council to improve, upgrade or maintain the road beyond the level of service that preceded the naming of the right of way. Nor does it require Council to provide services e.g. rubbish collection may have to be from the closest main street and there is no assurance that street lighting will be provided, as rights of way in most instances are less than 3 metres in width.

Council will also consider naming proposals of constructed rights of way where they have been experiencing location issues (i.e. causes confusion and/or a risk of delay to an emergency vehicle).

### **15.3 Naming Private Roads**

Large private developments such as nursing homes, large multi-unit developments and shopping-centres can create private internal road systems that require naming. Developers are responsible for the naming of private roads in such developments. The owner of the private road or the complex is advised to consult with Council. Owners must ensure that the road names conform to the principles and requirements outlined in the Naming Rules and this policy. The owner must submit their proposal to Council with a plan/map for naming the roads within the property. Council will check the proposal conforms and, if suitable, will send the proposal to the Registrar of Geographic Names for endorsement.

Council is not responsible for these roads.

To enable the community to distinguish the road from a public road, it is preferred that any signage that is erected follows Darebin's Signage Strategy with a minor variation to include the words "private road" in brackets below the road name. All costs associated with the installation of signage for private roads are to be borne by the owner of the road.





## 16. Features

A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

A list of features included in VICNAMES and the relevant naming authorities can be found on the Geographic Names website.

Council must ensure that a naming proposal conforms to all relevant principles outlined in Section 2 of the Naming Rules, as well as the requirements outlined in Section 4, specifically Sections 4.2.1–4.2.4.

## 17. Locality

A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name.

Council must ensure that a naming proposal conforms to all relevant principles outlined in Section 2 of the Naming Rules, as well as the requirements outlined in Section 5, specifically Sections 5.2.1–5.2.7.

## 18. Delegation of authority

Section 10 of the Naming Rules allows for naming to occur by delegation of authority:

- the naming of localities, important public features and major roads are required to be resolved by Council at an Ordinary Council Meeting;
- the Chief Executive Officer, has delegated authority to reject a naming application and decline to present to Council for their consideration any proposal that the Chief Executive Officer has assessed as:
  - being non-compliant with principle (D) Ensuring Names are Not Duplicated and/or principle (F) Names Must Discriminate or be Offensive, of the Naming Rules; or
  - being substantially similar to an application which has already been decided upon by Council.
- the Manager, City Development has delegated authority to approve new names on plans of subdivision on behalf of Council.

**19. Related documents**

*Geographic Place Names Act 1998*

*Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2016*

AS/NZs4819:2011 Rural and urban addressing

*Aboriginal Heritage Act 2006*

*Aboriginal Heritage Regulations 2007*

Victorian Aboriginal Affairs Framework 2018-2-23

Darebin's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019

*Equal Opportunity Act 2010*

*Local Government Act 2020*

*Road Management Act 2004*

*Subdivision (Procedures) Regulations 2011*

*Survey Co-ordination Act 1958*

Victorian Charter of Human Rights and Responsibilities Act 2006

United Nations Group of Experts on Geographic Names (UNGEGN) Resolutions (see 1.3.1 of the Naming Rules for the applicable resolutions)

United Nations Sustainable Development Goals (SDGs)

City of Darebin Council Plan 2021-2025

Towards Equality – Darebin's Equity, Inclusion and Human Rights Framework 2019-2029;

Breathing Space – The Darebin Open Space Strategy 2019-2029; and

Gender Equity and Preventing Violence Against Women Action Plan 2019-2023

The Welcoming Cities Standard

## Appendix A – Request to name or re-name a road or place within the City of Darebin (online form)

### Request to name or re-name a road or place within the City of Darebin Application

Do you want to name/rename a:

- Major Road
- Bridge
- Secondary or Subdivisional Road
- Laneway
- Building / Pavilion / Pedestrian Bridge
- Open Space

Existing Name of road/place (if applicable): \_\_\_\_\_

Provide location / address details: \_\_\_\_\_

### The proposal

Proposed Name \_\_\_\_\_

Reason for proposal?

Please tell us about the origin / justification of the proposed name

Background / History of the proposed name?

Please tell us about the origin /justification of the proposed name

Which of Council's Naming Priorities does the proposed name support:

- Primary Priority - Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation
- Secondary Priority - Names reflecting our migrant and culturally diverse communities and their cultural heritage
- Names of significant women to address the lack of recognition of women and demonstrate Council's commitment to gender equity.
- Names associated with diversity, equity, social justice or community leadership within our community (People with a Disability, LGBTQIA+ OR leader for diversity, equity, social justice or disadvantage)
- Names reflecting the settlement and heritage of the Darebin community, for example ANZAC commemorative names, the cultural history of Darebin, and historical land use.

- Unofficial names where a name is in common usage within the community but has not been registered with GEO Names and where Council considers that the name should become official.
- None of the above

Does the proposed name align to Council’s priorities for the road / lane / bridge / building / space proposed to be named, as shown in section 9 of the Place and Road Naming Policy?

- Yes
- No

If the name relates to an individual, have you obtained:

- Family members consent
- Other

**Supporting Documentation**

Please upload site plan and/or map of location proposed for naming

Please upload history and background of the proposed name including source material, references and photographs or images

**Applicant Details**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

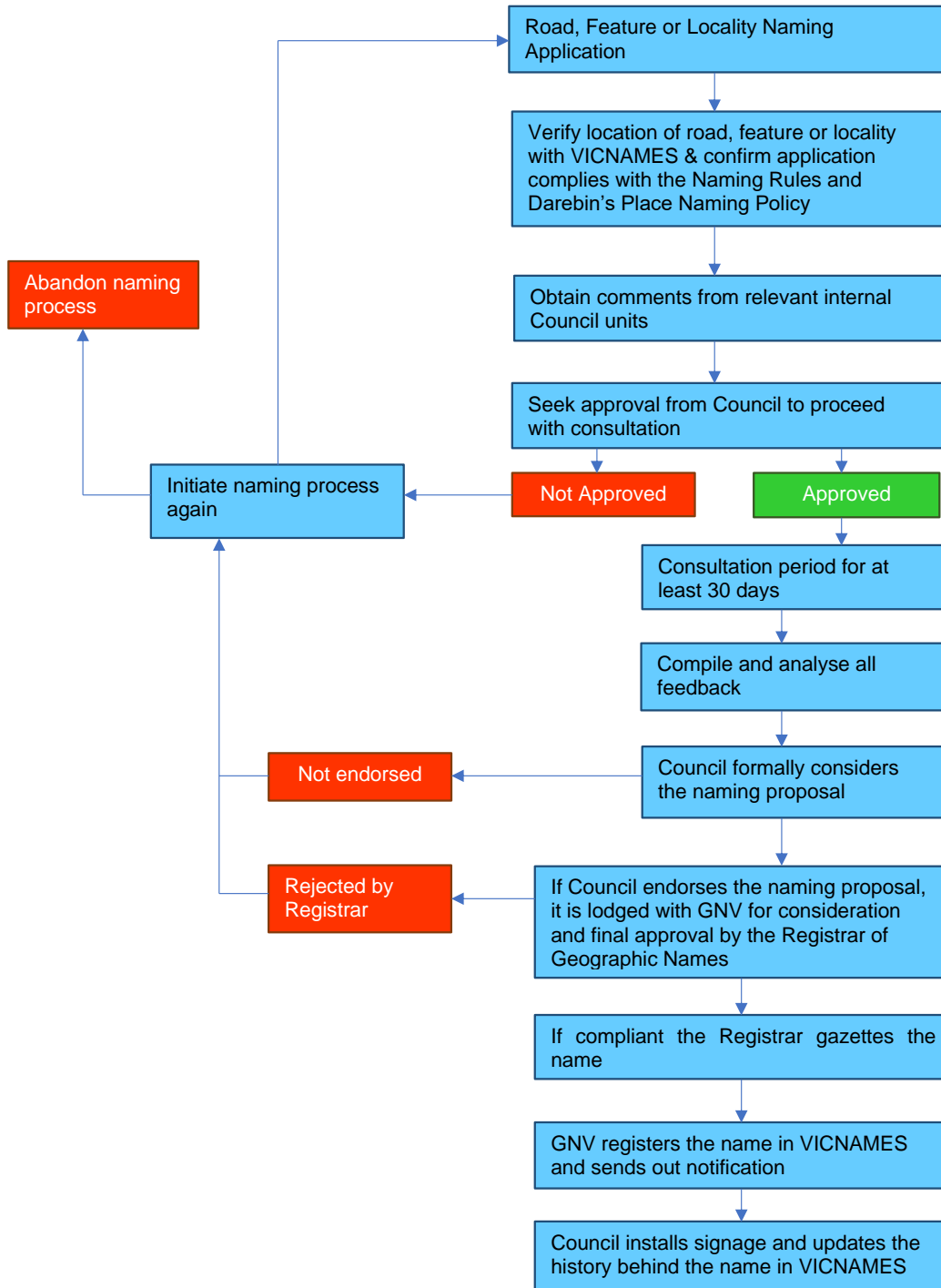
Preferred method of contact

- Phone
- Email
- Either

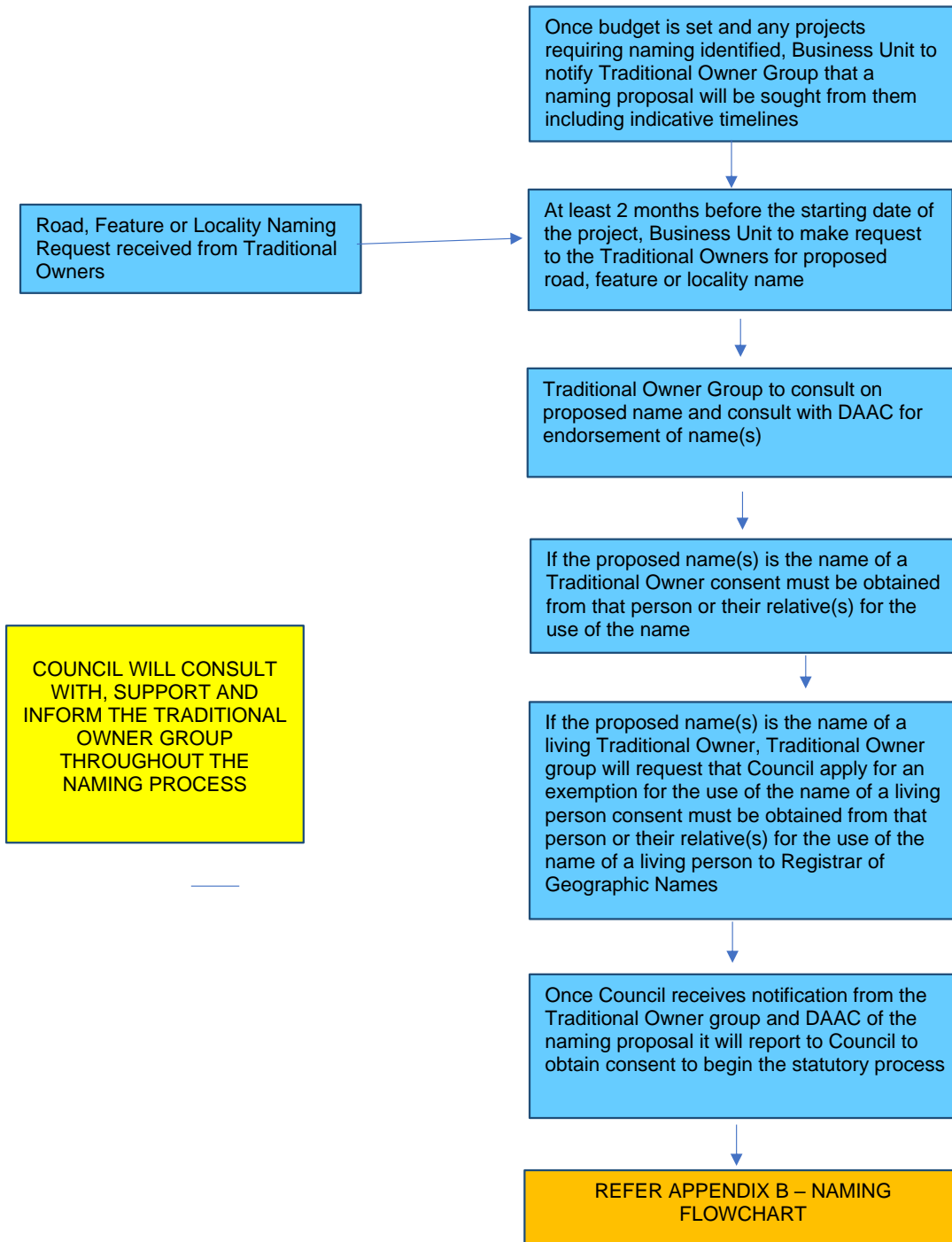
The collection and handling of personal information is in accordance with Darebin Council's Privacy Policy.

You can also collect the policy in person from Council's Customer Service Centres.

Appendix B – Naming Flowchart



Appendix C – Traditional Owner language Naming Flowchart



**9.8 KERBSIDE WASTE SERVICES CONSULTATION****Author:** Senior Environment Strategy Officer**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

This report presents a recommended consultation and engagement approach for engaging the community about changes to kerbside waste services in Darebin.

The *Circular Economy (Waste Reduction and Recycling) Act 2021* (Act) legislates that Council must provide a four-bin service to residents by a prescribed date. This has and will affect Darebin in the following ways:

- A 'universal' Food Organic Garden Organic (FOGO) service was introduced in 2022 (ahead of the State Government deadline of 2030)
- A new glass service will need to be provided before the end of 2027
- General waste bins will need to have red lids by 2030

The proposed consultation will help inform future kerbside services to meet the Act requirements, improve environmental outcomes and customer experience.

The proposed scope of the consultation includes:

- Kerbside frequency (general waste and FOGO)
- Glass collection frequency
- Hard rubbish service
- Education regarding the use of public place recycling bins
- General feedback on waste services in Darebin, with prompts about circular economy, re-use opportunities and customer experience

The scope of the consultation will not include commingled (mixed) recycling because officers consider this service is currently fit for purpose.

The information collected from consultation participants will be used to inform recommended future kerbside service levels to Council, and the delivery of education programs. Officers will present a recommendation for kerbside services to Council for consideration later this year.

**Officer Recommendation****That Council:**

- (1) Endorses engaging the community about kerbside waste services to inform future kerbside services, focusing on five priority areas:
  - a) Kerbside frequency (General waste and FOGO)
  - b) Glass collection frequency
  - c) Hard rubbish service
  - d) Education regarding the use of public place recycling bins
  - e) An opportunity to provide general feedback on waste services in Darebin, with prompters about circular economy, re-use opportunities and customer experience.
- (2) Notes that a future report to Council will recommend future kerbside waste and recycling services levels that meets legislative requirements, improves environmental outcomes and customer experience.

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**BACKGROUND / KEY INFORMATION*****Strategic drivers for review***

The *Darebin Waste and Recycling Strategy 2020-2025* includes a commitment to consult the community about possible changes to services to achieve better waste and recycling outcomes.

2021 project communications regarding the introduction of the waste charge made a commitment to consult the community about future kerbside service levels.

In February 2020 the Victorian Government released *Recycling Victoria – Victoria’s circular economy and action plan*. The policy aims to address long-standing market failures and establish a circular economy. The policy includes:

- Diverting 80 per cent of waste from landfill by 2030, and an interim target of 72 per cent by 2025.
- Cutting total waste generation by 15 per cent per capita by 2030.
- Halving the volume of organic material going to landfill between 2020 and 2030, with an interim target of 20 per cent reduction by 2025.
- Ensuring every Victorian household has access to FOGO waste recycling services or local composting by 2030 – *Darebin achieved this on 1 July 2022*.
- Introducing a glass recycling collection service by 2027.

The Act includes powers to make regulations that mandate service levels, including waste diversion rates, and set penalty points for non-compliance. A consultation on the draft Regulations, led by Recycling Victoria who are a part of State Government, is expected later this year.



***Current waste handling performance***

The 2023 kerbside bin audit was recently undertaken, showing high levels of contamination in the recycling bin, and more food waste in the general waste bin (1.6kg/week) than the FOGO bin (0.22kg/week). Results include:

- A Darebin household generates an average of 17.56kg of waste, recycling and FOGO waste per week.
- A recycling contamination rate of 29% by weight with the common contaminants being rubbish, bagged recycling, packaged food, non-recyclable plastics, clothing and e-waste.
- A 7.5% contamination rate for the food and green waste bin, mainly bagged food waste, rubbish and recyclables such as cardboard - a significant increase from the 2.7% recorded last year.
- A waste bin on average consists of 49% food and garden waste and 13% recyclables (e.g. cardboard, glass).

It is possible that in future, Council could incur fines from State Government if contamination rates are high, and if waste diversion targets are not met.

***Hard waste***

A review of other Councils' hard waste services was recently completed. The review observed that other Councils provide hard waste collection as a service that is offered twice a year on average, and additional hard waste collection services are sometimes available for a fee.

It is timely to review the hard waste service to ensure the service is achieving environmental outcomes, good value and a service that aligns with the needs of the Darebin community.

***Current Residential Kerbside Waste Services***

Darebin currently provides residents with the following services:

- Weekly 80L general waste.
- Fortnightly 240L mixed recycling.
- Fortnightly 120L FOGO.
- An annual 'blanket' hard waste service, and a very limited Spring bookable hard waste collection for around 2,000 properties.

It is mandatory for each residential household in Darebin to have a kerbside waste service including general waste, recycling, and FOGO. Glass will be added to this mandatory list by the end of 2027. Some multi-unit developments receive a Council service and can share bins. Where a Council collection service is not possible, the waste management is handled by a private contractor.

Hard Rubbish collections are not a mandatory requirement for Council. It is broadly accepted by many waste management professionals that offering a hard waste service reduces illegal dumping.

Community education is also an essential part of kerbside services, and a sustained and effective approach is needed to reduce contamination and increase waste diversion.

**Customer experience and equity**

Community consultation is also an opportunity to check in with residents who receive Council's residential kerbside services to ask about their customer experience, any equity concerns, and community education.

**Previous Council Resolution**

At its meeting held on 9 June 2020, Council resolved:

*'That Council endorses the Waste and Recycling Strategy.'*

At its meeting held on 22 November 2021, Council resolved:

*'That Council note its support for the principles of the Statewide Recycling Victoria Reforms and alignment with Council's adopted Waste and Recycling Strategy.'*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable.

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 3: Climate, Green and Sustainable.

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

3.5 We will reduce waste and stimulate a local circular economy, where waste resources are re-used rather than discarded.

**DISCUSSION**

The information collected during the kerbside services consultation will be used to develop future service recommendations for Council consideration and endorsement. Other operational parameters such as financial sustainability and alignment with Council's Strategies will be considered in making a recommendation.

Officers have identified five priority areas to be reviewed with the community. These are:

- Kerbside frequency (General waste and FOGO).
- Glass collection frequency.
- Hard rubbish service.
- Education regarding the use of public place recycling bins.
- An opportunity to provide general feedback on waste services in Darebin, with prompts about circular economy, re-use opportunities and customer experience.

The questions we are proposing to ask have been:

- Designed to gather information that will assist officers to recommend good value services that align with future State Government requirements, and Council’s Strategies regarding waste and equity.
- Developed based on feedback from other Local Governments through a detailed benchmarking exercise, with over 20 councils consulted.

Information will be provided about how the presented service options could affect the cost of delivering the service. In describing these indicative cost impacts, it is intended to communicate that generally, the costs of business-as-usual and other options for waste services will increase over time due to inflation and operational cost increases.

**General Waste and FOGO bins**

The first service area that will be included in the consultation will be about the collection of general waste and FOGO bins.

One of the possible outcomes of adjusting the general waste and FOGO waste services is that this may increase the amount of food waste going into the FOGO waste bin, instead of landfill. The effects a service change may have include changes to:

- The cost payable for sending waste to landfill.
- Greenhouse gas emissions.
- The amount of FOGO being used to make compost.
- The risk of Council incurring fines for not meeting State Government targets of reducing the amount of waste to landfill.

Residents will be invited to provide feedback on the following options. The implications and changes to cost will be provided for each option, to support participants to consider options:

Option	Details	Considerations
1. No changes to existing bin collection frequency	<ul style="list-style-type: none"> <li>• The waste bin is collected weekly.</li> <li>• The FOGO bin is collected fortnightly.</li> </ul>	<ul style="list-style-type: none"> <li>• No service or relative cost changes</li> <li>• Less chance of increasing food put in the FOGO bin.</li> <li>• Unlikely to reach State Government reform targets.</li> </ul>
2. Collect both the waste and the FOGO bins every week	<ul style="list-style-type: none"> <li>• The waste bin is collected weekly.</li> <li>• The FOGO bin is collected weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• This option is likely to cost around 25% more than current services levels.</li> <li>• This may result in less green waste going to landfill, because a weekly food FOGO bin collection can reduce smell, and because residents will have more room in the green bin for food and garden waste.</li> <li>• This may not reduce overall waste going to landfill, because a weekly waste bin may not incentivise residents to reduce the amount of waste they generate.</li> </ul>

Option	Details	Considerations
<p>3. Swap the existing waste bin and FOGO bin collection frequency</p>	<ul style="list-style-type: none"> <li>• The waste bin is collected fortnightly.</li> <li>• The FOGO bin is collected weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• Greater chance of reaching State Government organic diversion targets.</li> <li>• This option is cost neutral in the short-term.</li> <li>• This option has the greatest potential to increase the amount of food we recycle, and decrease the amount of waste we send to landfill because:                             <ul style="list-style-type: none"> <li>○ A weekly FOGO bin collection can reduce the smell.</li> <li>○ Residents will have more room in their FOGO bin for food and garden waste.</li> <li>○ Residents will have less room in their waste bin, which is likely to encourage the use of FOGO bins and recycling in the yellow bin and in future, purple glass bins.</li> </ul> </li> <li>• Greatest chance of reaching State Government targets.</li> <li>• Household waste disposal, recycling and waste minimisation practices will need to change.</li> </ul>
<p>4. Reduce existing bin collection frequency</p>	<ul style="list-style-type: none"> <li>• The waste bin is collected fortnightly.</li> <li>• The FOGO bin is collected fortnightly.</li> </ul>	<ul style="list-style-type: none"> <li>• This option is likely to cost around 25% less than relative current services levels.</li> <li>• Residents may not have enough bin room to manage the waste they produce.</li> <li>• Possible smells of food waste if left for a fortnight.</li> <li>• Unlikely to reach State Government reform targets.</li> </ul>

**Glass collection**

The requirement to provide a glass collection service – a new purple bin - is due by the end of 2027. The information gathered here will help inform whether the community will prefer a monthly or bimonthly collection. We will also seek community feedback about local collection places for glass where there may be an option to set-up local collection points.

The Container Deposit Scheme that is being rolled out by the State Government by November this year may impact how glass is recycled in the short term. This scheme does not remove the need for Council to provide a Glass collection service.

Option	Details	Consideration
1. A monthly glass collection	<ul style="list-style-type: none"> <li>Each household is provided with a glass bin that will be collected through kerbside collection once per month.</li> </ul>	<ul style="list-style-type: none"> <li>This option is the most expensive option for providing a new glass service due to the frequency of the collection.</li> <li>A monthly collection is what most other Council's provide (4 out of 6 inner councils that have a glass collection service already).</li> </ul>
2. Bimonthly collection	<ul style="list-style-type: none"> <li>Each household is provided with a glass bin that will be collected through kerbside collection once every two months.</li> </ul>	<ul style="list-style-type: none"> <li>This is likely to be the least expensive option for implementing a new glass service.</li> <li>One collection every two months may not provide enough capacity to cater for household glass waste, and this may lead to glass being put in either the waste or recycling bin.</li> </ul>

It should be noted that, of the six inner Melbourne Councils that have already established a glass collection service, four use monthly collection, one has a fortnightly collection and the sixth has community drop-off points only.

### **Question about glass bin sharing in high density areas**

There may be challenges in high density areas (currently serviced by Council) to accommodate one bin per property.

A question will be included that tests people's willingness to share glass bins, where glass bins would only be shared:

- In specifically identified precincts that are serviced by Council, and
- Do not have enough space for individual glass bins at every residence.

Residents will be asked about willingness to travel distances of no more than 50, 100 or 200 metres to access shared glass drop off point locations.

Further investigation will need to be conducted after the consultation by officers in order to fully explore how and if shared glass bins in local areas will work. The purpose of this question is solely to test willingness to share bins and how far people are willing to walk.

### **Implications**

- The State Government may not support glass drop-off points instead of offering each house a purple bin.
- May reduce the need for residents living in dense, built-up areas to store 4 bins at each dwelling.

### **Hard Waste collection**

There is an opportunity to improve equity, customer experience and environmental outcomes for Council's hard waste service.

Survey participants will be asked to provide feedback on three options.

Option	Details	Consideration
<b>1. Continue to offer one 'blanket' collection each year, and change the current, limited Spring booked collection</b>	<ul style="list-style-type: none"> <li>One blanket collection offered every year – where residents can put their hard waste out for collection at a pre-determined time set by Council.</li> <li>Up to 2,000 people can access an additional booked hard waste collection, if they meet certain eligibility criteria, for example, a concession cardholder.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains the current blanket area-wide collection every year.</li> <li>Changes the current 'first in, first served' Spring collection into a bookable service to help residents who need it most access the service.</li> <li>City continues to have poor presentation during the period that the blanket collection take place, including the risk of footpaths being obstructed with hard waste.</li> <li>Can limit the ability to recycle hard waste items exposed to rain.</li> <li>This option is not considered best practice in Victoria. Darebin is one of only four councils in Metropolitan Melbourne to offer a blanket collection.</li> <li>This approach reduces Council's ability to recycle recyclable materials, which may mean RV targets are not achieved.</li> </ul>
<b>2. Provide two bookable collections per year</b>	<ul style="list-style-type: none"> <li>Residents who receive Council's waste service can book up to 2 hard waste collections every year, at a time that suits them.</li> <li>Collections do not 'roll over' for use in the following year.</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with what is considered best practice with improved recycling rates, safety, and amenity.</li> <li>Provides a better customer experience because residents can book a service when they need it. Renters in particular can benefit from this flexibility.</li> <li>Over time, the service cost may reduce if the volume of materials that end up going to landfill decreases.</li> <li>This may reduce the amount of dumped rubbish as the service will be available when needed.</li> </ul>
<b>3. Only offer a bookable hard waste service for people experiencing disadvantage</b>	<ul style="list-style-type: none"> <li>Residents who are experiencing disadvantage can access one booked service a year.</li> <li>The hard waste service is not available to other residents.</li> </ul>	<ul style="list-style-type: none"> <li>May not meet the needs of all residents who receive a Council kerbside service.</li> <li>Significantly reduced costs for Council, and therefore, reduced waste charge</li> <li>Residents have alternative locations to take hard rubbish such as DRRC and can also book a commercial service.</li> <li>Community may take time to adjust to this new approach.</li> </ul>

This section will also test residents' interest in:

- Being able to book additional services (above the service standard), at an additional cost that is paid when a resident books a service.

**Using public place recycling**

Public place recycling bins are set next to litter bins in places such as parks and shop front streets. These recycling bins are nearly always contaminated with general waste. This means that the materials risk going to landfill, instead of being recycled. State Government requirements currently being developed may include penalties for not achieving mandated recycling targets.

This section will ask the community about public place recycling, and in particular education.

A question will be asked to understand from the community's perspective - what educational activities could Council deliver to reduce the amount of rubbish going into public place recycling bins?

**General feedback regarding waste and recycling**

We know that many in the Darebin community are very engaged in waste and recycling. This section allows people to share anything else they would like to tell Council about their waste and recycling service, which officers can use over time to inform circular economy and education programs.

An open question will be asked, with prompter topics including the circular economy, reusing and community sharing.

**Customer Experience**

All survey sections will give people the opportunity to let us know about other things that are important to them. This open feedback will help inform how Council can continue to strengthen customer experience, including how we provide community education.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES****Financial Management**

Consultation costs have been provided in the 2023-24 budget.

The consultation will help Council make decisions about service reforms, which will have an impact on service costs. It is expected that there will be additional costs associated with implementation of the State Government legislation, and there may also be ways to minimise cost or achieve efficiencies. All waste services costs will be passed on through the waste service charge and rate.

The questions for the general waste/FOGO bin service and glass service provide an indication of the likely cost impacts, to help survey participants consider the options.

Several Melbourne councils have reduced frequency of collection of the garbage bin to fortnightly which has cut landfill disposal costs and also increased recycling diversion – particularly of food. This is expected to be necessary to meet the State Government reforms.

Information has not been provided on the likely costs for hard waste options. This is because there are many variables, and it is important to keep the consultation as clear as possible.

## Community Engagement

A community engagement and communications plan has been developed to guide engagement. The engagement period is proposed to be August 2023 – September 2023. There will be targeted engagement sessions with our hard-to-reach communities, an on-line survey and translated materials. The plan includes the following negotiables, and non-negotiables:

### Negotiable

- 1) Frequency and combinations of kerbside bin collections and how glass will fit into this. How Council can support the community through these changes.
- 2) Whether Council introduces bin sharing between some properties.
- 3) Whether Council moves to bookable hard rubbish collection, maintains current service, provides a fee for service or offers the service only to people experiencing disadvantage.
- 4) How Council would support community to overcome any issues if changing hard waste service model.
- 5) What education programs Council can deliver (new or updated) to support community to participate in public place recycling.
- 6) What programs Council can deliver (new or updated) to support community to participate in the circular economy, reusing and community sharing.

### Non-negotiable

- 1) The four-bin system will be introduced. All residents serviced by Council will have access to glass recycling and maintain access to FOGO. Residents cannot refuse waste services.
- 2) Private collection services will continue at some properties as required by their operational requirement or planning permit.
- 3) Target of diverting all FOGO waste from landfill (that is, avoiding putting FOGO in general waste bin) and minimising overall waste to landfill.
- 4) Legislative requirements.

A consultation summary report will be provided with the Council Report that recommends changes to kerbside waste services. If supported by Council, the summary report will also be uploaded on to the Waste Services Consultation YourSay page.

## Overarching Governance Principles and Supporting Principles

- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

## Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

## Strategic Planning Principles

- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;



### Service Performance Principles

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The consultation will contribute to Council's decision making about how to best implement the State Government reforms, which will support Victoria move to improve waste management, and to grow a circular economy.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

An Equity Impact Assessment (EIA) and Gender Impact Assessment have been completed.

The main points highlighted as part of the EIA and how they are reflected in the engagement plan and ensuing activities is illustrated in the table below:

EIA concern	Activity
The (originally planned consultation program) tight timeframe for activities.	Starting date has been pushed back to accommodate timelines, and consultation is planned for 6 weeks
Availability of the pop-ups and survey to people who are time poor.	Weekend and after-hours sessions, provision of physical survey forms to assist, visiting people in their existing gathering spaces. Survey has been designed with as few questions as possible to make it easy to complete.
Dissatisfaction with Council service.	Extensive Frequently Asked Questions and customer service awareness to support consultation. Consultation is an opportunity to ask the community about their customer experience and equity concerns.
Multi-unit dwellings with private service are out of the scope of this consultation.	Provide these residents with advice on other opportunities. These residents will be encouraged to comment on the other components of the survey.
Public housing and Aboriginal housing residents' consultation support.	This is a consultation priority, and officers have reached out to relevant bodies to engage. Officers will visit public housing areas with specific activities.
Data collected demonstrates that men tend to hold more negative attitudes to recycling than women, and women tend to care more about the issue.	Officers are working on ways to manage this.

### **Economic Development and Cultural Considerations**

Officers will work with the community to ensure that the new waste services enable and support creative and cultural expression and will seek to maximise local economic benefit.

### **Operational Impacts**

All changes indicated by this consultation will have a service and operational impact. It will also have an impact on how the service is administered, communicated and maintained. Only options that can be feasibly delivered have been presented.

In Darebin, the composition of general waste bins is 49% FOGO waste materials. Correct use of the general waste and FOGO bins should see a reduction in the 'fullness' of general waste bins and an increase in the 'fullness' of FOGO bins regardless of kerbside service offerings. It is possible that the State Government will introduce regulations and penalties to ensure their FOGO waste diversion targets are met.

### **Legal and Risk Implications**

The State Government could establish offences and penalty points if regulated service standards are not met by Councils. Incurring penalties could have significant financial impact on Council.

## **IMPLEMENTATION ACTIONS**

Next steps include:

- Community Engagement August 2023 – September 2023.
- Service level Council report for consideration late 2023.

## **RELATED DOCUMENTS**

- Circular Economy (Waste Reduction and Recycling) Act 2021.
- Darebin Waste and Recycling Strategy 2020-2025.

## **Attachments**

Nil

## **DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

**9.9 PROPERTY MATTERS**

**Author:** Coordinator Property Services

**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

This report relates to:

- 1) The commencement of the statutory procedures for the proposed discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote, shown hatched in Figure 1 in **Appendix A**. This report recommends a further report be presented to Council to report on the findings of the advertising and community engagement process at which time Council would consider whether to endorse the proposed sale to the owners of 27 Zoe Circuit, Northcote.
- 2) The completion of the statutory procedures for the proposed discontinued road and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched in Figure 1 in **Appendix B**.

This report recommends Council endorse the discontinuance and sale of lots to adjoining landowners and vesting the balance of lots that remain unsold in Council's name, having:

- Given public notice of a proposal to discontinue and sell two 3.05m wide roads and a 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston; and
- Received and heard the written and verbal submissions regarding the proposal at the meeting of Council's Hearing of Submissions Committee held on 13 June 2023; and
- Considered the submissions, acting under section 206 and clause 3(a) of Schedule 10 to the Local Government Act 1989.

<b>Officer Recommendation</b>
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Item 1: Sale of discontinued road adjoining 27 Zoe Circuit, Northcote

**That** Council:

- (1) Commences the statutory procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue and sell the Road adjoining the rear of 27 Zoe Circuit, Northcote, shown hatched in Figure 1 in **Appendix A**, and section 114 of the Local Government Act 2020 to sell the land from the Road.
- (2) Gives public notice under section 223 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 in the appropriate newspaper and on Council's website of the intention to discontinue the road and sell the land to the owners of 27 Zoe Circuit, Northcote, by private treaty and transfer to itself any land from the road not sold in accordance with Council's Sale of Minor Assets Policy May 2022.
- (3) Invites both written and verbal submissions on the proposed sale as part of its community engagement process and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.
- (4) Notes that any submissions will be considered by Council's Hearing of Submissions Committee at a meeting to be held in the Council Chamber on Monday 11 September 2023 at 5:45pm.

- (5) Notes if no submissions are received, a further report be presented to Council to consider completion of the statutory procedures for the discontinuance and sale of the road to the owners of 27 Zoe Circuit, Northcote.
- (6) Notes that notwithstanding the present intention to sell the land to the owners of 27 Zoe Circuit, Northcote, in the event that submissions are received from other adjoining property owners or interested parties, Council reserves the right to reallocate the manner in which the land is to be sold in accordance with Council policy.

Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

**That Council:**

Having given public notice of a proposal to discontinue and sell two 3.05m wide roads and a 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, and having received and heard the written and verbal submissions regarding the proposal at the meeting of Council's Hearing of Submissions Committee held on 13 June 2023, and having considered the submissions:

- (1) Discontinues the roads and reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched in Figure 1 in **Appendix B**, acting under section 206 and clause 3(a) of Schedule 10 to the Local Government Act 1989
- (2) Directs that notice of the discontinuance be published in the Victoria Government Gazette.
- (3) Directs that the land from the roads and reserve be sold by private treaty to the owners of the adjoining properties in accordance with section 206 and clause 3(b) of Schedule 10 to the Local Government Act 1989 and section 114 of the Local Government Act 2020 and Council's Sale of Minor Assets Policy May 2022.
- (4) Authorises the Chief Executive Officer to sign all documents relating to the sale of any land from the discontinued roads and reserve to the owners of the adjoining properties by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.
- (5) Directs that the discontinuance and sale will not affect any right, power or interest held by Yarra Valley Water and Darebin City Council, in the roads and reserve in connection with any sewers, drains or pipes under the control of Yarra Valley Water and Darebin City Council in or near the roads and reserve.
- (6) Notes that procedures will be undertaken pursuant to part 4 of the *Planning and Environment Act 1987* and sections 24A and 35(8) of the *Subdivision Act 1988* to vest the reserve in Council, remove (discontinue) reserve status from the reserve and subdivide the land from the reserve and discontinued road.
- (7) Directs officers to notify each person who lodged a submission in relation to the proposal of Council's decision and the reasons for the decision as follows:
  - a) The section of the roads and reserve in Council's opinion, is not reasonably required for public use.
  - b) The formal discontinuance and subsequent sale of the land from the roads and reserve in accordance with Council policy is consistent with the current physical status of the land and formalises actions to occupy and use the land taken in the past by the majority of owners.
  - c) The proposal affords those owners who have expressed interest in the land with an opportunity of gaining title to the land which they have occupied/used for many years.

**BACKGROUND / KEY INFORMATION**

Council is required to consider a range of property matters for decision. These include matters such as property acquisitions and disposals, statutory naming processes, Right of Way disposals, proposed Road declarations and leasing of Council property.

Items 1 and 2 of this Report relate to the statutory procedures for the sale of a discontinued road.

In accordance with best practice and good governance principles, the reporting of property matters has been consolidated into one single standing report.

Local Government Act

Section 189 (Restriction on power to sell land) of the *Local Government Act 1989* (Act) was revoked on 1 July 2021 and replaced by Section 114 of the *Local Government Act 2020*.

Section 114 of the *Local Government Act 2020* is similar to section 189, however the exemption from compliance with section 223 (the right to make a submission) has been removed.

Because section 223 does not apply under the *Local Government Act 2020*, from 1 July 2021, any sale of land from a discontinued road must first comply with the community engagement provisions of Council's Community Engagement Policy.

Accordingly, from 1 July 2021 Council will be required to undertake a 2 staged process of first resolving to discontinue a road and sell the land under clause 3 of Schedule 10 of the Act and then propose the sale of the land under section 114 of the *Local Government Act 2020*.

The statutory procedures under section 114 of the *Local Government Act 2020* requires that Council publish a notice of its intention to sell the Land on the Council's website and undertake a community engagement process in accordance with its community engagement policy.

In contrast to the now repealed s. 189 of the *Local Government Act 1989*, Section 114 of the *Local Government Act 2020* does not require Council to publish a public notice in a newspaper circulated within the municipality nor provide for the lodgement of submissions to Council and the consideration of those submissions, pursuant to section 223 of the *Local Government Act 1989*.

Nevertheless, in order to provide a mechanism for feedback from interested parties as part of Council's community engagement process, it is recommended that Council invite both written and verbal submissions on the proposal, and deal with any submissions received, in line with the principles set out in section 223 of the *Local Government Act 1989*.

Under the principles, the notice of intention to sell the Land will afford affected parties the right to lodge a written submission with Council. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Any verbal submissions received will be considered by Council's Hearing of Submissions Committee.

Section 190 (Restriction on power to lease land) of the *Local Government Act 1989* was revoked on 1 July 2021 and replaced by Section 115 of the *Local Government Act 2020*.

Section 115 of the *Local Government Act 2020* is similar to section 190, however the exemption from compliance with section 223 (the right to make a submission) has been removed.

**Previous Council Resolution**

Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote

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

Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

At its meeting held on 27 February 2023, Council resolved:

*'That Council:*

- (1) Commences the statutory procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue and sell two 3.05m wide roads and a 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched, cross-hatched and stippled in Figure 1 in Appendix C and section 114 of the Local Government Act 2020 to sell the land from the roads and reserve;*
- (2) Gives public notice under section 223 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 in the appropriate newspapers and on Council's website of the intention to discontinue the roads and reserve and sell the land to the adjoining property owners by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.*
- (3) As part of its community engagement process, Council invites both written and verbal submissions on the proposed sale and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.*
- (4) That any submissions be considered by Council's Hearing of Submissions Committee at a meeting to be held at the next available Council meeting, following the closure of submissions.*
- (5) If no submissions are received, a further report be presented to the Chief Executive Officer for a decision under delegation to consider completion of the statutory procedures for the discontinuance and sale of the roads and reserve to the owners of the adjoining properties and sign all necessary documentation for the sale of the land in accordance with Council policy.*
- (6) Note that procedures will be undertaken pursuant to part 4 of the Planning and Environment Act 1987 and sections 24A and 35(8) of the Subdivision Act 1988 to vest the reserve in Council, remove (discontinue) reserve status from the reserve and subdivide the land from the reserve and discontinued road.'*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.2 We will ensure our assets are optimised for the benefit of our community

## DISCUSSION

### Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote

In late 2021, Council received an inquiry from the owners of 27 Zoe Circuit, Northcote, requesting the discontinuance and sale of a 22m<sup>2</sup> section of the road reserve in Arthurton Road, adjoining the rear of that property shown hatched in the site plan in **Figure 1** of **Appendix B** and in the overall plan in **Figure 3** of **Appendix A**.

The section of the road reserve in Arthurton Road at the rear of 27 Zoe Circuit contains several small shrubs together with three Council drainage pits, as shown on the aerial view in **Figure 4** of **Appendix A**.

Investigations have also identified that whilst the land forms part of the road reserve in Arthurton Road and remains a road on title, it is not required for future use as part of the road reserve.

Once initial investigations confirmed the feasibility of the proposed discontinuance, Macquarie Lawyers were commissioned to undertake further consultation with a view to Council commencing the statutory procedures to facilitate the possible discontinuance and sale of the section of road.

The dimensions and proposed allocation of the land are shown in the Title Plan TP971526D provided in **Figure 2** of **Appendix A**.

The owners of 27 Zoe Circuit, Northcote, have confirmed an interest in acquiring the land shown as Lot 1 in the Title Plan TP971526D in **Figure 2** of **Appendix A** at current market value, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the road, in accordance with policy.

Internal Council departments and the Service Authorities have been consulted regarding the proposal and no objections have been received.

Council engineers have advised that an easement would be required to protect the existing drainage assets in the land. The owners have also reached agreement with Council's Engineering Department to reconfigure the drainage pits located within the land. The existing steel grated pit covers are to be lowered and replaced with Terra Firma type pit covers.

These works are intended to be carried out by Council after the discontinuance and sale of the land has been completed at direct cost to the owners.

Furthermore, Citipower has cables located in the land and will also require an easement to protect its assets.

Citipower's cables feed an electrical substation within the road reserve at the rear of the neighbouring property at 25 Zoe Circuit. The Citipower substation requires a 2m clearance / separation from all fences, structures, and combustible material. To ensure compliance, the western boundary alignment of the land to be discontinued has been set back 2m from the substation. Citipower also requires that any fencing abutting the substation must not be of a combustible material.

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Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

In mid-2019, Council received several inquiries from property owners requesting the discontinuance and sale of the two 3.05 metre wide roads and 0.17 to 0.30m wide reserve (revenge strip) at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston, shown hatched in **Figure 1 of Appendix B**.

Investigations identified that although the land comprises two roads (and the reserve) on title, the roads are not listed on Council's Register of Public Roads. The land from the roads and reserve appears to have been enclosed within the adjoining properties for many years and has not been used for access, as shown on the aerial view in **Figure 3 of Appendix B**.

Once initial investigations confirmed the feasibility of the proposed discontinuance, Macquarie Lawyers was commissioned to undertake further consultation with a view to Council commencing the statutory procedures to facilitate the possible discontinuance and sale of the two roads and reserve.

All immediate adjoining property owners have been informed of the proposal and no objections or issues have been raised. The dimensions and proposed allocation of the land are shown in the Plan for Discussion Purposes provided in **Figure 2 of Appendix B**.

Seven property owners have confirmed an interest in acquiring the land, in particular Lots 2, 3, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes provided in **Figure 2 of Appendix B**, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the roads and reserve, in accordance with policy.

If Council decides to proceed with the proposed discontinuance of the roads and reserve, it will need to undertake the following:

- Procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue the roads.
- Procedures under part 4 of the Planning and Environment Act 1987 and section 24(A) and 35(8) of the Subdivision Act 1988 to remove (discontinue) reserve status from the land, merge the land from the roads and reserve as one and then subdivide the land into various lots.

Once the Plan of Subdivision is registered at Land Use Victoria title to all of the lots in the Plan will issue to Council.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Financial Management

Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote

Council's Valuer has placed a market value of \$4,114.00 (incl GST) on the 22m<sup>2</sup> of land within Lot 1 in the Title Plan TP971526D intended to be sold to the owners of 27 Zoe Circuit, Northcote. The owners will also be meeting a 50% share of Council's legal and administrative costs associated with undertaking the project. The land will also attract Council rates once transferred.



Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

Seven adjoining property owners have agreed to acquire Lots 2, 3, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes at the current market value of the land and to also meet a share of Council's reasonable costs associated with undertaking the discontinuance.

The sale of Lots 2, 3, 13, 14, 18, 22 and 23 in the Plan for Discussion Purposes will realise revenue of \$153,770.00. The land will also attract Council rates once sold.

### **Community Engagement**

Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote

The statutory procedures require Council to give public notice of its intention to discontinue the road and sell the land adjoining 27 Zoe Circuit, Northcote, and invite submissions from affected parties.

Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. In addition, all abutting property owners would be advised of the proposal in writing and informed of their right to make a submission. Following which, a report will be presented to Council for a decision on each of the matters.

Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

Council at its meeting on 27 February 2023, resolved to commence the statutory procedures for the possible discontinuance and sale of the road.

Public Notice of Council's intention to discontinue and sell the road appeared in the Herald Sun newspaper and on Council's website from 31 March 2023 for the duration of the 28-day submission period. In addition, written notification was given to all adjoining property owners and occupiers.

Council received two written submissions with both of the submitters requesting to be heard in support of their submission.

A meeting of Council's Hearing of Submissions Committee was convened on 13 June 2023 to consider the submissions made by the submitters and to hear any verbal presentations made in support of the submissions.

The minutes of the meeting of the Hearing of Submissions Committee have been circulated to Councillors.

The details of the submissions are as follows:

#### **Submission 1: Kathy Milianci and Ari Saris (Figure 4 in Appendix C)**

- Submission received 19 April 2023.
- The submitters provided a written submission in favour of the proposal.
- The submitters elected to be heard in support of their submission and attended the Hearing of Submissions.

**Submission 2: Lindsey Tadd (Figure 5 in Appendix C)**

- Submission received 21 April 2023.
- The submitter provided a written submission which elaborated upon the past history of the land and has raised issues in regard to the Yarra Valley Water sewerage assets, whether the adjoining owners are aware of the purchase costs and whether owners who elect not to purchase the land can access the remaining open section of the roads and reserve.
- The submitter had elected to be heard in support of his submission but did not attend the Hearing of Submissions.

Council is required under section 223 of the *Local Government Act 1989* to take into consideration all of the submissions received. After endorsement of its decision, Council must notify each of the submitters of the decision and detail the reasons for the decision.

**OFFICERS COMMENTS**

The first submitter, whilst in favour of the proposal, has raised concerns about the value of the land and whether any discounts would be applicable.

The land from the roads and reserve is proposed to be sold in accordance with Council's Sale of Minor Assets Policy May 2022 which provides for the land to be sold at its current market value together with contribution towards Council's costs associated with undertaking the discontinuance and also does not provide for any discounts to be applied.

The second submitter has raised a number of issues, for which the following comments are provided:

- Whilst the submitter has provided details of the history of the project, the open section of the roads and reserve at the rear of the submitter's property is not part of the current proposal (and is to be left open for continued access by the adjoining owners). Access to the easternmost open section of the roads and reserve is not compromised by the current proposal.
- Yarra Valley Water has advised that the actual location of its sewer on site could be different to that plotted on the plans. It intends confirming the location of the sewer manholes at a future date after which the alignment of the sewer can be determined to ascertain whether it is in close proximity to the boundaries of Lots 1 and 3 and the rear property boundary of 48 May Street. Any required horizontal clearances from the boundaries would be addressed by Yarra Valley Water and any action, if required, would be taken at that stage.
- All of the owners of the properties adjoining the section of roads and reserve proposed to be discontinued have been apprised of the terms and conditions relating to the sale of the land.
- Any adjoining property owners (including those who elect not to purchase any land), will be able to access the remaining open easternmost section of the roads/reserve which is not earmarked for discontinuance and sale as part of this proposal.

**Other Principles for consideration****Overarching Governance Principles and Supporting Principles**

(a) Council decisions are to be made and actions taken in accordance with the relevant law;

**Public Transparency Principles**

(c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

(d) strategic planning must identify and address the risks to effective implementation;

**Service Performance Principles**

(e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote:

The land associated with this item is currently a road that is on council's Registry of Public Roads. This land is not considered to be an essential element of the road transportation system and will be removed from the Registry at part of the process to discontinue the road.

The land will be consolidated within the Applicant's property and the future use of the land will be guided through planning and building regulations and controls.

Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston

The land associated with this item is currently occupied as passive open space within private residences and is not considered essential (or viable) for retention as public open space or as an essential transportation link.

The land will be consolidated within the Applicant's property and the future use of the land will be guided through planning and building regulations and controls.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The proposed sale of land process accords with suitable EIA measures. This includes that all adjoining landowners were:

- Afforded an equal opportunity to purchase the land.
- And were not prohibited by language barriers or covid related issues (which affected their ability to respond).

**Economic Development and Cultural Considerations**

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

**Operational Impacts**

There are no operational impacts for these matters.

**Legal and Risk Implications**

Council have engaged Macquarie Lawyers to manage the discontinuance and sales process to mitigate any potential risk borne by Council. Council officers will retain specific functions to ensure that the process is supported and that critical timelines are met to ensure the ongoing viability of the project.

**IMPLEMENTATION ACTIONS**

Item 1: Discontinuance and sale of road adjoining the rear of 27 Zoe Circuit, Northcote

- Commence the statutory process by giving public notice of Council's intentions to discontinue and sell the road and provided written notification to adjoining property owners and occupiers.
- Report back to Council on the outcome of the statutory process and seek a resolution on the future of the road.

Item 2: Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston



**Details**

- Arrange for a notice to be published in the Victoria Government Gazette.
- Arrange for the submitters to be informed of Council's decision and the reasons for the decision.
- Arrange for procedures under part 4 of the Planning and Environment Act 1987 and section 24(A) and 35(8) of the Subdivision Act 1988 to remove (discontinue) reserve status from the land, merge the land from the roads and reserve as one and then subdivide the land into various lots to be undertaken.
- Arrange for the land to be sold and transferred to the owners of the adjoining properties by private treaty in accordance with Council policy.

**RELATED DOCUMENTS**

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Sale of Minor Council Property Assets Policy 2015
- Sale of Minor Council Property Assets Policy 2022
- Toward Equality Framework

**Attachments**

- 27 Zoe Circuit, Northcote (**Appendix A**) [↓](#) 
- Rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston (Figures 1-3) (**Appendix B**) [↓](#) 
- Rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston (Figures 4-5) (**Appendix C**) Confidential - enclosed under separate cover

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

**APPENDIX A****ITEM 1: Discontinuance and sale of road adjoining 27 Zoe Circuit, Northcote.**

To contextualise the property matter:

- The Site Plan is shown as **Figure 1**.
- The Title Plan is shown as **Figure 2**.
- The Overall Plan is shown as **Figure 3**.
- The Aerial View is shown as **Figure 4**.

Figure 1 - Site Plan road adjoining 27 Zoe Circuit, Northcote.

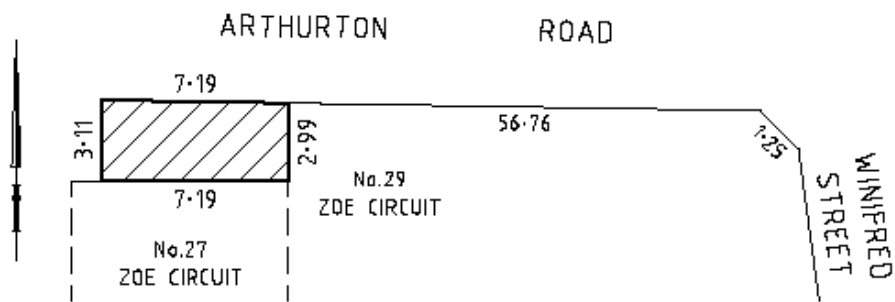


Figure 2 – Title Plan road adjoining 27 Zoe Circuit, Northcote.

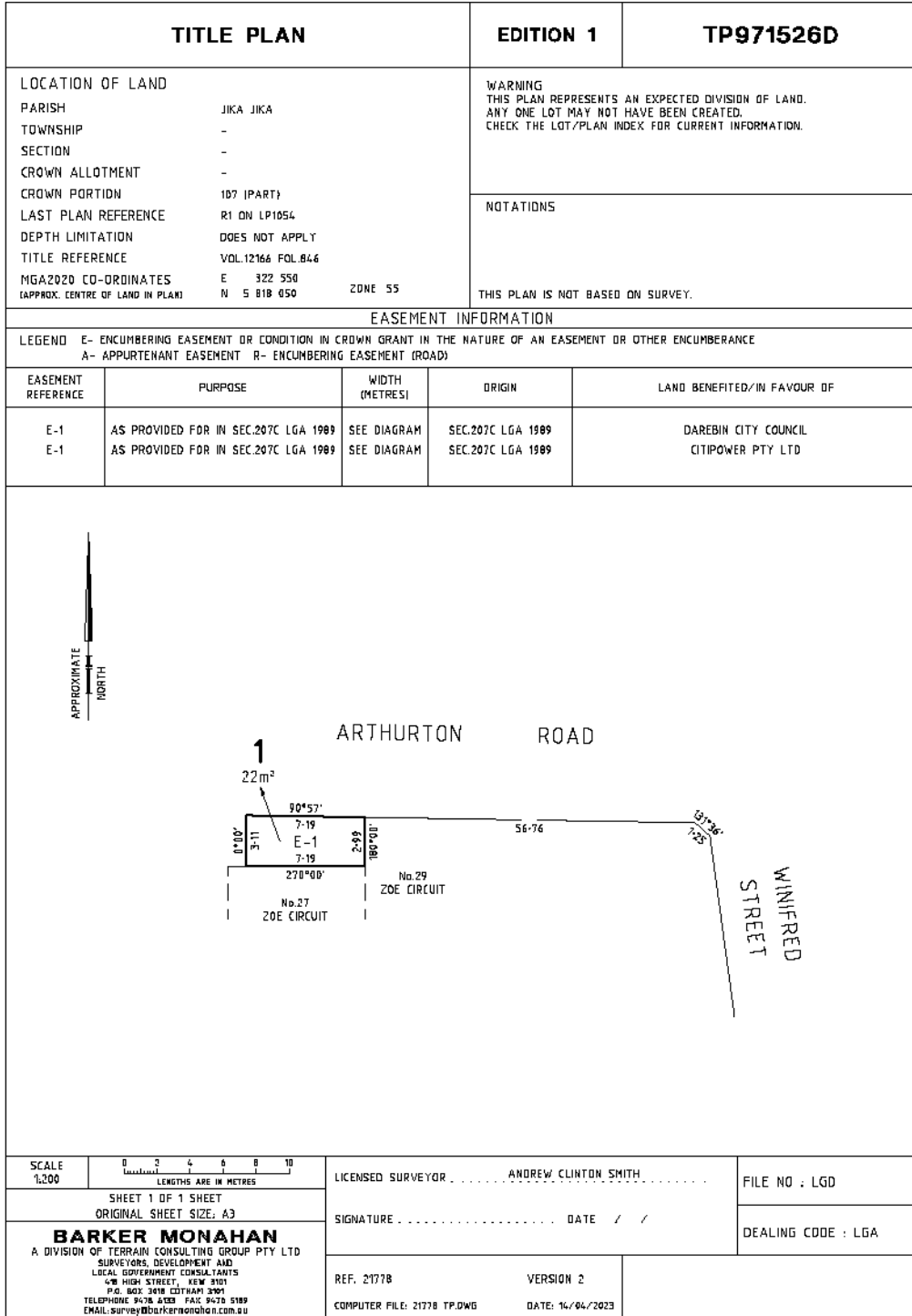




Figure 3 – Overall Plan road adjoining 27 Zoe Circuit, Northcote.

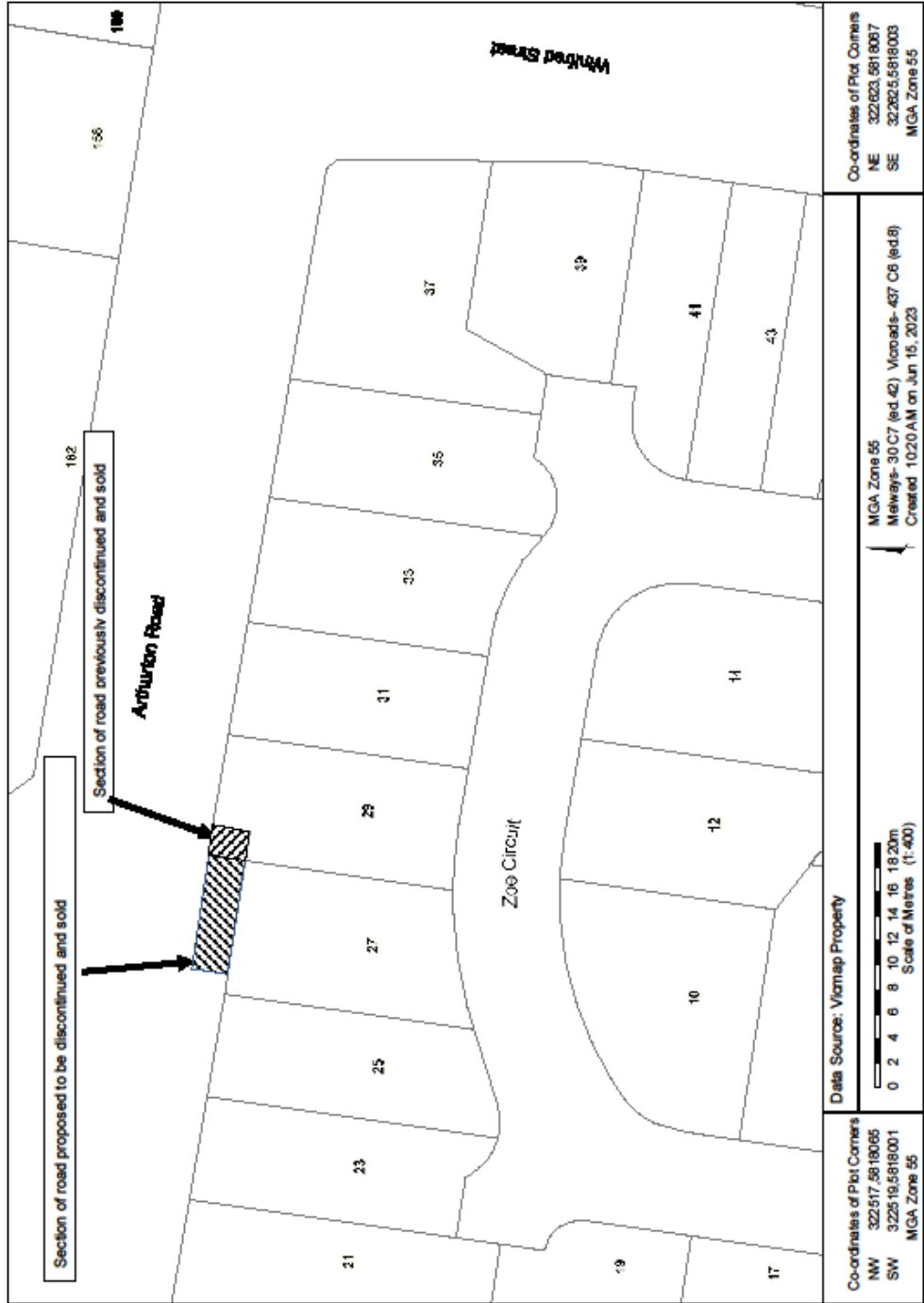
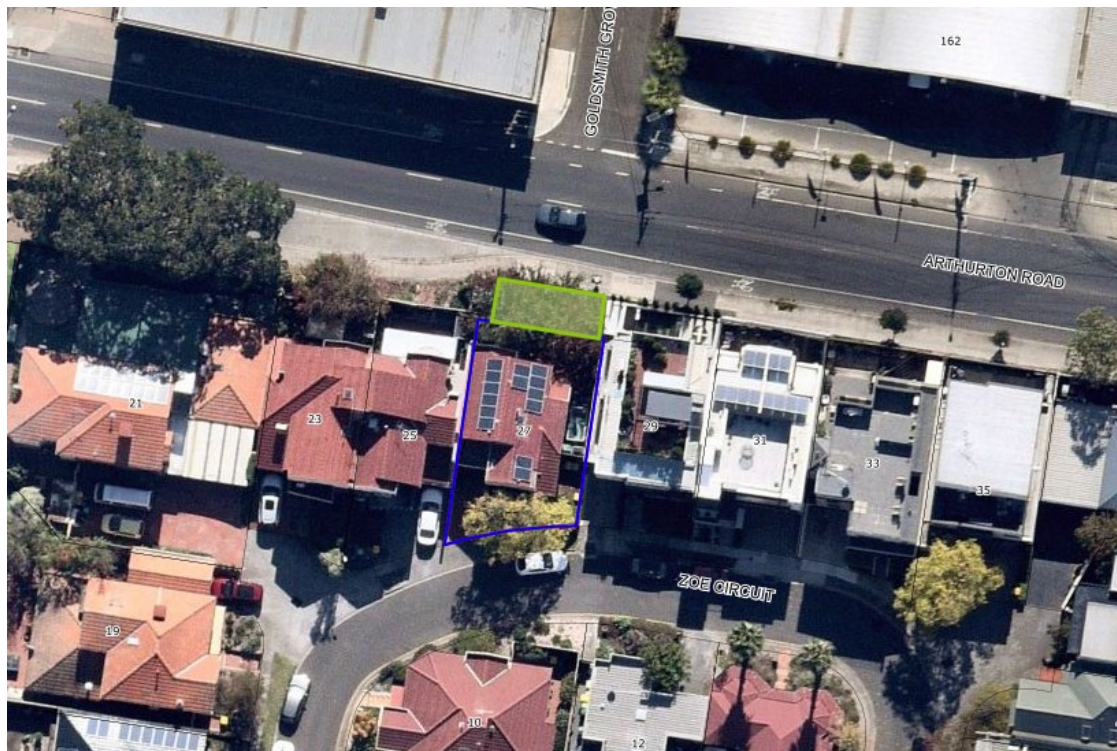


Figure 4 Aerial View road adjoining 27 Zoe Circuit, Northcote.



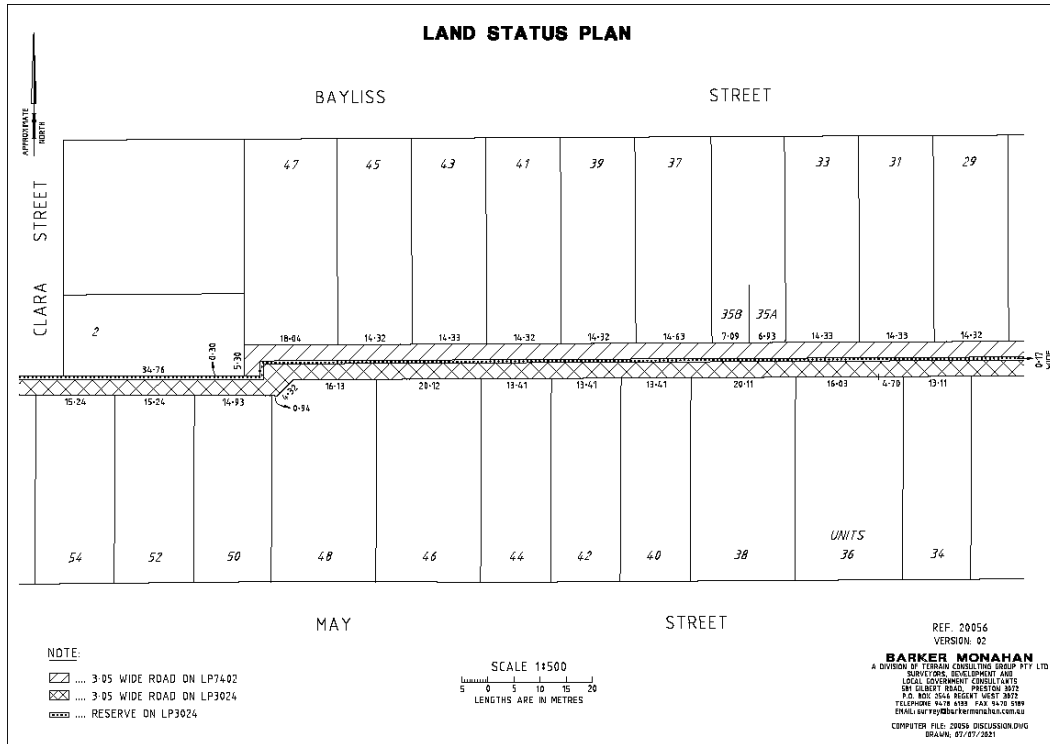


**APPENDIX B****PROPERTY MATTERS JULY 2023****Item 2: Sale of discontinued road adjoining the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston**

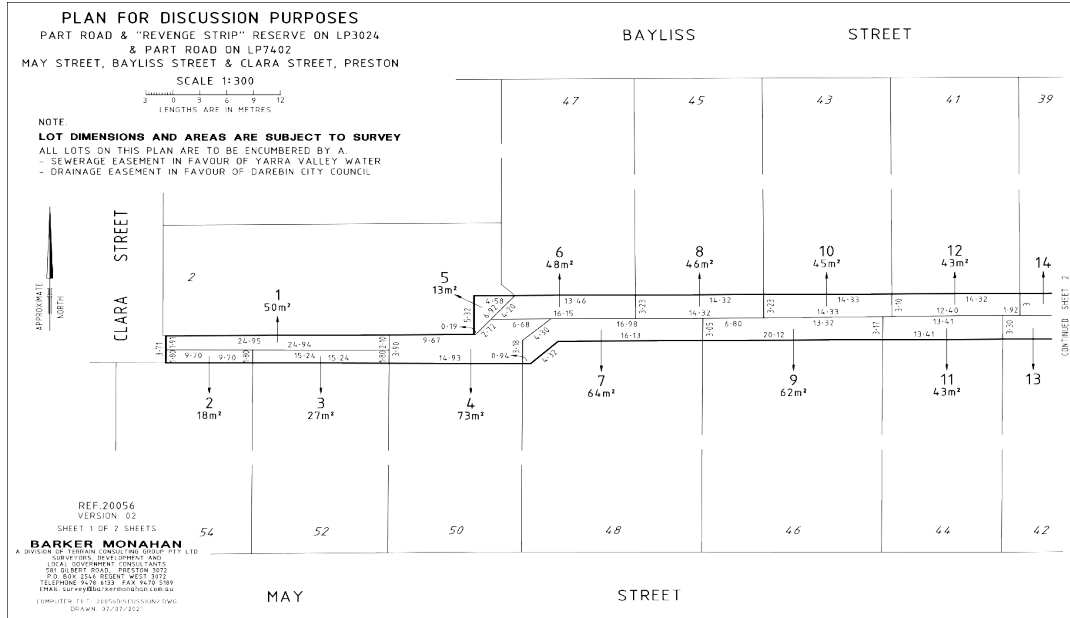
To contextualise the property matter:

- The Land Status Plan is shown as **Figure 1**.
- The Plan for Discussion Purposes is shown as **Figure 2**.
- The Aerial View is shown as **Figure 3**.

**Figure 1 – Land Status Plan Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston**



**Figure 2 – Plan for Discussion Purposes Discontinuance and sale of two roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston**



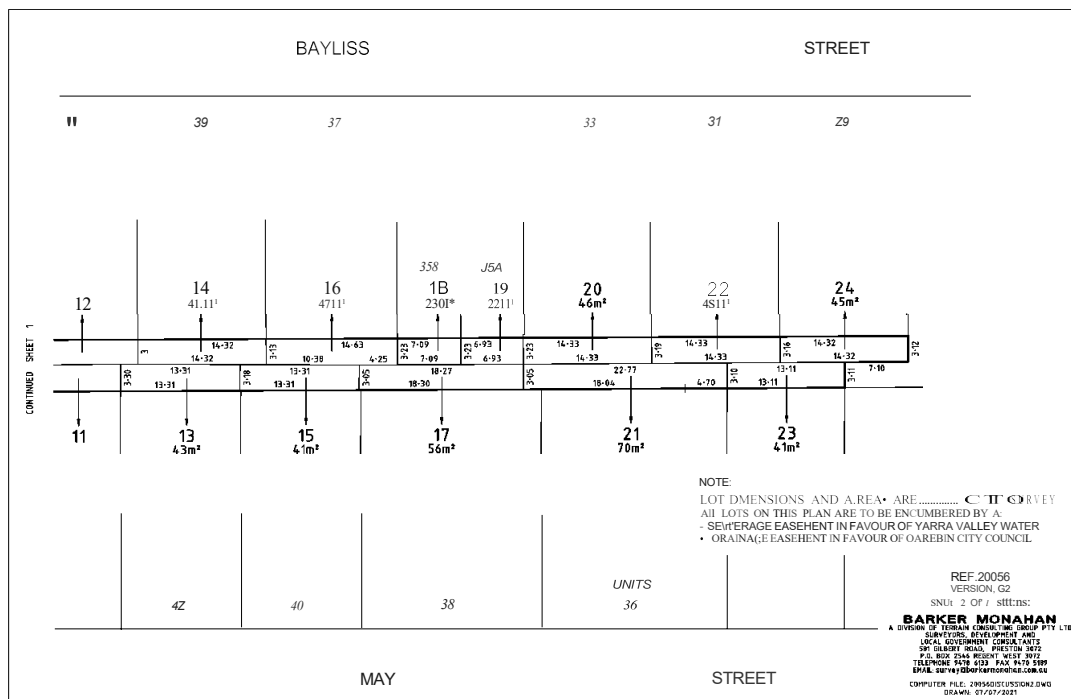
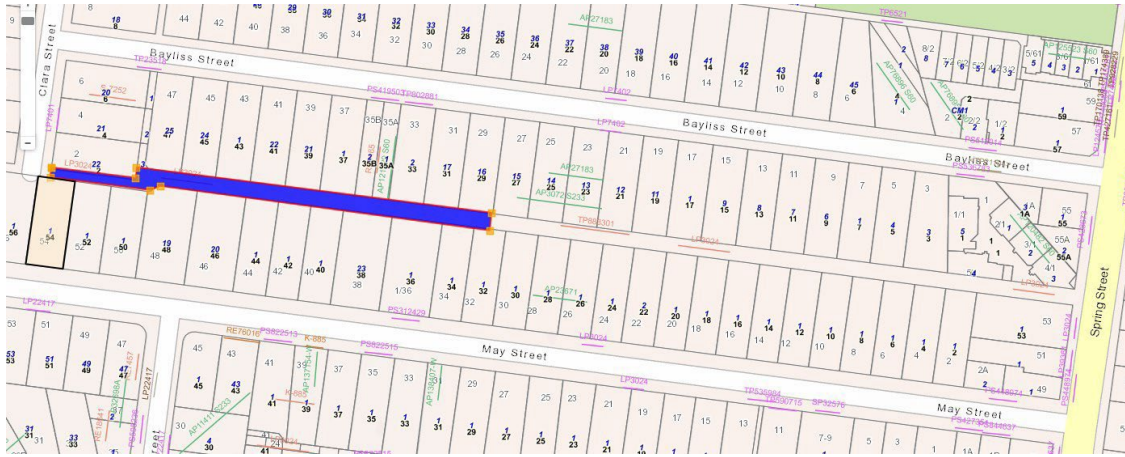


Figure 3 Aerial View roads and a reserve at the rear of 34 to 54 May Street and 29 to 47 Bayliss Street and adjoining 2 Clara Street, Preston (shown in blue)







**9.10 GOVERNANCE REPORT JULY 2023****Author:** Coordinator Governance Services**Reviewed By:** General Manager, Governance and Engagement

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**EXECUTIVE SUMMARY**

- Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors (**Appendix A**)
- Reports by Mayor and Councillors
- Minutes of the Hearing of Submissions Committee Meeting held on 13 June 2023 (**Appendix B**)
- Minutes of the Audit and Risk Committee Meeting held on 19 June 2023 (**Appendix C**)
- Quarterly Freedom of Information (FOI) statistics (1 July 2022 to 30 June 2023)
- Container Deposit Scheme Refund Sharing Protocol Consultation

**Officer Recommendation****That Council:**

- (1) Note the Governance Report – July 2023.
  - (2) Note the Summary of Advisory Committees, Councillor Briefings and other Informal Meetings of Councillors at **Appendix A** to this report, for incorporation in the minutes of this meeting.
  - (3) Note that reports by Mayors and Councillors submitted prior to the meeting and circulated to Councillors, will be incorporated in the minutes of this meeting.
  - (4) Note Councillor Laurence's one week leave reported at the June Council meeting, has since been updated to 1 day and 2 hours leave in June.
  - (5) Note the Summary Minutes of the Hearing of Submissions Committee Meeting held on 13 June 2023 at **Appendix B** to this report.
  - (6) Note the Summary Minutes of the Audit and Risk Committee Meeting held on 19 June 2023 at **Appendix C** to this report.
  - (7) Note the Quarterly Freedom of Information (FOI) statistics (1 July 2022 to 30 June 2023).
  - (8) Endorse the submission to the Container Deposit Scheme Refund Sharing Protocol Consultation, included as (**Appendix D**), that puts forward that:
    - a) The net refund value is split 50/50 between Council and the Material Recovery Facility.
    - b) The sampling container assessment is done every three months.
  - (9) Endorse the Manager Climate Emergency and Sustainable Transport to make administrative changes to the draft submission at Appendix D following a decision at Council.
-

## BACKGROUND / KEY INFORMATION

In accordance with Council's Governance Rules 2020, the agenda for each Ordinary Meeting is required to list certain governance / administrative matters in addition to other specified items.

These include Reports of Standing Committees i.e. Hearing of Submissions Committee, Summary of Meetings i.e. Briefings, Advisory Committee, responses to Public Questions taken on notice and reports by Mayor and Councillors.

In accordance with best practice, good governance principles, transparent and account reporting, officers deem it appropriate to consolidate governance / administrative type nature reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency, and governance matters. This also ensure compliance with the requirements of the *Local Government Act 2020* ('the Act'), Council's Governance Rules and related regulations.

### Previous Council Resolution

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

### ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

### ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

### ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

## DISCUSSION

Matters covered in this report for the month of July 2023 are:

### **Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors**

Council's Governance Rules 2020 require any meeting of an Advisory Committee established by Council and attended by at least one Councillor, or a scheduled or planned meeting to discuss the business of Council, including briefing Councillors, and which is attended by at least half of the Councillors and one member of Council staff (excluding Council, Delegated Committee or Community Asset Committee meetings), the Chief Executive Officer must ensure that a summary of the meeting is:

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The summary of the meeting should include:

- a) Time, date and location of the meeting;
- b) Councillors in attendance;
- c) Topics discussed;
- d) Positions of council officers in attendance;
- e) The organisation that any attendees external to council are representing; and
- f) Conflicts of interest declared, including the reason.

The following Advisory Committees, Councillor Briefings or other Informal Meetings of Councillors are summarised at **Appendix A**:

- Councillor Briefing Session – 1 May 2023
- Sexuality, Sex & Gender Diverse Advisory Committee Meeting – 2 May 2023
- Art & Heritage Advisory Committee – 6 May 2023
- Councillor Briefing Session – 8 May 2023
- Councillor Briefing Session – 15 May 2023
- Summary of Edgars Creek and Edwardes Lake Task Force Meeting – 16 May 2023
- Darebin Interfaith advisory Committee – 25 May 2023
- Councillor Briefing Session – 29 May 2023
- Darebin Education Network – 31 May 2023
- Councillor Briefing Session – 5 June 2023
- Darebin Disability Advisory Committee – 6 June 2023
- Darebin Art & Heritage Advisory Panel – 6 June 2023
- Darebin Nature Trust Advisory Committee – 6 June 2023
- Councillor Briefing Session – 13 June 2023
- Councillor Briefing Session – 14 June 2023
- Councillor Briefing Session – 19 June 2023
- Audit and Risk Committee Meeting – 19 June 2023
- Councillor Briefing Session – 3 July 2023

### **Reports by Mayor and Councillors**

By 4.00pm on the day of each Ordinary Council Meeting, the Mayor and Councillors submit a report detailing their attendance at various functions and activities since the last Council Meeting. These reports will be recorded in the minutes of this meeting.

### **Minutes of the Hearing of Submissions Committee Meeting held on 13 June 2023**

On Tuesday 13 June 2023 a Hearing of Submissions Committee meeting was held to hear from submitters in relation to the proposed discontinuance and sale of two rights of way/roads and the reserve adjoining 29 to 47 Bayliss Street, 34-54 May Street and 2 Clara Street, Preston. The minutes of that meeting are attached as **Appendix B** and are available on Council's website.

### **Audit and Risk Committee Meeting Minutes**

The summary minutes for the Audit and Risk Committee meeting held on 19 June 2023 is provided at **Appendix C** to this report for transparency for both Council and the Darebin Community.

The above summaries relate to a range of governance and legislative requirements. If there are any questions regarding councillor requests for leave (if applicable), this item will need to be deferred to the confidential section of the agenda.

### **Freedom of Information (FOI) Statistics (July 2022 - June 2023)**

The *Freedom of Information Act 1982* extends as far as possible, the right of the community to access information in the possession of the government bodies constituted under the law of Victoria (such as Council) for certain public purposes by:

- a. *making available to the public information about the operations of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available to persons affected by those rules and practices; and*
- b. *creating a general right of access to information in documentary form in the possession of Ministers and agencies limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by agencies.*

As part of Councils commitments made under the Public Transparency Policy, a snapshot of the number of FOI requests made and the outcomes of those requests will be presented to Council on a quarterly basis. The below snapshot encompasses the period 1 July 2022 to 30 June 2023.

	COUNT	COMMENTS
Total Number of Requests Received	65	This number excludes 'Not yet finalised (60 days to pass) per s34 of the FOI Act' and 'No Documents found' as it would result in a double count and VCAT reviews not counted in this.
Outcome of Requests		
Access granted in full (no exempt material)	3	Changed from last time to part as personal affairs redacted.
Access granted in part (some exempt material)	21	
Access denied in full (all material exempt)	8	Or material not in existence.
Withdrawn	7	Discussions made - Resolved outside FOI.
Not Proceeded With	6	Lapsed - Applicant did not respond to letters.
Act does not apply	8	
No Documents found	5	
Not yet finalised (60 days to pass) per s34 of the FOI Act	2	Consulted individuals can seek review of release decision with the Victorian Civil and Administrative Tribunal ("VCAT"). They have 60 days to do so from receiving the letter that matches the decision notice's date.

	COUNT	COMMENTS
Not yet finalised	12	
VCAT appeals lodged	7	Decision on 6 has been made.
Outcome of VCAT Decision on Appeals Arising from Your Decision on Access		
VCAT confirmed agency decision	3	
VCAT varied agency decision	1	
VCAT Overturned agency decision	2	

### **Container Deposit Scheme Refund Sharing Protocol Consultation**

On 30 June 2023, the Victorian Government launched public consultation on the Container Deposit Scheme Refund Sharing Protocols.

The container deposit scheme is a State Government initiative to increase the amount of recyclables being processed by offering a payment for eligible containers. Eligible containers include plastic and glass bottles.

The refund sharing protocols will be between Materials Recovery Facilities (MRF) (who receive and process recyclables) and Local Councils. The protocols will standardise how:

- The number of containers eligible for a refund in the mixed recycling and glass bin will be assessed, and
- How the refund amount will be disbursed.

Fair refund sharing between Council and, the MRF contracted to receive Council's recyclables, will provide a revenue stream from Council's kerbside recycling service.

The draft submission in (**Appendix D**) aligns with the following points from Council's 2020 Waste and Recycling Strategy:

- Incentivise and drive effective waste and recycling behaviour at end of pipe.
- Recycling industry development and sector wide standards.
- Promote and support alternative, accessible recycling options for the community.
- Reduce contamination, increase diversion, minimise waste to landfill and increase resource recovery.

Consultation on the revenue sharing protocols is open until 11 August. Endorsement is being requested of Council on the draft submission (**Appendix D**).

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

**Financial Management**

Not applicable.

**Community Engagement**

Not applicable.

**Other Principles for consideration**

**Overarching Governance Principles and Supporting Principles**

(i) the transparency of Council decisions, actions and information is to be ensured.

**Public Transparency Principles**

(b) Council information must be publicly available unless (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest;

**Strategic Planning Principles**

Not applicable

**Service Performance Principles**

Not applicable

**COUNCIL POLICY CONSIDERATIONS**

**Environmental Sustainability Considerations (including Climate Emergency)**

Nil

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Nil

**Economic Development and Cultural Considerations**

Nil

**Operational Impacts**

Nil

**Legal and Risk Implications**

Nil





## IMPLEMENTATION ACTIONS

Nil

## RELATED DOCUMENTS

- *Local Government Act 1989 (Vic)*
- *Local Government Act 2020 (Vic)*

## Attachments

- Summary of Advisory Committees, Councillor Briefing and of the informal meetings of Councillors (**Appendix A**) [↓](#) 
- 13 June 2023 - Hearing of Submissions Committee Meeting Summary Minutes (**Appendix B**) [↓](#) 
- 19 June 2023 - Audit and Risk Committee Meeting Summary Minutes (**Appendix C**) [↓](#) 
- Container Deposit Scheme Refund Sharing Submission (**Appendix D**) [↓](#) 

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.





## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	1 May 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual*
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Greco*, Cr. Hannan, Cr. Laurence* (in chamber from 5.01pm), Cr. McCarthy* (in chamber from 5.12pm), Cr. Messina (in chamber from 5.16pm) Cr. Rennie
	<b>Council Staff:</b>	Peter Smith, CEO Vanessa Petrie, Acting General Manager City Sustainability and Strategy (item 4.1 & 4.3) Kylie Bennetts, General Manager Community (item 4.2) Jodie Watson, General Manager Governance & Engagement (item 4.4) (5.36pm) Sam Hewett, General Manager Operations & Capital Jacinta Stevens, Manager Corporate Governance Chad Griffiths, Manager City Futures (item 4.1) Alia Slamet, Principal Strategic Planner (item 4.1) Melanie McCarten, Manager Recreation & Libraries (item 4.2) Alan Middlemast, A/Manager, Climate Emergency & Sustainable transport (item 4.3) Daryl Whitfort, A/Chief Financial Officer (item 4.4) Michael O’Riordan*, Coordinator Financial Accountant (item 4.4) Julie Wyndham, Coordinator Corporate Strategy (item 4.4) (left 7.16pm)
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr. Dimitriadis

The Meeting commenced at 4.03pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>Inclusionary Housing Pilot amendment - 16-20 Dumbarton Street Reservoir List each separate matter considered for</b>	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	example:	
4.2	<b>Preston City Oval Cricket Nets</b>	No disclosures were made.
4.3	<b>Parking Management Operating Procedure - Options</b>	No disclosures were made.
MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.4	<b>Planning and Budgeting - Presentation</b>	Cr Messina declared conflict of interest re: Aged Care discussion on Fees and Charges. Left the briefing 6.51pm, returned 6.52pm  Cr Rennie declared conflict of interest re: DIVRS grant funding discussion. Left briefing 7.06pm, returned 7.08pm
4.5	<b>General Business</b>	No disclosures were made.  Updated on operational matter - ASU industrial action commences tomorrow  3KND update on location and funding

The Meeting concluded at 7.23pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Jacinta Stevens
	<b>Officer Title:</b>	Officer Title: Manager, Corporate Governance



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Sexuality, Sex and Gender Diverse Advisory Committee
	<b>Date:</b>	Tuesday, 2 May 2023 5:30 PM-7:00 PM
	<b>Location:</b>	Conference Room, Darebin Civic Centre 350 High Street Preston
<b>PRESENT:</b>	<b>Councillors:</b>	Councillor Susanne Newton
	<b>Council Staff:</b>	Record Council officers (names only) in the following format: Martti Martinson Ana Galvez Wendy Dinning Katie Kiley (virtual)
	<b>Other:</b>	3 community members of the advisory committee. Presenter – Jason Ronstant
<b>APOLOGIES:</b>		n/a

The Meeting commenced at 5.35pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Overview about the activities planned to mark IDAHOBIT on 17 May	No disclosures were made.
2	Darebin's Rainbow Tick Readiness project	No disclosures were made.

The Meeting concluded at 7.02pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Wendy Dinning
	<b>Officer Title:</b>	Acting Manager Equity and Wellbeing



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Art & Heritage Advisory Panel: Welcome morning tea for new panel members
	<b>Date:</b>	Saturday 6 May 2023
	<b>Location:</b>	Bundoora Homestead Art Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susanne Newton
	<b>Council Staff:</b>	Leah Crossman, Art & Collections Coordinator Shona Johnson, Acting Art & Collections Coordinator Vicky Guglielmo, Manager, Creative Culture & Events Matt Pope, Acting Manager, Creative Culture & Events Sarah Werkmeister, Curator, Bundoora Homestead
	<b>Other:</b>	<u>Community advisory Committee members:</u> Diego Ramirez Madeleine McClelland Sue Thornton Ramona Barry Victoria Jones Zoe Bastin Gareth Syvret Asha Bee Abraham Kat Campbell Bala Starr Kate Bonser Amelia Marra
<b>APOLOGIES:</b>		Cr Gaetano Greco  Community advisory committee members: Giovanna D'Abaco Bridie Mackay Jacina Leong Uncle Alan Brown

The Meeting commenced at 11am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome to the Art & Heritage Advisory Panel	No disclosures were made.
2	Tour of Bundoora Homestead Art Centre	No disclosures were made.
3	Nominating a community co-chair at the June panel meeting	No disclosures were made.

The Meeting concluded at 1pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Leah Crossman
	<b>Officer Title:</b>	Art & Collections Coordinator



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	8 May 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual*
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Hannan, Cr. Laurence, Cr. McCarthy, Cr. Messina, Cr. Rennie, Cr. Dimitriadis
	<b>Council Staff:</b>	Peter Smith, CEO Rachel Ollivier, General Manager City Sustainability and Strategy (item 4.1, 5.1) Vanessa Petrie, Acting General Manager City Sustainability and Strategy (item 4.1, 5.1) Kylie Bennetts, General Manager Community (item 4.1) Jodie Watson, General Manager Governance & Engagement Sam Hewett, General Manager Operations & Capital Vicky Guglielmo, Acting Manager Economic Recovery and Resilience (item 4.1) Matt, (item 4.1) Kathryn Pound, Manager City Development (item 4.0 & 5.1)
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr Dimitriadis, Cr Greco

The Meeting commenced at 4.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.0	Planning Briefing	
4.1	Northcote Town Hall Update	
4.2	10yr Financial Plan and Budget	Cr McCarthy declared - Chair of NAGA and CEA – Council appointed roles
4.3	High Level Update on Deliberative Engagement Outreach (verbal)	

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.4	<b>General Business</b> <ul style="list-style-type: none"> <li>- Cricket nets</li> <li>- LGBTQIA+ community safety</li> <li>- Grant opportunity</li> <li>-</li> </ul>	
5.1	<b>Design Excellence Case Studies</b>	
5.2	<b>Council Plan &amp; CPAP</b>	

The Meeting concluded at                      pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Jodie Watson
	<b>Officer Title:</b>	Officer Title: GM Governance and Engagement



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	15 May 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual*
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Hannan, Cr. Laurence*, Cr. McCarthy*, Cr. Messina*, Cr. Rennie, Cr. Dimitriadis*, Cr. Greco*
	<b>Council Staff:</b>	Peter Smith, CEO Rachel Ollivier, General Manager City Sustainability and Strategy Kylie Bennetts, General Manager Community Jodie Watson, General Manager Governance & Engagement Sam Hewett, General Manager Operations & Capital Jacinta Stevens Manager Corporate Governance Vanessa Petrie, Manager Climate Emergency & Sustainable Transport (item 4.5 & 4.6) Michael Pogemiller Senior Coordinator Recreation & Leisure (item 4.4) (5.06 – 5.38pm) Michael O’Riordan Coordinator Financial Accountant (item 4.2) (4.17- 4.31pm) Julie Wyndham Coordinator Corporate Strategy (item 4.2) (4.17- 4.31pm) Wendy Dinning, Manager Equity & Wellbeing (item 4.1) (4.05 – 4.16pm)
	<b>Other:</b>	
<b>APOLOGIES:</b>		

The Meeting commenced at 4.05pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>PACE Model - Community Safety</b>	No Disclosures made Cr TL arrived 4.57* - 5.06 Cr TL arrived in chamber 5.06pm Cr ED arrived 5.16pm*
4.2	<b>2022-23 Q3 Performance Report (Financial</b>	No Disclosure made



MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	and Non-Financial ending 31 March 2023)	
4.3	Principles from deliberative engagement for discussion / inclusion in 10 yr Financial & Council Plan	No Disclosures made
4.4	Preston City Oval Nets	No Disclosures made JW & RO out 5.07pm - 5.10pm TL out 5.32pm – 5.35pm
4.5	Kerbside waste and recycling considerations	No Disclosures made Cr Hannan advised he works at DEECA in a separate group to Waste & Recycling, remained in general discussion KB out 5.39pm - 5.44pm Cr LM left briefing 5.54pm
4.6	M9 - Waste Processing shared services business case - update & issues	No Disclosures made JS out 6.10 – 6.14pm
4.7	Council Meeting Agenda Discussion/Questions	No Disclosures made PS – Budget & Council Plan papers
4.8	General Business	Cr McCarthy arrived 6.37pm* IDAHOBIT Aboriginal Advisory Committee - Yarning Circle in next week or so Advocacy officer – cost of living submission Planner & Builder data on flood locations
5.1	Draft Darebin Art Collection Policy	No Disclosures Made Cr SN advised for noting she is a Board Observer of the Public Galleries of Victoria, no conflict

The Meeting concluded at 6.50pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Jacinta Stevens
	<b>Officer Title:</b>	Officer Title: Manager Corporate Governance



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Edgars Creek and Edwardes Lake Task Force Meeting
	<b>Date:</b>	Tuesday 16 <sup>th</sup> May 2023
	<b>Location:</b>	MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Newton
	<b>Council Staff:</b>	Millie Wells, David Melli, Hannah Lopez, Alisa Rudd, Raine Reddy
	<b>Other:</b>	Record non-Council people (not names) in attendance: A representative from each of the agencies were present: <ul style="list-style-type: none"> <li>• Melbourne Water</li> <li>• Yarra Valley Water</li> <li>• Friends of Edwardes Lake</li> <li>• Friends of Merri Creek</li> <li>• Merri Creek Management Committee</li> <li>• Environmental Protection Authority</li> <li>• Reservoir Frogs Waterwatch</li> </ul>
<b>APOLOGIES:</b>		<ul style="list-style-type: none"> <li>• Friends of Edgars Creek</li> <li>• Cr. Gaetano Greco</li> <li>• Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation</li> </ul>

The Meeting commenced at 4pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and acknowledgment of Country	No disclosures were made
2	Speed Updates - Round table discussion of activities being undertaken within the catchment	No disclosures were made.
3	Confirmation of previous minutes	No disclosures were made.
4	Turtles of the Lake	No disclosures were made.
5	Water monitoring	No disclosures were made.

## SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
6	Edgars Creek Gross Pollutant Trap budget bid	No disclosures were made.
7	Litter source reduction plan for the Edwardes Lake	No disclosures were made.

The Meeting concluded at 5.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Millie Wells
	<b>Officer Title:</b>	Coordinator – Natural Environment



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Interfaith Advisory Committee
	<b>Date:</b>	25 May 2023
	<b>Location:</b>	Thornbury Church of Christ
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Julie Williams Ania Sieracka, Grace Tan, Ana Galvez
	<b>Council Staff:</b>	Northern Community Church of Christ, Thornbury Church of Christ, Focolare Movement, West Preston Baptist Church, Bahai Community of Darebin
	<b>Other:</b>	Sikh Interfaith Council of Victoria, Community Representatives (2), Victoria Police (2)
<b>APOLOGIES:</b>		

The Meeting commenced at 5.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Committee Update: Interfaith Dialogue Roundtable Conversations with Deputy Mayor of Maribyrnong and potential for connecting with their Interfaith Committee  Thread Together, a new program at Northern Community CareWorks	No disclosures were made
2	Actions from previous meeting: 2023 Place of Worship Tour (Hindu Temple) 2023 Place of Worship Tour (Maronite Church and Antioch Church) Refugee Week Working Group: Update Attendance and Recruitment	No disclosures were made
3	Committee discussion:	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	Pledge for revision and advice from Council Senior Advisor, Diverse Communications and Engagement  Working Groups: Update	

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

The Meeting concluded at 7.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Ana Galvez
	<b>Officer Title:</b>	Interfaith & Multicultural Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	29 May 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual*
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Hannan, Cr. McCarthy (5.15pm), Cr. Messina, Cr. Rennie (5.11pm), Cr. Dimitriadis, Cr Greco*
	<b>Council Staff:</b>	Rachel Ollivier, General Manager City Sustainability and Strategy Jodie Watson, General Manager Governance & Engagement Sam Hewett, General Manager Operations & Capital Vicky Guglielmo, General Manager Community Melanie McCarten, Manager Recreation & Libraries
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr. Laurence, Peter Smith, CEO, Kylie Bennetts, General Manager Community, Cr. Dimitriadis, Cr. Greco

The Meeting commenced at 5.06pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.0	Preston City Oval Cricket Nets	No Disclosures

The Meeting concluded at 5.43pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Jacinta Stevens
	<b>Officer Title:</b>	Officer Title: Manager Corporate Governance



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	<b>Darebin Education Network</b>
	<b>Date:</b>	Wednesday, May 31, 2023
	<b>Location:</b>	Darebin Intercultural Centre, 350 High Street, Preston 3072
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie
	<b>Council Staff:</b>	Teneille Summers Kathie Duncan Kirsty Baird Yusuke Akai Jackie Mansourian Celia Chang in part Natalie Jamieson, in part
	<b>Other:</b>	Principals and representatives from 5 Darebin schools 1 Representative from Department of Education and Training/North Eastern Melbourne Area (NEMA)
<b>APOLOGIES:</b>		Principals and representatives from 5 Darebin schools

The Assembly commenced at 2.00pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Minutes of Previous Meeting, March 7, 2023	No disclosures were made.

## ASSEMBLY OF COUNCILLORS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
2	<b>Darebin's new space – Darebin Intercultural Centre</b>  Presentation and Discussion	No disclosures were made.
3	<b>Decolonising the Northcote High School Library Collection</b>  Presentation and Discussion	No disclosures were made.
4.	<b>Examples of intercultural programs in Darebin's schools</b>	No disclosures were made.
5.	<b>Embed and sustain learning and teaching Aboriginal History and Culture and truth-telling within Darebin schools?</b>	No disclosures were made.

The Assembly concluded at 4.00pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Jackie Mansourian
	<b>Officer Title:</b> Community Development Officer

This form is to be completed by the nominated Council Officer and returned to the Governance, Council Business and civic Services Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.





## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	5 June 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr Dimitriadis*, Cr. Laurence, Cr. McCarthy*, Cr. Rennie, Cr Hannan (4.30pm)*
	<b>Council Staff:</b>	Peter Smith, CEO (4.21pm) Vanessa Petrie, Acting General Manager City Sustainability and Strategy Jo Smale, Acting General Manager Community Jodie Watson, General Manager Governance & Engagement (item 4.1) Rachel Ollivier, Acting General Manager Operations & Capital Jacinta Stevens, Manager Corporate Governance Enna Giampiccolo, Manager Communications, Engagement & Customer Experience (item 4.1) James Williams, Emergency Management Coordinator (item 5.1) Brodie Butler-Robey, Acting Manager Economic Recovery & Resilience (item 5.2) Vicky Guglielmo, Manager Creative Culture & Events (item 5.1 & 5.2)
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr Greco, Cr Messina

The Meeting commenced at 4pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>Darebin Annual Community Survey</b>	No Disclosures were made
4.2	<b>General Business</b>	No Disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5.1	Municipal Emergency Management Plan	No Disclosures were made

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
5.2	Jobs Advocate Update	No Disclosures were made

The Meeting concluded at 4.55pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jacinta Stevens
	<b>Officer Title:</b>	Manager Corporate Governance



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER

<b>MEETING DETAILS:</b>	<b>Title:</b>	<a href="#">Darebin Disability Advisory Committee</a>
	<b>Date:</b>	<a href="#">6 June 2023</a>
	<b>Location:</b>	MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	<a href="#">Cr Williams</a>
	<b>Council Staff:</b>	Katie Kiley, Senior Team Leader, Access and Inclusion  Tobi Evans, Community Development Officer, Access and Inclusion  Caz Smith, Darebin Libraries  Sarah Werkmeister, Bundoora Homestead
	<b>Other:</b>	Darebin Disability Advisory Committee
<b>APOLOGIES:</b>		

The Meeting commenced at 11 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Darebin Libraries' application for the Pierre Gorman Award.	No disclosures were made.
2	<a href="#">Accessibility at Bundoora Homestead.</a>	No disclosures were made.

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

The Meeting concluded at 7:02pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Tobi Evans
	<b>Officer Title:</b>	Community Development Officer (Access and Inclusion)

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting **and in the register available for public inspection.**



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Art & Heritage Advisory Panel
	<b>Date:</b>	Tuesday 6 June 2023
	<b>Location:</b>	Bundoora Homestead Art Centre, 7 Prospect Hill Drive Bundoora
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susanne Newton
	<b>Council Staff:</b>	Leah Crossman, Art & Collections Coordinator Shona Johnson, Acting Art & Collections Coordinator
	<b>Other:</b>	<u>Advisory Committee members:</u> Sue Thornton Ramona Barry Asha Bee Abraham Zoe Bastin Uncle Alan Brown Kat Campbell Giovanna D'Abaco Victoria Jones Madeleine McClelland Bala Starr Gareth Syvret
<b>APOLOGIES:</b>		Kate Bonser Diego Ramirez Amelia Marra Jacina Leong Bridie Mackay

The Meeting commenced at 6pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	<b>INTRODUCTIONS OF NEW COMMUNITY PANEL MEMBERS</b>	No disclosures were made.
2	<b>ELECTING A COMMUNITY CO-CHAIRPERSON</b>	No disclosures were made.
3	<b>TRUTH TELLING HISTORY PROJECT AT BUNDOORA HOMESTEAD</b>	No disclosures were made.
4	<b>FUNDRAISING AND SPONSORSHIP STRATEGY FOR BUNDOORA</b>	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	HOMESTEAD	
	WHAT'S COMING UP AT BUNDOORA HOMESTEAD	No disclosures were made

The Meeting concluded at 7.30pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Leah Crossman <b>Officer Title:</b> Art & Collections Coordinator
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## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Darebin Nature Trust Advisory Committee
	<b>Date:</b>	6 June 2023
	<b>Location:</b>	Online: Microsoft Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Tom Hannan Cr. Susanne Newton Cr. Trent McCarthy
	<b>Council Staff:</b>	Millie Wells Alisa Rudd Stephanie Kuisma Natalie Jamieson
	<b>Other:</b>	Members (2)
<b>APOLOGIES:</b>		Members (2); Councillors (0)

The Meeting commenced at 5.00 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome & Acknowledgements	No disclosures were made
2	Presentation and discussion: Climate Emergency Strategy update	No disclosures were made
3	Project updates: <ul style="list-style-type: none"> <li>• City Nature Challenge 2023 results</li> <li>• Cheddar Rd. Revitalisation Project</li> <li>• Turtle fence at Edwardes Lake</li> </ul>	No disclosures were made
4	DNT members recruitment	No disclosures were made
5	Other business	No disclosures were made

The Meeting concluded at 7.07 pm

**SUMMARY OF MEETINGS PUBLIC RECORD (CONT)**

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name: Millie Wells
	<b>Officer Title:</b>	Officer Title: Co-ordinator Natural Environment





**SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS**

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	13 June 2023
	<b>Location:</b>	Fully Virtual meeting held via MS Teams.
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Dimitriadis (6.05pm), Cr. Greco (6.04pm), Cr Hannan (5.54pm), Cr. McCarthy, Cr. Rennie
	<b>Council Staff:</b>	Vanessa Petrie, Acting General Manager City Sustainability and Strategy Kathryn Pound, Manager City Development Neil Cooney, Assistant Manager City Development Johannes Wuebbels, Principal Planner Beth Lamb, Senior Statutory Planner Paul Moriarty, Senior Statutory Planner
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr, Laurence, Cr. Messina

The Meeting commenced at 5.46pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	Pre - Planning Committee Meeting Questions and Discussion	No Disclosures were made

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**


The Meeting concluded at 6.06PM

<b>RECORD</b>	<b>Officer Name:</b>	Vanessa Petrie, Acting General Manager City
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COMPLETED BY:	Officer Title:	Sustainability and Strategy
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## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	14 June 2023
	<b>Location:</b>	Fully virtual meeting held via MS Teams.
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton, Cr. Dimitriadis, Cr. Greco, Cr. Hannan, Cr. McCarthy (5.06pm), Cr. Rennie (5.08pm), Cr. Laurence (6.33pm), Cr. Messina
	<b>Council Staff:</b>	Peter Smith, CEO Vanessa Petrie, General Manager City Sustainability and Strategy Jodie Watson, General Manager Governance & Engagement (5.12pm) Rachel Ollivier, Acting General Manager Operations & Capital Kylie Bennetts, General Manager Community Jacinta Stevens, Manager Corporate Governance Daryl Whitfort, Interim Chief Financial Officer Dean Gibbons, Coordinator Management Accountant Julie Wyndham, Coordinator Corporate Strategy
	<b>Other:</b>	
<b>APOLOGIES:</b>		Nil

The Meeting commenced at 5.05pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>Community Feedback - Draft 2023-24 Budget, Draft Revised Council Plan 2021-25 and associated matters</b>	No Disclosures made The CEO facilitated discussions in relation to the draft 2023-24 budget and Revised Council Plan
4.2	<b>Options for a Homemade Food and Wine Festival Budget Request</b>	No Disclosures made

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**


The Meeting concluded at 6.55pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Jacinta Stevens, Manager Corporate Governance <b>Officer Title:</b>
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## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	19 June 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual
<b>PRESENT:</b>	<b>Councillors:</b>	Deputy Mayor Newton, Cr Dimitriadis*, Cr Hannan, Cr Laurence, Cr. McCarthy, Cr Messina* Mayor Williams joined the briefing at 4.29pm. Cr Rennie joined the briefing at 5.50pm <i>*Attended virtually</i>
	<b>Council Staff:</b>	Peter Smith, CEO Vanessa Petrie, General Manager City Sustainability and Strategy Jodie Watson, General Manager Governance & Engagement Rachel Ollivier, General Manager Operations & Capital (Item 4.4) Kylie Bennetts, General Manager Community (Item 4.1 & 4.3) Vicky Guglielmo, Acting Manager Economic Recovery and Resilience (Item 4.1,4.2 & 4.3) Casey Ward Manager Capital & Major Projects (Item 4.4)
	<b>Other:</b>	Johanna Greenway, Producer and Strategist – 86 Festival (Item 4.1)
<b>APOLOGIES:</b>		Cr. Greco

The Meeting commenced at 4.10pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>86 Festival Presentation by the Creative Team</b>	There were no disclosures

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.2	<b>Economic Summit and Options for a Chamber of Commerce High Level Plan</b>	There were no disclosures
4.3	<b>Preston Market Response to Notice of Motion - Traders Committee Options</b>	There were no disclosures
4.4	<b>Verbal Briefing – Flood mapping</b>	There were no disclosures
4.5	<b>Council Meeting Agenda – 26 June</b>	There were no disclosures
4.6	<b>General Business</b> <ul style="list-style-type: none"> <li>- <b>Enterprise Bargaining</b></li> <li>- <b>CEO Contractual Matter**</b> GM Governance &amp; Engagement and councillors only.</li> </ul>	<p>Cr Laurence noted an interest</p> <p>Cr Newton noted an interest in a relevant union.</p> <p>Peter Smith declared a conflict and departed the briefing.</p>

The Meeting concluded at 6.25pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jodie Watson
	<b>Officer Title:</b>	General Manager Governance & Engagement



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Audit and Risk Committee Meeting
	<b>Date:</b>	Monday 19 June 2023
	<b>Location:</b>	Council Chambers, Darebin Civic Centre
<b>PRESENT:</b>	<b>Committee Members:</b>	<ul style="list-style-type: none"> <li>• Lisa Tripodi (Independent External Member) (Chairperson)</li> <li>• Jonathan Kyvelidis (Independent External Member)</li> <li>• Cr. Julie Williams (Councillor Member)</li> <li>• Cr. Lina Messina – (Councillor Member) #</li> </ul>
	<b>Council Staff:</b>	<ul style="list-style-type: none"> <li>• Peter Smith – Chief Executive Officer</li> <li>• Jodie Watson – General Manager Governance and Engagement</li> <li>• Vanessa Petrie – General Manager City Sustainability and Strategy</li> <li>• Rachel Ollivier – General Manager Operations and Capital</li> <li>• Kylie Bennetts – General Manager Community</li> <li>• Bobbie-Lea Bright - Coordinator Risk and Improvement</li> <li>• Lalitha Koya – Manager Information Services (Confidential Report - Incident Response Plan &amp; Ransomware Response Plan and Item 6.3)</li> <li>• Daryl Whitfort – Interim Chief Finance Officer (Item 7.1 and 7.2)</li> <li>• Michael O’Riordan – Coordinator Financial Accountant (Item 7.1 and 7.2)</li> <li>• Yvette Fuller – Manager People and Culture (Item 8.2)</li> <li>• Kathryn Pound – Manager City Development (Confidential Report – Flood Mapping Implementation)</li> <li>• Casey Ward – Manager Capital and Major Projects (Confidential Report – Flood Mapping Implementation)</li> <li>• Chad Griffiths – Manager City Futures (Confidential Report – Flood Mapping Implementation)</li> <li>• Anton Fernando – Cyber Security Specialist (Confidential Report - Incident Response Plan &amp; Ransomware Response Plan and Item 6.3)</li> <li>• Winston Fernando – Cyber Security Specialist (Confidential Report - Incident Response Plan &amp; Ransomware Response Plan and Item 6.3)</li> </ul>

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

		Minutes <ul style="list-style-type: none"> <li>Ilker Destan – Audit and Compliance Officer</li> </ul>
	<b>Other:</b>	<b>Internal Auditor</b> <ul style="list-style-type: none"> <li>Kapil Kukreja (Partner - HLB Mann Judd) #</li> <li>Pat Scanlon (Partner, Global NTT Digital)</li> <li>Ben Owens (Manager, Global NTT Digital) #</li> </ul> <b>External Auditor</b> <ul style="list-style-type: none"> <li>Josh Porker (Principal, RSD Audit) #</li> </ul> <b>Observer</b> <ul style="list-style-type: none"> <li>Councillor Susan Newton #</li> </ul> # attended virtually
<b>APOLOGIES:</b>		<ul style="list-style-type: none"> <li>Dr. Marco Bini (Independent External Member)</li> <li>Jacinta Stevens (Manager Corporate Governance)</li> <li>Mark Holloway (Partner, HLB Mann Judd)</li> </ul>

The Meeting commenced at 09:15 AM

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and Acknowledgement of Country	
2	In-Camera Discussion	2.1 – Flood Mapping Implementation (Confidential) Action 1 2.2 - Incident Response Plan and Ransomware Response Plan (Confidential)
3	Apologies	
4	Disclosure of Conflict of Interest	None declared.
5	Confirmation of the Minutes of the Previous Audit Committee Meeting	
5	CEO Quarterly Update	
6	Standing Reports	6.1 – Actions Arising from Previous Meeting Action 2 6.2 - Committee Work Plan Report Action 3, Action 4, Action 5, Action 6 6.3 – Information Services Report Action 7, Action 8, Action 9, Action 10



## SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
<b>Item 7</b>	Financial Reports	7.1 – Quarterly Financial Report 7.2 – VAGO Interim Management Letter for the financial Year Ending 30 June 2023 Action 11
<b>Item 8</b>	Risk Management	8.1 – Quarterly Risk Management Report Action 12, Action 13, Action 14, Action 15, Action 16, Action 17, Action 18, Action 19 8.2 – Quarterly Safety Report
<b>Item 9</b>	Internal Audit	9.1 – Internal Audit Program Status and Audit Scopes for Approval 9.2 – Completed Internal Audits 9.3 – Outstanding Audit Actions Status Report 9.4 – Recent Report and Publications Action 20 9.5 – Three-Year Strategic Internal Audit Plans and 2023-24 Internal Audit Plan Progress Status Action 21, Action 22, Action 23, Action 24, Action 25, Action 26
<b>Item 10</b>	Governance	10.1 – Committee Management Report Action 27, Action 28, Action 29 10.2 – Report to the Minister for Local Government – Action Plan
<b>Item 11</b>	Other Business	

The Meeting concluded at 12:01 PM

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Ilker Destan
	<b>Officer Title:</b> Audit and Compliance Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session & Workshop
	<b>Date:</b>	3 July 2023
	<b>Location:</b>	Hybrid: - In person – Chamber - Virtual
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Deputy Mayor Newton* (4.00pm), Cr. Dimitriadis* (4.03pm), Cr. Greco, Cr. Hannan (4.01pm), Cr. Laurence (5.03pm), Cr. McCarthy*, Cr. Messina*, Cr. Rennie
	<b>Council Staff:</b>	Peter Smith, CEO Vanessa Petrie, General Manager City Sustainability and Strategy Jodie Watson, General Manager Governance & Engagement (Item 4.3) Rachel Ollivier, General Manager Operations & Capital (Item 4.1 & 4.2) Kylie Bennetts, General Manager Community Jacinta Stevens, Manager Corporate Governance (Item 4.3) Casey Ward, Manager Capital & Major Projects (Item 4.1 & 4.2) Melanie McCarten, Manager Recreation & Libraries (Item 4.1) Chad Griffiths, Manager City Futures (Item 4.2) Kathryn Pound, Manager City Development (Item 4.2)
	<b>Other:</b>	Megan Lawton, Justitia
<b>APOLOGIES:</b>		

The Meeting commenced at 3.59pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>Works to Council buildings by Others</b>	Cr Rennie declared a conflict re: Jika Jika premise and will leave the chamber if any discussion occurs.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.2	<b>Implementation of Darebin's 2023 flood mapping</b>	No Disclosures Made
4.3	<b>Draft Community Complaints about a Councillor Policy</b>	No Disclosures Made
	<b>Councillor Good Governance Action Workshop – Code of Conduct Procedures (Process for lodging a complaint)</b>	No Disclosures Made This workshop was facilitated by Megan Lawton, Justitia Jodie Watson & Jacinta Stevens were present during the workshop

The Meeting concluded at 7.50pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jacinta Stevens
	<b>Officer Title:</b>	Manager, Corporate Governance



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# MINUTES OF THE HEARING OF SUBMISSIONS COMMITTEE MEETING

Virtual Meeting held on Tuesday 13 June 2023

Released to the public on 15 June 2023

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**MINUTES OF THE HEARING OF SUBMISSIONS COMMITTEE  
MEETING OF DAREBIN CITY COUNCIL  
HELD VITUALLY ON TUESDAY 13 JUNE 2023**

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THE MEETING OPENED AT 5.32PM

**1. PRESENT**

***Councillors***

Cr. Julie Williams (Mayor) (Chairperson)  
Cr. Susanne Newton (Deputy Mayor)  
Cr. Emily Dimitriadis  
Cr. Gaetano Greco  
Cr. Tom Hannan  
Cr. Trent McCarthy  
Cr. Susan Rennie

***Council Officers***

Jodie Watson – General Manager Governance and Engagement  
Jacinta Stevens - Manager Corporate Governance  
Chris Ryan - Manager Property & Asset Strategy  
Greg Phippen - Coordinator Property Services

**2. APOLOGIES**

CR. LINA MESSINA  
CR. TIM LAURENCE

**3. DISCLOSURES OF CONFLICTS OF INTEREST**

Nil

HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES

13 JUNE 2023

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**4. CONFIRMATION OF THE PREVIOUS HEARING OF  
SUBMISSIONS COMMITTEE MEETING**

**Committee Decision**

**MOVED:** Cr. T McCarthy  
**SECONDED:** Cr. G Greco

**That** the Minutes of the Hearing of Submissions Committee Meeting held on 14 March 2023 be confirmed as a correct record of business transacted.

**CARRIED UNANIMOUSLY**

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**HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES****13 JUNE 2023**

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**5. CONSIDERATION OF REPORTS****5.1 PROPOSED DISCONTINUANCE AND SALE OF TWO ROADS AND ONE RESERVE ADJOINING 29 TO 47 BAYLISS STREET, 34-54 MAY STREET AND 2 CLARA STREET, PRESTON****Author:** Manager Property & Asset Strategy**Reviewed By:** General Manager, Governance and Engagement

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**Submissions*****The following person addressed the Committee in support of their submission:***

- *Kathy Milianci*

**EXECUTIVE SUMMARY**

The purpose of this report is to seek the Hearing of Submissions Committee's consideration of the submissions made on the proposed discontinuance and sale of two rights of way/roads and the reserve adjoining 29 to 47 Bayliss Street, 34-54 May Street and 2 Clara Street, Preston.

At its meeting on 27 February 2023, Council resolved to commence statutory procedures under section 206 and clause 3 of Schedule 10 of the *Local Government Act 1989* regarding the proposed discontinuance and sale of two rights of way/roads and the reserve adjoining 29 to 47 Bayliss Street, 34-54 May Street and 2 Clara Street, Preston.

Public notice was given of Council's intention to discontinue and sell the subject road in The Age newspaper and on Council's website on 31 March 2023, in addition all adjoining owners and occupiers of the whole of the roads and reserve were consulted in writing. The public notice period ended on Friday, 28 April 2023. Council received two written submissions in regard to the proposal with two requesting to be heard by Council in support of their submission.

It is noted that the role of the Hearing of Submissions Committee is only to 'hear' and receive submissions. There are no options for consideration, or analysis of submissions included in this report.

Following the Hearing of Submissions Committee meeting, a further report in relation to the proposed discontinuance and sale of the subject roads and reserve will be provided to Council on 24 July 2023 seeking a final resolution on the same matter.



HEARING OF SUBMISSIONS COMMITTEE MEETING MINUTES

13 JUNE 2023

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**Committee Decision**

**MINUTE NO. 23-034**

**MOVED:** Cr. S Rennie  
**SECONDED:** Cr. T Hannan

**That Council:**

- (1) Receives the written and verbal submissions.
- (2) Thanks all submitters and presenters for addressing the Committee in support of their written responses.
- (3) Receives a report to 24 July 2023 Council Meeting as part of Council's deliberations in considering the proposed discontinuance and sale of two rights of way/roads and the reserve adjoining 29 to 47 Bayliss Street, 34-54 May Street and 2 Clara Street, Preston.

**CARRIED UNANIMOUSLY**

## **6. CLOSE OF MEETING**

The meeting closed at 5.42pm.



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# SUMMARY MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Held on Wednesday 19 June 2023 at Darebin Civic  
Centre, 350 High Street Preston 09:00 AM





**MONDAY 19 JUNE 2023**  
**COUNCIL CHAMBERS (NGURUNGAETA ROOM) - DAREBIN CIVIC**  
**CENTRE 350 HIGH STREET PRESTON**

*(Between 9:15 AM and 9:45 AM, in-camera discussion was held)*

**Attendees**

**Members**

- Lisa Tripodi (Independent External Member) (Chairperson)
- Jonathan Kyvelidis (Independent External Member)
- Cr. Julie Williams (Committee Member)
- Cr. Lina Messina (Committee Member) # *(left 11:35)*

**Internal Auditor**

- Kapil Kukreja – Partner, HLB Mann Judd # *(virtually attended 11:45)*
- Pat Scanlon – Partner, Global NTT Digital
- Ben Owens – Manager, Global NTT Digital # *(virtually attended 11:20 and left 11:45)*

**External Auditor**

- Josh Porker – Principal, RSD Audit # *(virtually attended 10:25)*

**Council Officers – Regular Attendees**

- Peter Smith – Chief Executive Officer
- Jodie Watson – General Manager Governance and Engagement
- Rachel Ollivier – General Manager Operations and Capital
- Vanessa Petrie – General Manager City Sustainability and Strategy
- Kylie Bennetts – General Manager Community
- Bobbie-Lea Bright - Coordinator Risk and Improvement
- Lalitha Koya – Manager Information Services (Confidential Report - Incident Response Plan & Ransomware Response Plan and Item 6.3)
- Daryl Whitfort – Interim Chief Finance Officer (Item 7.1 and 7.2)
- Michael O’Riordan – Coordinator Financial Accountant (Item 7.1 and 7.2)
- Yvette Fuller – Manager People and Culture (Item 8.2)

**Council Officers – Invited Guests**

- Kathryn Pound – Manager City Development (Confidential Report – Flood Mapping Implementation)
- Casey Ward – Manager Capital and Major Projects (Confidential Report – Flood Mapping Implementation)
- Chad Griffiths – Manager City Futures (Confidential Report – Flood Mapping Implementation)
- Anton Fernando – Cyber Security Specialist (Confidential Report - Incident Response Plan & Ransomware Response Plan and Item 6.3)
- Winston Fernando – Cyber Security Specialist (Confidential Report - Incident Response Plan & Ransomware Response Plan and Item 6.3)

**Observers**

- Councillor Susan Newton # *(virtually attended 10:00)*

**Minutes**

- Ilker Destan – Audit and Compliance Officer

# These participants attended virtually

**DISCLAIMER:**

The information contained in this report is designated confidential by the Chief Executive Officer as it is confidential information for the purposes of Section 3(1) of the Local Government Act 2020 because it is Council business information, being information that would prejudice Council’s position in commercial negotiations if prematurely released. This ground applies because of the sensitive and varied nature of the information received and considered by the Audit & Risk Committee from time-to-time which can pertain to external stakeholders also.



**AUDIT & RISK COMMITTEE MEETING MINUTES****19 JUNE 2023****1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY**

The Chair presented the Acknowledgement of Country and welcomed the Committee members and all attendees present at the meeting.

**2. IN-CAMERA DISCUSSION**

1. The Audit and Risk Committee noted the Confidential - Flood Mapping Implementation Report.
2. The Audit and Risk Committee noted the Incident Response Plan and Ransomware Response Plan.

**3. APOLOGIES**

- Dr. Marco Bini (Independent External Member)
- Jacinta Stevens (Manager Corporate Governance)
- Mark Holloway (Partner, HLB Mann Judd)

**4. DISCLOSURES OF CONFLICTS OF INTEREST**

None declared.

**5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING**

The Committee approved the minutes as a true and correct record of the previous meeting held 20 March 2023.

**2. CEO QUARTERLY UPDATE (VERBAL)**

The Audit and Risk Committee noted the verbal update provided by the CEO.

**3. STANDING REPORTS****6.1 ACTIONS ARISING FROM PREVIOUS MEETING**

1. The Audit and Risk Committee noted the status of the action items from the previous meeting.

**KEY FINDING**

- Management will continue to work towards the completion of the open actions and provide an update at the 11 September 2023 meeting.

**6.2 COMMITTEE WORK PLAN REPORT**

The Audit and Risk Committee

- 1) noted the Committee Work Plan Report

**AUDIT & RISK COMMITTEE MEETING MINUTES****19 JUNE 2023**

- 2) endorsed the Audit and Risk Committee Annual Work Plan 2023-24
- 3) reviewed and provided feedback on the draft Compliance Management Framework.

**KEY FINDINGS**

- Management have fulfilled their responsibilities and support of the Committee by reviewing the Audit and Risk Committee Annual Work Plan 2023-24.
- Management has an adequate approach to maintaining an effective internal control framework.
- Council is taking appropriate actions to comply with latest legislative changes.
- Management have fulfilled their legislative responsibilities by nominating a Public Interest Disclosure Coordinator and Councillor Conduct Officer.
- Management has adequate approach to monitor primary lodgements of the Councillor members of the Committee.

**6.3 INFORMATION SERVICES REPORT**

1. The Audit and Risk Committee noted the Information Services Report.

**KEY FINDINGS**

- Management have taken appropriate action to mitigate the high risks in IT and to establish a long-term plan that will address IT risks.
- 2022/23 Information Services projects are addressing key risks including Cyber Security, IT Disaster Recovery and Data Governance.
- Management have progressed the development of the IT Strategy to ensure a strategic approach to manage risk and future investment in technology aligned to business needs.

**4. FINANCIAL REPORTS****7.1 QUARTERLY FINANCIAL REPORT**

That the Audit and Risk Committee noted and received:

- 1) the Quarterly Financial Report
- 2) the Financial Report for the 9 months ended 31 March 2023
- 3) the Draft 2022-23 Annual financial Report for the year ended 30 June 2023 for review.

**KEY FINDING**

- Council is monitoring and managing its financial position and key controls and addressing procurement capability and compliance.

**7.2 VAGO INTERIM MANAGEMENT LETTER FOR THE FINANCIAL YEAR ENDING 30 JUNE 2023**

1. The Audit and Risk Committee note the Darebin City Council – Interim Management Letter for the year ended 30 June 2023.

**KEY FINDING**

- There is one moderate and one low external audit finding. There are eight remaining open issues from prior years (1 High, 3 Moderate, 4 Low).



**AUDIT & RISK COMMITTEE MEETING MINUTES****19 JUNE 2023****5. RISK MANAGEMENT****8.1 QUARTERLY RISK MANAGEMENT REPORT**

The Audit and Risk Committee noted:

- 1) the Quarterly Risk Management Report
- 2) the review of the Risk Management Framework and Policy
- 3) the quarterly update on adequacy of actions taken to ensure that material risks have been dealt with inclusive of the Insurance Gap Analysis and Fraud Risk Assessment
- 4) the update on the effectiveness of Business continuity Planning and Processes
- 5) the cladding update
- 6) the quarterly contamination update, and
- 7) the climate risk update.

**KEY FINDINGS**

- The Risk Management Framework was due to be reviewed in May 2023, due to current organisational priorities, an extension to finalise the review has been approved by the CEO with a new review date of 30 June 2024.
- SRIA Committee continues to meet monthly for the review of below waterline and watchlist risks.
- Actions taken to manage Council's risks are adequate and strengthened by the representation of several key reportable findings, and the presentation of Council's strategic and operational risks.
- The actions taken to ensure that material risks have been dealt with are adequate and are helping to embed risk management practices throughout the organisation.
- Management is taking appropriate actions against managing the business continuity planning and processes through monthly SRIA meetings and engaging a consultant to review the Business Continuity Framework.
- Governance Services team is now maintaining a centralised oversight of Council' policies.
- Council continues to prioritise the legacy building matters and take appropriate action to reduce our liability exposure.
- Management is taking appropriate actions to manage the unregistered pools and safety risks.
- Management has acted to ensure the effective management of contamination risks are progressing.
- Actions taken towards mitigating climate risks are progressing.

**8.2 QUARTERLY SAFETY REPORT**

1. The Audit and Risk Committee noted the Quarterly Safety Report.

**KEY FINDING**

- Management has adequate measures in place to support and monitor health, safety and wellbeing across the workforce.

**6. INTERNAL AUDIT****9.1 INTERNAL AUDIT PROGRAM STATUS & AUDIT SCOPES FOR APPROVAL**

1. The Audit and Risk Committee notes and receives the Internal Audit Program Status & Audit Scopes for Approval report.

**KEY FINDING**

- The delivery of 2022-23 Internal Audit Program has been completed by HLB Mann Judd.

**AUDIT & RISK COMMITTEE MEETING MINUTES**

**19 JUNE 2023**

**9.2 COMPLETED INTERNAL AUDITS**

The Audit and Risk Committee noted:

- 1) the Completed Internal Audits Report
- 2) the Review of Asset Protection
- 3) the Review of Payroll (incl. Data Analytics)
- 4) the Review of Procurement below \$300,000 (including tendering and contract management)
- 5) the Review of Environment Management
- 6) the Review of Hard Waste Services
- 7) the Follow-Up Audit
- 8) the Review of Community Engagement Framework with control effectiveness in Multi-Sports Stadium Project and COVID Response

**KEY FINDING**

- The delivery of 2022-23 Internal Audit Program has been completed.
- HLB Mann Judd has issued 7 internal audits reports:
  - the Review of Asset Protection including 8 audit key findings and 24 recommendations,
  - the Review of Payroll including 6 audit key findings and 8 recommendations,
  - the Review of Procurement including 5 audit key findings and 11 recommendations,
  - the Review of Environment Management including 5 audit key findings and 7 recommendations,
  - the Review of Hard Waste Services including 5 audit key findings and 13 recommendations,
  - the Follow Up Audit including 8 audit key findings and 8 recommendations,
  - the Review of Community Engagement Framework with control effectiveness in Multi-Sports Stadium Project and COVID Response including 5 audit key findings and 9 recommendations.
- NTT Digital will commence the delivery of the 2023/24 Internal Audit Plan from the 1 July 2023.

**9.3 OUTSTANDING AUDIT ACTIONS STATUS REPORT**

- 1. The Audit and Risk Committee noted the Outstanding Audit Actions Status Report.

**KEY FINDING**

- Management is progressing the completion of outstanding audit actions, with some delays as expected.

**9.4 RECENT REPORT AND PUBLICATIONS**

- 1. The Audit and Risk Committee noted the Recent Report and Publications Report and Management comments.

**9.5 THREE YEAR STRATEGIC INTERNAL AUDIT PLANS AND 2023-24 INTERNAL AUDIT PLAN PROGRESS STATUS**

The Audit and Risk Committee

- 1) noted the Three Year Rolling and Annual Strategic Internal Audit Plan update
- 2) approved the indicative 2023-23 Internal Audit Plan.

**KEY FINDINGS**

- NTT Digital has commenced the development of a 3-Year Strategic Audit Plan, inclusive of the 2023-24 Annual Internal Plan and will present the completed version to the Committee at their September meeting.

**AUDIT & RISK COMMITTEE MEETING MINUTES****19 JUNE 2023**

- NTT Digital has commenced the development of the 2023-24 Assurance Map and will present the completed version to the Committee at their September meeting.
- NTT Digital has commenced as the new internal audit service provider and will begin working on the delivery of 2023-24 Internal Audit Program.

**7. GOVERNANCE****10.1 COMMITTEE MANAGEMENT REPORT**

The Audit and Risk Committee noted:

- 1) the Committee Management Report
- 2) the Audit and Risk Committee Self-Assessment

The Audit and Risk Committee endorsed:

- 3) the Bi-Annual Report for December 2022 to May 2023
- 4) the Annual Committee Performance Report for 2022-23.

**KEY FINDINGS**

- Charter requirements have been fulfilled by completing an annual assessment survey on the Committees performance for the 2022-23 reporting period.
- Compliance with the Local Government Act 2020 has been met by preparing the Bi-Annual Report for the 2022-23 reporting period.
- Compliance with the Local Government Act 2020 and Charter have been met by preparing the Committee Performance Report detailing the Committee performance during the 2023-24 reporting period.
- Management have fulfilled their responsibilities.

**10.2 REPORT TO THE MINISTER FOR LOCAL GOVERNMENT – ACTION PLAN**

The Audit and Risk Committee noted:

- 1) the response and information submitted to the Minister for Local Government on 18 May 2023 in accordance with the governance directions, including the actions completed and action plan toward financial sustainability.
- 2) the quarterly updates on the action plan and action in response to the Minister's Directions will be provided to the Committee for their oversight.

**KEY FINDING**

- Management will continue supporting Councillors through the implementation of the action plan toward financial sustainability and future responses required by the Minister's Directions.

**11. OTHER BUSINESS**

Nil.

**12. NEXT MEETING**

The next meeting of the Audit Committee will be held at 9:00am 11 September 2023 in the Council Chambers, Darebin Civic Centre, 350 High Street Preston.

AUDIT & RISK COMMITTEE MEETING MINUTES

19 JUNE 2023

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**13. CLOSE OF MEETING**

As there was no further business, the Chair closed the meeting at 12:01 pm

## Appendix D

### Council Responses

Consultation: [Container Deposit Scheme Refund Sharing Protocol Consultation](#)

[Draft Material Recovery Facilities Protocol and Local Government Refund Sharing Protocols Discussion Paper](#)

[Draft Local Government Refund Sharing Protocol](#)

Survey submissions due: 11 August 2023

*Please note that consultation feedback is via a survey, Darebin's response is indicated below in yellow:*

**Which method for determining the refund amount from the Scheme Coordinator do you prefer?**

Please choose one of the options below and explain your reasoning in the next question

- Direct count method
- **Eligible container factor**

**Please explain why this is your preferred method:**

Darebin council supports the eligible container factor method. This is because it is likely that containers, particularly glass bottles, will be broken during kerbside collection. Frequent factor audits will ensure this is a good outcome.

**Do you support the proposed sampling method for auditing MRF calculation procedures?**

- **Yes**
- No

**How frequently do you think audits should be undertaken and reported?**

Please make a selection and explain your reason in the next question

- **3 months**
- 6 months
- Annually
- Other

**Can you please explain your choice?**

Darebin supports a 3 monthly auditing of eligible containers to inform the factor process. Eligible container use and consumption is heavily influenced by seasons, including percentage used outside the home (i.e., external collection points) and internal disposal (i.e., at home in the kerbside bin). Quarterly also coincides with RV's proposed refund claim in arrears schedule.

Are there any other reasonable costs associated with claiming a CDS refund that should be taken into account in a refund sharing arrangement?

- Yes
- **No**
- Unsure
- Not applicable

Are there any practical issues or concerns that you see with the protocols, methodologies and their implementation?

Darebin has the following concerns with the protocols and their methodology.

With regard to the definition of a Material Recovery Facility under the Act, and the note in the discussion paper that single-stream reprocessing facilities that do not separate materials into component grades are not eligible to collect a refund through the CDS, does this mean that Council will have to send glass from the glass bin specifically to a mixed recycling facility? The implication of this may be that if the glass is already separated out, i.e. in the fourth purple bin, then its destination is limited to particular facilities.

Are there any sections, clauses or terminology that require further clarification to improve understanding or clarity?

**No**

The protocol proposes, after reasonable costs are removed, the net refund would be split 50% council – 50% MRF. Do you agree with this proposal?

- **Yes**
- No

Q11. Are there any specific material sorting operations that the protocols omit in their scope?

- Yes
- **No**

Do you have any other comments or suggestions to offer on the protocols to improve their application?

**No**

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**9.11 CT202315 - ROAD MAINTENANCE & ASSOCIATED SERVICES - CONTRACT (NORTHERN COUNCIL ALLIANCE NCA - COLLABORATIVE TENDER)**

**Author:** Infrastructure Maintenance and Fleet Capital Project Officer  
Civil Engineer

**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

This report seeks Council endorsement to award Contract No. CT202315, Road Maintenance and Associated Services. This contract will provide road maintenance services via a panel arrangement for an initial contract term of three (3) years and with a possible extension of a two (2) year period, for a maximum contract term of (5) five years.

The Northern Council Alliance Group of Councils (NCA) incorporates (7) seven northern councils, Banyule City Council, City of Whittlesea, Darebin City Council, Hume City Council, Merri-bek City Council, Mitchell Shire Council and Nillumbik Shire Council to conduct a joint tender for the provision of Road Maintenance & Associated Services from capable suppliers in the delivery of like services across

The NCA advocates and delivers projects that positively contribute to the economic, social, health and wellbeing of residents in Melbourne's north. This collaboration resulted in savings on tender administration costs, specification development, and reducing the cost for supplier engagement.

In accordance with the Local Government Act 2020, all the participating Councils had the option to enter into individual contracts based on various discount options if the preferred tenderer was selected with one or more of the participating Councils.

The Darebin appointed subject matter experts (SME's) as representatives of Darebin for the tender activity and have recommended qualified and experienced contractors to deliver the services across the categories specific for Darebin's service requirements.

Expenditure under this contract will be determined by available annual budget allocations and works required during the contract term.

<b>Officer Recommendation</b>
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**That Council:**

- (1) Awards Contract CT202315 for Category 2, 3, 8, & 10 - Works relating to Asphalt Supply, Deliver & Lay including profiling, traffic control, line marking, and adjustment of utility covers for an initial term of three years commencing on 15 September 2023 (fixed cost rates with annual adjusted consumer price index (CPI) subject to satisfactory performance review) to the following tenderers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
  
- (2) Awards Contract CT202315 for Category 5, Works relating to Crack Sealing, for an initial term of three years commencing on 15 September 2023 fixed cost rates with annual adjusted consumer price index (CPI) subject to satisfactory performance review) to the following tenderers:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  
- (3) Awards Contract CT202315 for Category 6, Works relating to Asphalt Patching including profiling and traffic control for an initial term of three years commencing on 15 September 2023 fixed cost rates with annual adjusted consumer price index (CPI) subject to satisfactory performance review) to the following tenderers:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  
- (4) Awards Contract CT202315 for Category 8, Works relating to Traffic Control Services, for an initial term of three years commencing on 15 September 2023 fixed cost rates with annual adjusted consumer price index (CPI) subject to satisfactory performance review) to the following tenderers:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
  
- (5) Awards Contract CT202315 for Category 9, Works relating to Line Marking, for an initial term of three years commencing on 15 September 2023 fixed cost rates with annual adjusted consumer price index (CPI) subject to satisfactory performance review) to the following tenderers:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  
- (6) Authorises the Chief Executive Officer to finalise and execute the contract documents on behalf of Council.
  
- (7) Authorises the Chief Executive Officer to review and approve options for two by one-year extensions subject to satisfactory performance reviews.
  
- (8) Authorises the Chief Executive Officer to review and approve variations, annual reviews and annual adjusted consumer price index (CPI) during the contract term.



## BACKGROUND / KEY INFORMATION

The road resurfacing program is an ongoing annual program for the purpose of undertaking asphalt resurfacing works on Council's road network. Council uses a pavement management system to assist in the identification of critical road assets where resurfacing works are required across the whole municipality and prioritises roads using assessment criteria. This information is then verified with on-site inspections of all nominated sites to finalise the list of projects for adoption as part of Council's annual capital works program.

The sections of roads nominated for resurfacing as part of the capital works program are determined by Council's Asset Strategy Unit. The program aims to maintain and improve the condition, safety, appearance and serviceability of the overall streetscape of roads within the municipality.

These works are in line with the Road Asset Management Plan. This is prepared in accordance with the Road Management Act 2004. This Act establishes the general principles which apply to road management and sets out certain rights and duties of road users and authorities.

To optimise the management of these assets, Council sought to partner with NCA to establish a panel contract with suitably resourced, experienced and reliable contractors to provide road maintenance services throughout the city. The successful panelists will work closely with teams from the Operations Centre, Transport, Urban Works, and others, to ensure that road assets are well built, maintained and perform reliably and efficiently. Following the establishment of the panels, the panelists will be requested to provide project specific quotations based on the schedule of rates quotations for works as the need arises over the term of the contract. Under this contract there are no guarantees given by Darebin of work to be allocated. Panelists share Council's commitments to inclusiveness, environmentally sustainable practices, quality, health and safety and providing innovative solutions. The panel contract will be in place for three years, with two x 1-year options to extend, therefore having a maximum contract term of five years.

Table 1 provides a summary of categories covered under contract for each participating council.

Table 1 - category composition per Council:

Category	Banyule	Darebin	Hume	Merri-Bek	Mitchell	Nillumbik	Whittlesea
1. Asphalt Supply Ex Bin	X		X	X	X	X	X
2. Asphalt Supply, Deliver & Lay	X	X	X	X	X	X	X
3. Profiling	X	X	X	X	X	X	X
4. Spray Sealing			X		X	X	X
5. Crack Sealing	X	X	X	X	X	X	X
6. Asphalt Patching	X	X	X	X	X	X	X
7. Plant & Labour	X	X	X	X	X	X	X
8. Traffic Control	X	X	X	X	X	X	X
9. Pavement & Line Marking	X	X	X	X	X	X	X
10. Adjustment of Utility Covers	X	X	X	X	X	X	X
11. Unsealed Road Maintenance	X		X				X

**Previous Council Resolution**

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

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.1 We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds

2.2 We will design and create public spaces where our people feel safe, welcome, and respected, including improving lighting and safety for people walking, wheeling, cycling and driving

2.5 We will invest in services and the built environment to improve access for our residents and visitors

4.2 We will ensure our assets are optimised for the benefit of our community

**DISCUSSION****Public Tender**

In accordance with Council's tendering procedures and the Local Government Act 2020, Procurement Australia (PA), was appointed to act as the tendering agent on behalf of the NCA and appointed ArcBlue consulting to provide probity advisor role for the invited public tenders. Suitably qualified organisations were invited to submit proposals across eleven (11) categories of road maintenance services for the northern Councils.

**First Tender**

The Request for Tender (RFT) was publicly released on 12 November 2022 and subsequently closed on 14 December 2022 at 3:00pm AEDT, with submissions received via the Tenderlink electronic tender box from 37 suppliers.

At the tender opening meeting, it was decided by the subject matter experts (SMEs) that the VicRoads Qualification requirement of submissions is a barrier or potential barrier and that this requirement be removed. This made the initial tender ceased without award.

**Reissue of tender**

The RFT was reissued without the VicRoads Qualification requirement as a private event on 18 February 2023 to those suppliers that downloaded the documentation in the first tender period. The RFT event subsequently closed on 22 March 2023 at 3:00pm AEDT with submissions received via the Tenderlink electronic Tender box from 34 suppliers.

## Tender Evaluation

An evaluation panel was established with the NCA to score the respondent's RFT submissions. The submissions were initially assessed by PA to be conforming against the tender compliance criteria, including requirements for insurances, OH&S policy, and conflict of interest. The tender evaluation panel and process is outlined in confidential **Appendix A and Appendix C** issued under separate cover.

Table 2 – Evaluation criteria

Criteria	Sub-Criteria
Compliance (unweighted)	<ul style="list-style-type: none"> <li>• Compliance with Insurance</li> <li>• Compliance with The Terms &amp; Conditions of The Tender</li> <li>• Compliance with Terms &amp; Conditions of The Contract</li> <li>• Applicability to Modern Slavery Legislation</li> <li>• Covid 19 Management Plan</li> <li>• Fair Work Compliance</li> <li>• Occupational Health &amp; Safety compliance</li> </ul>
Capacity and Capability	<ul style="list-style-type: none"> <li>• Organisational profile and experience, sub-contractors and consultants experience and Industry Membership/Accreditation</li> <li>• Resources to be Employed including Plant and Equipment</li> <li>• Quality Assurance</li> <li>• Occupational Health &amp; Safety</li> <li>• Industrial Relations History</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Customer Service and Transitional Initiatives</li> </ul>
Sustainable Procurement	<ul style="list-style-type: none"> <li>• Social &amp; Local Impact</li> <li>• Environmental Impact</li> <li>• Waste to Landfill Minimisation</li> <li>• Indigenous Content</li> </ul>
Price	<ul style="list-style-type: none"> <li>• Cost of Service</li> <li>• Price Hold Period</li> <li>• Payment Terms</li> </ul>

## Weighted Average Scores and Rankings

Darebin SMEs held subsequent meetings on 24 May and 27 May 2023, to shortlist the preferred contractors based on their pricing for Darebin and other project specific requirements. The evaluation details and rankings from the Darebin SMEs is provided in confidential **Appendix D**.

## CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

### Collaboration

Section 109(2) of the Local Government Act 2020 requires that any report to the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.

In reference to this procurement, the Northern Regional Councils (NCA) have collaborated on achieving value for money outcomes.

### Financial Management

This tender is aimed at establishing a panel of suitable road maintenance contractors across a range of categories for future use, therefore there is no specific budget allocated to it. Once the panels are established the contractors will be invited to provide quotations for projects as they arise over the next three to five years (subject to contract extensions). Each future project will have a specific budget against which the quotations will be evaluated, in accordance with Council's Social and Sustainable Procurement Policy. A Deed of Standing Offer will be implemented, meaning all future quotations are tied to this panel contract.

### Community Engagement

The need for community engagement is not considered necessary in order to establish these panels. Any required community engagement will be undertaken for specific projects in the future.

### Other Principles for consideration

#### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;
- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- (g) the ongoing financial viability of the Council is to be ensured;
- (i) the transparency of Council decisions, actions and information is to be ensured.

#### Public Transparency Principles

- (b) Council information must be publicly available unless (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest;

#### Strategic Planning Principles

- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

#### Service Performance Principles

- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

This tender is aimed at establishing panels of suitable contractors for road resurfacing, crack sealing, patching, traffic control and line marking. All panellists are required to have an environmental management plan/policy while significant future projects may require a specific environmental management plan and environmental features.

The specifications included use of Reclaimed asphalt pavement (RAP) added mix. RAP is a useful alternative to virgin materials because it reduces the need to use virgin aggregate. Recycling asphalt pavement creates a cycle of reusing materials that optimizes the use of natural resources. Waste to landfill minimisation was also considered while evaluating the tender submissions.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

In line with Darebin's Social and Sustainable Procurement Policy, the tender evaluation criteria gave weight to social initiatives and practices. Tenderers were asked to consider how their business activities demonstrated a commitment to address disadvantage and improve equity to deliver social value and positive social outcomes, including a commitment to employment of youth, disadvantaged and aboriginal people.

### Economic Development and Cultural Considerations

Evaluation criteria gave weight to NCA based businesses. In addition, businesses that could demonstrate a local economic contribution through regular purchasing from local traders or the employment of local people were viewed favourably in line with evaluation criteria.

### Operational Impacts

Road maintenance and resurfacing is an essential service and ongoing program for the maintenance of Council assets across Darebin.

This contract is for the establishment of a panel. Once established, works required to be undertaken in areas relevant to this panel will have a simplified process to obtain quotes and award works. The deed arrangement that is being entered into, will also make the reporting and approval process more streamlined with approvals granted in line with applicable delegations from the CEO to officers.

### Legal and Risk Implications

Contractors that have been recommended for inclusion on one or more panels have demonstrated appropriate expertise in the type of work being undertaken. Each has been assessed as an acceptable risk given each has appropriate insurances, OHS policies and practices in place and has satisfactorily passed a financial health check.

### Probity considerations

Council's Procurement Policy mandates that a probity advisor be engaged for all projects valued over \$1,000,000. ArcBlue consulting was engaged to provide an overview of the probity tasks and findings in relation to the tender evaluation process. A report was received from the probity advisor dated 2 June 2023 that concluded all probity requirements had been met – **Appendix B** issued under separate cover.

### Environmental and Safety Risk considerations

The preferred suppliers are committed to responsible management practices that minimise any adverse health, safety or environmental impacts.

### IMPLEMENTATION ACTIONS

The Panel Contract is scheduled to commence in September 2023. The Contract will be for a term of three years, with options to extend for a further two years.

Table 3 - Planned Target Dates

Activity	Date / Timeframe
Approval to Engage – Council Meeting Date	Monday 24 July 2023
Intended formal notification of successful Tenderers	10 August 2023
Contract Start Date	15 September 2023
Contract End Date	30 June 2026
Options to extend	1 + 1 years

### RELATED DOCUMENTS

- Road Asset Management Plan (RAMP)
- Road Management Plan (RMP)

### Attachments

- CT202315 Contract Award Road Maintenance Panel (**Appendix A**) Confidential - enclosed under separate cover
- Probity Advisory Report (**Appendix B**) Confidential - enclosed under separate cover
- Evaluation Panel Score Card (**Appendix C**) Confidential - enclosed under separate cover
- Contractors Ranking (**Appendix D**) Confidential - enclosed under separate cover

### DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

## 10. ITEMS TO BE TABLED

### 10.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL CONFERENCE JUNE 2023

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#### Mayor's Statement

In June, I led Darebin's delegation to Canberra to attend the Australian Local Government Association Conference. This year the conference was focused on the Future of Communities and how local governments play an essential role in all aspects. It was aptly named '*Our Communities; Our Future*'.

The delegation included Deputy Mayor Susanne Newton, Cr Rennie and Cr McCarthy. Council's Principal Advocacy and Government Relations Officer was also in attendance in the capacity to organise, brief and to accompany me at advocacy meetings with Senators and MPs.

Over the course of the week, I heard from the Prime Minister, the Federal Opposition Leader and a range of Ministers from the Government. As this was my first trip to ALGA, it was great to meet over 1,100 local government leaders from across Australia to share innovations to support public good and to speak to the Federal Government with one voice.

The Governor-General, His Excellency General the Hon. David Hurley, noted that councils were the level of Government that looked communities in the eye, and this really resonated with me. As a Darebin resident for nearly all my life, I have never felt more connected to the community in my role as Mayor. It was sobering to speak with leaders from across Australia who shared that same energy that I have for our community.

ALGA is body that represents Councils at a federal level. At the conference I was briefed about ALGA's ongoing advocacy for the Government to restore Financial Assistance Grants funding to a level equivalent to at least 1% of Commonwealth Taxation Revenue. Having just unanimously passed our Council budget under significant economic weight, I champion this priority. More access to federal grants is required for Council to deliver the services our community expects of us to in a timely, and efficient manner.

This is why I requested Council officers to secure meetings with Ministers, Senators, MPs and Departments. Although Ministers declined our meeting requests due to diary clashes, we were fortunate to meet with key Senators, MPs and Senior Department Officials to obtain insights, clarity, and willing partners in Canberra to help us secure more money for community-based projects.

At the Australian Council of Local Government Dinner, I briefly met the Prime Minister, and sitting next to me was the Deputy Prime Minister. I can confidently say the Deputy Prime Minister is a nice guy! And as a fellow Victorian, I was able to dive deeper into what our municipality is facing.

As part of our advocacy efforts I also met with the Chair, Deputy Chair and Committee members from the Federal Inquiry into the Cost-of-Living Crisis in Australia. It was essential to let committee members know that people in Darebin are feeling the pinch. Council has submitted our recommendations to the committee, and we look forward to further updates on our submission.

I also met with the Department of Infrastructure, Transport, Regional Development, Communication, and the Arts to discuss upcoming federal grants announced in the Federal

budget. I provided the Department officers insights as to who we are as a council. I showcased the Darebin team who will be behind our future application, who attended via video link.

Finally, I would like to remind our community that Council is a member of the Mayoral Taskforce Supporting People Seeking Asylum. During the conference, Cr Rennie, Cr Newton, and I attended a stakeholder morning tea to recruit more members from across Australia to join the task force. It was fantastic to hear first-hand stories of people seeking asylum and the support that Government and MPs can offer people - some of who live and work in the City of Darebin.

As Mayor, I will continue to ensure that Council engages Ministers and MPs to ensure we obtain our fair share of funding, and to influence policy that drives great outcomes for the Darebin Community.

Thank you.



**11. NOTICES OF MOTION**

Nil

**12. URGENT BUSINESS**

**13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**

Nil


**14. CLOSE OF MEETING**

**CITY OF  
DAREBIN**

274 Gower Street, Preston  
PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)

 **National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

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